PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 25 OF 2018
DATE ISSUED: 22 JUNE 2018

1. Introduction

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

1.2 Although the Circular is published 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:

FREE STATE: DEPARTMENT OF ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM & ENVIRONMENTAL AFFAIRS: Kindly note that the post of State Accountant: Salaries, advertised in vacancy circular 24 dated 15 June 2018, the correct salary scale is R226 661 per annum (Level 07) and The duties are as follows: Ensure that approvals on PERSAL are performed. Reconcile transactions (interface) on PERSAL with the basic accounting system (BAS) on a weekly and monthly basis. Verify payments to third parties (employer contributions to pension funds, medical aid funds, tax deductions and reconciliations etc.). Receive, sort and register incoming work and payment advices. Prepare financial documents for filing. Ensure monthly reports are compiled. Monitor the implementation of allowances and deductions (house, rent, electricity, water, sanitation, union insurance & medical aids including posting and faxing of schedules). Clearing of relevant Ledger, Suspense and Exception Accounts. Check and verify general journals. Supervision of tasks/activities assigned to subordinates. The duties are: duration of the contract has been amended to 12 months.
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## PROVINCIAL ADMINISTRATIONS

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APPLICATIONS:
The Director-General, Department of Communications, Private Bag X812, Pretoria, 0001 or hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival Street, Hatfield, Pretoria.

FOR ATTENTION:
Mr A Khameli

CLOSING DATE:
06 July 2018 @ 16h00 (Applications received after the closing date will not be considered).

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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POST

POST 25/01:
ADMINISTRATIVE ASSISTANT REF NO: AA/DOC/07 (X3 POSTS)
CD: Corporate Services
D: Financial Management and Administration
D: Strategic Planning Monitoring and Performance Monitoring

SALARY:
R183 558 per annum (Level 06) excluding benefits

CENTRE:
Pretoria

REQUIREMENTS:
Qualifications: Applicants must be in possession of a Diploma in Secretarial studies/Office Administration/Management and related field with two years of experience in office management. Special requirements / skills needed: Excellent interpersonal skills. Good communication skills (written and oral), exceptional organising and planning skills. Ability to work independently, under pressure and in a team. Time management and proactiveness. Problem solving skills and results orientated individual. Attention to detail. Computer literate (Microsoft Word, Power Point, Access and Excel). Job Knowledge: Report writing, compilation and collation of information from other sections. Advanced minute taking and development of action plans. Credible and proven experience in the secretarial and administrative function of an organisation.

DUTIES:
Provide administrative general administration support. Write routine notes, memos, letters and reports. Maintain an effective filing and document tracking system (electronic and physical). Manage the Chief Director/Director, diary (electronic and manual) and maintain an appropriate schedule for appointments. Develop new ideas to change existing procedures so as to improve filing, tracking and document tracking. Create and maintain databases of internal and external stakeholders. Coordinate effective internal and external meetings, appointments and events. Compile agenda and take accurate minutes during meetings. Diary and calendar management. Receive visitors, and organise parking and refreshments. Handle travel and accommodation arrangements, subsistence & Travel (S&T) claims and budget cash flow information. Manage the leave register. Budget and projections administration.

ENQUIRIES:
Ms Baarata Motlaoleng, Tel No: (012) 473 0374
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 these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

CLOSING DATE : 13 July 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 POSTS

POST 25/02 : ASSISTANT DIRECTOR: CORPORATE SECRETARIAT REF NO: 24233/01
SALARY : R334 545 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A three-year National diploma or degree in Public Administration or equivalent qualification. 3 to 5 years appropriate experience in the related field. Generic Competencies: Planning and organising skills; coordination; problem solving and decision making; project management; people management and empowerment; client orientation and customer focus; team leadership; diversity management; and communication (verbal and written). Technical Competencies: In depth knowledge of: Corporate Secretariat practices and government procedures, development of minutes of meetings, legislation that governs intergovernmental structures, Ministerial and Director-General correspondence.
DUTIES : The incumbent will perform the following duties: Assist in providing Secretariat, logistical and administrative support to Top Management and/or Audit Committee meetings. Develop a Decisions Matrix of decisions taken and follow up on the implementation of resolutions to populate the Matrix. Maintain the document management system of the Secretariat. Provide assistance to receive, analyse and refer Ministerial and Director-General correspondence.
ENQUIRIES : Ms M. Jacobs, Tel No: 012 336 5727
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tijgerpoort, 0056; submitted electronically via email: cogta13@ursonline.co.za; or via fax: 086 415 5709.
FOR ATTENTION : URS Response Handling, Tel No: 012 811 1900.

POST 25/03 : ACCOUNTING CLERK: EXPENDITURE AND REVENUE MANAGEMENT REF NO: 24233/02
SALARY : R152 862 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Generic Competencies: Quality of work, reliability, initiative, interpersonal relations, teamwork, planning and execution, computer literacy and communication (verbal and written). Technical Competencies: In depth knowledge of: the Public Finance Management Act and Treasury Regulations, accounting, payments and financial reconciliation.

DUTIES : The incumbent will perform the following duties: Compile payment vouchers prior to final payments. Review of compliance and capture payments and journals on BAS. Update payment register and other financial records. Reconcile financial transactions processed. File financial source documents.

ENQUIRIES : Ms S Sibiya, Tel No: 012 334 0701.

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiewgerpoort, 0056; submitted electronically via email: cogta14@ursonline.co.za; or via fax: 086 415 5709.

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

POST 25/04 : ACCOUNTING CLERK: FINANCIAL REPORTING AND DEBT MANAGEMENT REF NO: 24233/03

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

REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Generic Competencies: Quality of work, reliability, initiative, interpersonal relations, teamwork, planning and execution, computer literacy and communication (verbal and written). Technical Competencies: In depth knowledge of: the Public Finance Management Act and Treasury Regulations, accounting, salary administration and financial reconciliations.

DUTIES : The incumbent will perform the following duties: Check and capture subsistence and travelling claims, and overtime allowances. Capture payments and journals on BAS. Perform salary administration services (including payroll certificates and tax reconciliations). Update payment register and other financial records. Administer the debt and suspense account of the Department. File financial source documents.

ENQUIRIES : Mr J Moloto, Tel No: 012 334 0909.

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiewgerpoort, 0056; submitted electronically via email: cogta15@ursonline.co.za; or via fax: 086 415 5709.

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

POST 25/05 : ADMINISTRATION CLERK: INTERNAL CONTROL REF NO: 24233/04

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

REQUIREMENTS : Grade 12 or equivalent qualification. No experience required. Generic Competencies: Quality of work, reliability, initiative, interpersonal relations, teamwork, planning and execution, computer literacy and communication (verbal and written). Technical Competencies: In depth knowledge of: the Public Finance Management Act and Treasury Regulations.

DUTIES : The incumbent will perform the following duties: Inspect/Verify all payment batches, journals and other related documents for completeness and compliance with regulations and Departmental policies, delegations, processes and procedures. Maintain a register of all payment batches, journals and other related documents. Provide the internal and external auditors with information requested. Maintain a proper filing system and control movement of documents from the store rooms. Assist with the administration of the loss control activities.

ENQUIRIES : Mr J. Chauke, Tel No: 012 334 0696.

APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiewgerpoort, 0056; submitted electronically via email: cogta16@ursonline.co.za; or via fax: 086 415 5709.

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

CIVILIAN SECRETARIAT FOR POLICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

APPLICATIONS: Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor, Pretoria at the Reception

CLOSING DATE: 06 July 2018

NOTE: Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. Faxed or e-mailed applications will not be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. 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. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria.

NB: Please ensure that your application reaches this office before 17h00 on week-days.

OTHER POSTS

POST 25/06: DEPUTY DIRECTOR: EVALUATION REF NO: CSP/05/2018

SALARY: R779 295 per annum

CENTRE: Pretoria


DUTIES: Develop policies, strategies and guidelines to evaluate policing and programmes implemented by the SAPS. Develop a three-year evaluation plan. Ensure the development/ review of information and knowledge management system for the directorate to meet current needs. Develop and implement the evaluation systems, build evaluation capacity, compile evaluation reports with findings and recommendations. Ensure data collection and processing, analyse monitoring and evaluation data. Oversee the development of evaluations forms for data collection

**ENQUIRIES**: Ms NM Sefiti / Mr S Matsapola, Tel No: (012) 393 4359/2500

**POST 25/07**

**DATA CAPTUER: MONITORING & EVALUATION REF NO: CSP/06/2018**

08 Months Contract

**SALARY**: R152 862 per annum plus 37%

**CENTRE**: Pretoria

**REQUIREMENTS**: Matric or equivalent qualification. One year working experience within the relevant field. Experience of working with Microsoft Windows suite of software, data analysis and information management. A high degree of computer literacy especially using the Microsoft Windows Suite e.g. MS Word, Excel and Outlook. Planning and organization. Information collection and management. Attention to detail, communication skills, confidentiality and ability to work under pressure. Team player, customer focus and responsiveness. Interpersonal skills, change orientation and personal commitment. Problem solving and decision making.

**DUTIES**: Administration of source documents, coordinate the collection of source documents. Classify and code documentation. Provide support on the computerisation of information from source documents. Imaging of source documents. Capture data into database. Data verification and clean-up. Handle the controlling of computerized source documents based on access rights. Assist the information officer in data analysis and reporting, conduct oversight visits in conjunction with the Monitoring and Evaluation teams. Provide logistical and administrative support to the Monitoring and Evaluation team.

**ENQUIRIES**: Ms NM Sefiti / Mr S Matsapola, Tel No: (012) 393 4359/2500
ANNEXURE D

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

APPLICATIONS: Please forward your application, quoting the relevant reference number (on application and envelope) for the attention of Human Resource Recruitment, Government Pensions Administration Agency, 34 Hamilton street, Pretoria, 0001 before 9 July 2018 at 12:00 noon. We would encourage you to rather hand deliver to Head Office or hand in at any one of our Regional Offices.

FOR ATTENTION: Ms Allelah Mashiane – Internship Opportunities

CLOSING DATE: 09 July 2018, 12H00 No late applications will be considered.

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department (originally signed) or on the Internet at http://www.gpaa.gov.za. Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation) and ID document (copies of certified documents will not be accepted). Certified documents should not be older than 3 months. Applications that don’t meet the above requirements will be deemed as unsuccessful. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification). Where applicable, candidates will be subjected to a skills/knowledge test/psychometric assessment test. The Department reserves the right not to make appointment(s) to the advertised internships. Separate applications should be completed for each internship applied for and the relevant reference number must be quoted. Applicants must be unemployed graduates and South African citizens between the ages of 18 and 35. Preference will be given to graduates who are in possession of the relevant tertiary qualifications from accredited higher education institutions and who have never participated in an internship before.

INTERNSHIP PROGRAMME FOR 2018/2019

The GPAA would like to invite qualifying graduates to apply to participate in an Internship programme in the 2018/2019 financial year. The internship is meant to provide work exposure to eighty six (86) graduates for a period of twelve (12) months.

OTHER POSTS

POST 25/08: INTERNSHIP PROGRAMME: CORPORATE MONITORING AND EVALUATION

REF NO: CM&E4/2018/06 (X4 POSTS)

12 month-contract

SALARY: R64 245.30 per annum

CENTRE: Pretoria Office

REQUIREMENTS: A B Degree in Social Science or Honours degree in Research for three (3) candidates and B Degree in Information Technology for one (1) candidate. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES: Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.

NOTE: The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the
POST 25/09 :  INTERNSHIP PROGRAMME: CORPORATE COMMUNICATION REF NO: COMM3/2018/06 (X3 POSTS)
12 month-contract

SALARY :  R64 245.30 per annum
CENTRE :  Pretoria Office
REQUIREMENTS :  A B Degree in Communications/Public Relations or National Diploma in Graphic Design or B Degree in Graphic Design. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES :  Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE :  The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

POST 25/10 :  INTERNSHIP PROGRAMME: FINANCE – INVESTMENT ACCOUNTING, CASHFLOW MANAGEMENT AND EMPLOYEE BENEFITS ACCOUNTING REF NO: FINEB7/2018/06 (X3 POSTS)
12 month-contract

SALARY :  R64 245.30 per annum
CENTRE :  Pretoria Office
REQUIREMENTS :  A Three years recognised tertiary qualification in Finance (Accounting as a major subject). Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES :  Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE :  The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

POST 25/11 :  INTERNSHIP PROGRAMME: FINANCE – ACCOUNTS PAYABLE REF NO: FINACC1/2018/06 (X1 POST)
12 month-contract

SALARY :  R64 245.30 per annum
CENTRE :  Pretoria Office
REQUIREMENTS :  BCOMM Accounting. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES :  Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE

The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

POST 25/12

INTERNSHIP PROGRAMME: FINANCE – ASSET MANAGEMENT REF NO: FINASSETS1/2018/06 (X1 POST)
12 month-contract

SALARY: R64 245.30 per annum
CENTRE: Pretoria Office
REQUIREMENTS: BCOMM Accounting. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES: Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.

NOTE: The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

POST 25/13

INTERNSHIP PROGRAMME: FINANCE – SALARIES REF NO: FINSAL1/2018/06 (X1 POST)
12 month-contract

SALARY: R64 245.30 per annum
CENTRE: Pretoria Office
REQUIREMENTS: BCOMM Accounting. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES: Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.

NOTE: The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.
POST 25/14 : **INTERNSHIIP PROGRAMME: FINANCE – BUDGET MANAGEMENT** REF NO: FINBUDGET1/2018/06 (X1 POST) 
12 month-contract

**SALARY** : R64 245.30 per annum

**CENTRE** : Pretoria Office

**REQUIREMENTS** : BCOMM Accounting. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

**ENQUIRIES** : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.

**NOTE** : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – [www.gpaa.gov.za](http://www.gpaa.gov.za). Placement in the organisation after the programme is not guaranteed.

POST 25/15 : **INTERNSHIIP PROGRAMME: FINANCE – UNCLAIMED BENEFITS** REF NO: FINUNCLAIMED4/2018/06 (X4 POSTS)  
12 month-contract

**SALARY** : R64 245.30 per annum

**CENTRE** : Pretoria Office

**REQUIREMENTS** : B.Com or National Diploma in Finance or equivalent qualification. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

**ENQUIRIES** : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.

**NOTE** : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – [www.gpaa.gov.za](http://www.gpaa.gov.za). Placement in the organisation after the programme is not guaranteed.

POST 25/16 : **INTERNSHIIP PROGRAMME: LEGAL SERVICES** REF NO: LS4/2018/06 (X4 POSTS)  
12 month-contract

**SALARY** : R64 245.30 per annum

**CENTRE** : Pretoria Office

**REQUIREMENTS** : LLB Law/ 3 Year degree/ National Diploma or a Degree in Law. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

**ENQUIRIES** : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.

**NOTE** : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – [www.gpaa.gov.za](http://www.gpaa.gov.za). Placement in the organisation after the programme is not guaranteed.
are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

POST 25/17 : INTERNSHIP PROGRAMME: ICT REF NO: ICT7/2018/06 (X7 POSTS)
12 month-contract

SALARY : R64 245.30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : National Diploma (Minimum 3 year qualification) in Information Technology, Technical support or support services. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

POST 25/18 : INTERNSHIP PROGRAMME: CLIENT RELATIONSHIP MANAGEMENT (X24 POSTS)
12 month-contract

SALARY : R64 245.30 per annum
CENTRE : Eastern Cape: Port Elizabeth - Ref No: CRM EC 4/2018/06
Free State: Bloemfontein - Ref No: CRM Bloem 2/2018/06
Free State: Qwaqwa - Ref No: CRM Qwaqwa 2/2018/06
Gauteng: Walk-In-Centre Pretoria – Ref No: Gauteng WIC 2/2018/06
KwaZulu Natal: Durban – Ref No: CRM Durban 2/2018/06
KwaZulu Natal: Pietermaritzburg – Ref No: CRM PMB 2/2018/06
Mpumalanga: Nelspruit – Ref No: CRM MPU1/2018/06
Northern Cape: Kimberley - Ref No: CRM KMB 2/2018/06
North West: Mafikeng - Ref No: CRM MAF2/2018/06
North West: Rustenburg - Ref No: CRM RUS1/2018/06
Western Cape: Cape Town – Ref No: CRM WC2/201/06
OSS and Registry: Pretoria Head Office – Ref No: CRM OSS/REGISTRY2/2018/06

REQUIREMENTS : National Diploma or B Degree in Public Administration. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their
obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role. Placement in the organisation after the programme is not guaranteed.

POST 25/19 : INTERNSHIP PROGRAMME: CALL CENTRE REF NO: CRM CC25/2018/06 (X25 POSTS)
12 month contract

SALARY : R64 245.30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : Minimum three (3) years National Diploma or a B Degree in Office Management or Business Management. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office.
Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

POST 25/20 : INTERNSHIP PROGRAMME: HUMAN RESOURCES – LABOUR RELATIONS REF NO: HR LR2/2018/06 (X2 POSTS)
12 month contract

SALARY : R64 245.30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : Bachelor of Technology in Labour Relations Management/ Relevant three year degree or equivalent qualification in Human Resources, Labour Relations or Industrial Relations. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office.
Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

POST 25/21 : INTERNSHIP PROGRAMME: HUMAN RESOURCES – RECRUITMENT REF NO: HR REC1/2018/06 (X1 POST)
12 month contract

SALARY : R64 245.30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : B.Com Human Resources, BA Human Resources, National Diploma in Human Resources (360 credits), B Soc Sc, B Tech: Human Resources Management, BA Behavioural Sciences. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.

NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

POST 25/22 : INTERNSHIP PROGRAMME: HUMAN RESOURCES – ORGANISATIONAL DESIGN AND DEVELOPMENT REF NO: HR ODD2/2018/06 (X2 POSTS)
12 month-contract

SALARY : R64 245.30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : National Diploma: Production Management, National Diploma: Management Services, National Diploma: Industrial Engineering and/or National Diploma: Organisational Development or B Tech/B Degree in above. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office. Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

POST 25/23 : INTERNSHIP PROGRAMME: MANAGEMENT INFORMATION SERVICES REF NO: MIS3/2018/06 (X3 POSTS)
12 month-contract

SALARY : R64 245.30 per annum
CENTRE : Pretoria Office
REQUIREMENTS : B Degree / National Diploma in Information Management or Statistics or Economics or Mathematics and Oracle SQL. Applicants are expected to possess additional competencies; namely: Communication and basic computer skills relevant to the role.

ENQUIRIES : Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
NOTE : The Remuneration schedule for interns in the public service indicates the internship stipend as R64 245.30 per annum for graduates who acquired a first level three-year qualification. Kindly note that for the Client Relationship Management (CRM) internship opportunities, applicants are required to be conversant in one of the languages that are spoken in the province where interns are required. All other internship opportunities are based in Pretoria – Head Office.
Applicants should not have participated in an internship relevant to their obtained qualification. Applicants should not have worked in an area in line with their obtained qualification for a period of more than six (6) months. For detailed information on the internship opportunities that GPAA offers, please go to the GPAA’s website – www.gpaa.gov.za. Placement in the organisation after the programme is not guaranteed.

ENQUIRIES: Ms Rosina Rakgoale at (012) 3191435 and/or Oumash Phlad at (012)3191038.
ANNEXURE E

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: 06 July 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 POST

POST 25/24: LEGAL ADMINISTRATOR: JOBS FUND (GTAC) – REF NO: G013/2018
Term: 3 Year Fixed Term Contract

SALARY: R281 418 – R331 497 basic salary plus 37% in lieu of benefits (Level 08)

CENTRE: Pretoria

REQUIREMENTS: Relevant Paralegal qualification. At least 3 – 5 years’ experience in a legal firm or legal environment.

DUTIES: Draft Legal documents; Provide inputs to legal opinions/letters/documents drafted by legal advisors/project team, draft addendums using provided template, draft letters including but not limited to PIRM, investment committee, secondary bank account and DP resolutions, draft other legal letters/documents as and when required by the legal advisors or other governance/management structures of the Jobs Fund, must ensure the letters/documents are aligned to resolutions/minutes and input documents which are the basis of the resolutions/minutes, incorporate and quality assure inputs provided by team members/Manco/DDG’s office in legal documents/letters, review letters/documents before sent out for review by the project team/legal advisor/Manco/DDG’s office etc, i.e. quality assurance at sources. Administration and Support; Management of all portfolio legal records and documents, provision of portfolio statistics (legal related), quality control of all documentation, implement and maintain version control procedures on all portfolio reports, letters/documentation, drafting agendas, taking minutes, distributing and collecting of documents for the legal unit meetings, dissemination of information, ensure /co-ordinate fast and efficient handlings of all correspondence, meeting of deadlines for documents (determine priority and follow up), ensure an efficient way of tracking action points from various committees, ensure an efficient way of tracking feedback from team members/manco on letters/documents, ensure an efficient way of tracking responses from JFPs/applicants on letters/documents sent to the JFPs/applicants, maintain a register/action log of letters/documents sent to JFP letters such as ITW; events of default, termination, non-compliance etc., create, maintain, and enforce a letters/addendum action log indicating log date, when letters sent to project team, when feedback received from each project team member, when letters sent to manco, when received from each manco member, when submitted to DDG, and when signed by DDG. This is necessary to unlock bottlenecks, must create and maintain an effective filing system for...
letters/addendums on i-drive so that draft documents and final documents are easily accessible by other JF members as may be necessary, update, quality check and ensure completeness and legality of data in legal repository folder and physical legal files, client liaison: includes query tracking, follow-up, preparation of responses and dissemination, abide by the timeframes, processes, procedures etc as set out in the Jobs Fund SOPs and operating guidelines, which may vary from time to time. Coordination; Provide administrative support to Jobs Fund legal team (except where marked otherwise) by: travel arrangements, manage all logistics associated with workshops, conferences (not limited to legal unit ie cover JF events), setting up of meetings through the timely distribution and confirmation of invitations, relevant documents, previous minutes and agenda, when required, minute taking, circulation, ensuring sign off and filing of approved minutes, bookings of suitable venues, organizing of the necessary equipment & other event logistics, attach source documents before circulating legal documents/letters drafted by the incumbent and/or legal advisors among team members and Manco for their input, ensure and co-ordinate fast and efficient handlings of all correspondence, meeting of deadlines for documents (determine priority and follow up), preparation of action logs and distribution thereof, provide a coordinating role for the legal unit during key annual activities such strategic planning, learning forum etc, quality assurance of documents prior to submission and sign off, attend to reasonable request/ instructions from legal specialist and/or legal advisors as unit operational requirements dictate from time to time. FICA Verification; Review FICA documents of all Jobs Fund applicants and implementing partners, conduct company checks on organisation applying for funding, conduct sanctions screening of all directors and companies applying and involved at the implementation of the project using different systems, update FICA checklist and follow up on outstanding documents from relevant organisation, sign off FICA checklist, verify JF partner secondary bank accounts on relevant system, ensuring compliance with various legislations, policies and regulations. General Administration; Attend disbursement panel and project implementation review meetings to capture action points for legal, prepare file of legal documents requiring signature by the Deputy Director General: Employment Facilitation, 3. Prepare weekly action logs and distribute to Legal Team Leader and DDG: Employment facilitation on a weekly basis, prepare and update legal Opsco action log and other OPSCO related documents, maintain filling system, electronic database and accurate record keeping, i.e. RACI project folder, conduct research into a variety of legal issues as requested by legal advisors, provide legal advisors with requested documents from time to time, attend to formatting and quality assurance of legal documents prior to circulation, scan, file and send signed letters to GMS manager and to the project team, ensure confidentiality of information processed during the execution of his/her function. Client Relationship; Establish strong relationships with internal and external stakeholders, monitor the level of client satisfaction of the Jobs Fund applicants and Jobs Fund partners, identify and respond to opportunities for the Jobs Fund Applicants and Jobs Fund partners in order to be the strategic partner of choice within the GTAC/Jobs Fund, respond to clients’ queries and complaints ensuring that corrective action is taken when necessary.

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

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

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

FOR ATTENTION: Ms M Shitiba

CLOSING DATE: 09 July 2018 Time: 12:00 Mid-day

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

OTHER POST


Chief Directorate: HIV/AIDS & STIs
Directorate: HIV Prevention Strategies

SALARY: An all-inclusive remuneration package of R657 558 per annum [basic salary consists of 70% or 75% of total package, the State’s contribution to the Government Employee’s Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Middle Management Service guidelines.

CENTRE: Pretoria

REQUIREMENTS: A three-year Bachelor’s Degree/National Diploma or equivalent NQF 6 qualification in Health Science. At least three (3) years’ experience in the implementation of PEP and HIV prevention programme at Junior management or equivalent level. Knowledge of management of programme, HIV/AIDS and PEP, Policy Development and Public Services regulations and relevant prescripts. Good Communication (verbal and written), Facilitation, Presentation, Interpersonal, Financial Management and Computer Skills (MS Office packages).

DUTIES: Manage the implementation of the National PEP programme as part of HIV combination prevention interventions in unintended HIV exposure. Monitor and manage the implementation of the revised programme policy guidelines for the National PEP programme. Develop and implement the annual operational plan for the PEP programme. Monitor the implementation of the conditional grants for the PEP programme. Develop and revise policies, guidelines and strategies to enhance the effectiveness of PEP programme. Support training and mentorship of Doctors, Nurses, and other Non-Professionals and relevant stakeholders for the delivery of PEP services through Regional Training Centers (RTCS) and at facility
levels. Facilitate training at RTC for provinces and disseminate to district, sub-
district and facility levels. Develop or revise and distribute IEC material in support
of PEP programme. Provide strategic direction and support to the unit and
provinces regarding the integration of PEP into other HIV prevention interventions,
treatment and management in response to the National Strategic Plan for
HIV/AIDS and STIs. Facilitate procurement of PEP drugs. Monitor and manage
internal and external stakeholders.

ENQUIRIES

Dr T Chidarikire at Tel No: (012) 395 9153
DEPARTMENT OF HOME AFFAIRS

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

APPLICATIONS:
Quoting the relevant reference number, direct your comprehensive CV, certified copies of qualifications, driver’s license and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: Commsrecruitment@dha.gov.za

CLOSING DATE: 06 July 2018

NOTE: Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver’s licence is a requirement, applicants must attach a certified copy of such licence. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and will be subjected to security clearance procedures. Successful candidates may be required to undergo competency test assessments. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Kindly note that for e-mailed applications, should you not receive an acknowledgement of receipt /confirmation advice, this could mean that your application did not reach us due to the size of attachments exceeding 2.5 MB. Should this occur, we suggest you resend your application in 2 or 3 parts, splitting the attachments accordingly. Applications must be sent in time to the correct email address as indicated at the bottom of each post, to reach the address on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a modern world-class service. If you committed on delivering on the National Development Plan’s (NDP’s) priorities, ascribe to the Department’s shared value set, have what it takes to serve the needs of South Africa’s citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - kindly respond before the closing date.

MANAGEMENT ECHELON

POST 25/26:
HEAD: COMMUNICATION SERVICES REF NO: HRMC 42/18/1
(This is a re-advertisement, candidates who previously applied are requested to re-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: Head Office, Pretoria, Branch Communication Services
REQUIREMENTS: A relevant undergraduate qualification (NQF Level 7) and a post graduate qualification (NQF Level 8) as recognised by SAQA in Communications or relevant field. 8-10 years’ experience at a senior managerial level. Sound knowledge and understanding of the application of Government Communication Information System Guidelines. Knowledge of communication structures and principles. In-depth experience in communication policy/strategy development. An innate understanding of the workings of Government and Home Affairs in particular. An understanding of all relevant human resource legislative frameworks, regulations and prescripts. A unique opportunity has become available for a dyed-in-the-wool communication expert—a self-confident, creative strategist who is more than capable of communicating the vision of the Department clearly. S/he will play a vital role in the development of the Department’s communication strategy, and will therefore need to be a visionary with considerable experience in public relations, and communications management or journalism. A valid driver’s licence and willingness to travel extensively and work extended hours. Outstanding communication skills (verbal, written and presentation). Good liaison skills at all levels. Computer literacy.

DUTIES: The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure the development and implementation of communication strategic objectives. Ensure effective external communication and liaison services are in place. Manage various strategic projects and programmes identified to meet short, medium and long term objectives. Guide EXCO on the prioritisation of communication initiatives and key messages. Ensure the effective communication of the Department’s strategy. Manage the overall performance of the Unit and Branch. Ensure effective provision of strategic direction and leadership support regarding cluster participation, parliamentary matters and international relations to the Minister, Director-General and delegates of the Department. Give effective strategic direction and leadership regarding communication services to ensure high quality media liaison, development and implementation of a top-notch marketing strategy, as well as corporate communication matters affecting the Ministry and the Department. Provide guidance on the development of norms, standards, practices and tools. Establish and maintain appropriate systems and policies. Ensure accurate forecasting, budgeting and allocation of resources. Ensure effective management of external contractors and suppliers. Ensure good governance, as well as compliance with all audit requirements. Ensure effective management of compliance with legislation, regulations, Departmental policies and procedures. Represent the Branch and Department at strategic, management and other government forums. Ensure the development of quality risk management frameworks, standards and practices. Draft or delegate and submit reports.

ENQUIRIES: Ms C Mocke, Tel No: (012) 406 4153
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

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

CLOSING DATE: 06 July 2018 at 16h30

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend competency assessment using the mandated DPSA SMS competency assessment tools. The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department’s Employment Equity Plan.

MANAGEMENT ECHELON


SALARY: R948 174 per annum (All-Inclusive package which includes the basic salary that consists of 60% of the inclusive flexible remuneration package).


REQUIREMENTS: A minimum of B.Proc/LLB Degree, (NQF Level 7) as recognised by SAQA, coupled with five (5) years’ experience at middle management services. The candidate should be an admitted Attorney/ Advocate with relevant experience as a practicing Attorney or Advocate. A valid driver’s license. Litigation experience in dealing with corruption/ system corruption matters. Experience in the drafting of legislation, subordinate legislation and/or investigations and Standard operating procedures. Understanding of key priorities of government. Knowledge of South African Law and civil procedures. Knowledge and understanding of the IPID Act, PFMA and other relevant legislation and regulation that govern the Public Service, including knowledge of corporate and administrative law. Ability to interpret and research the law. Competencies and Skills: Strategic capability and leadership. Analytical thinking, problem solving and decision making skills, Innovative and creative, Project management skills, Strategic capability, Client orientation, Change management skills, Computer skills, Negotiation skills, Financial management skills. People management and empowerment, Communication (verbal & written) and Honesty and integrity.

DUTIES: Provide strategic direction. Identify priority areas and determine objectives and operational plans of the component, in line with the strategic plan of the
Department. Monitor, evaluate and report on the performance of the component according to the objectives determined in the operational plan. Establish, evaluate and maintain policies, systems and processes in line with regulations and best practice principles. Direct the implementation of specific procedures, systems and controls. Review and/or provide legal opinions, advice, correspondences to ensure quality control and compliance with legislation, regulations, policies and standards. Provide input/recommendation, based on research findings, on draft legislation. Direct and manage processing of applications for policing powers. Direct and manage administrative appeals. Draft practice notes and directives/bulletins.

ENQUIRIES: Ms M Moroasui @ (012) 399 0054
APPLICATIONS: Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or 114 City Forum Building, Madiba Street
FOR ATTENTION: Ms DR Kumalo

OTHER POSTS


SALARY: R226 611 per annum (Level 07)
CENTRE: National Office Pretoria
REQUIREMENTS: A Matric and a three year Bachelor’s Degree/ National Diploma (NQF6) in Social Science/Psychology or equivalent qualification with 2 years’ practical experience in the administration of Employee Assistance Programmes or in the Employee Wellness environment, Registration with the Health Professions Council of SA or SA Council for Social Services Professions or SA Nursing Council will be an added advantage. Knowledge on Employee Health and Wellness Integrated Strategic Framework in the Public Service, interpersonal relations skills, Communication skills (written, presentation, verbal and listening) Analytical, problem-solving and decision-making skills, motivational, confidentiality and code of ethics, innovation, A valid driver’s license is essential.

DUTIES: Administer the Employee Wellness/Assistance Programme, Assist with the planning, coordination and implementation of all Health and Wellness interventions, Assist with the evaluation of the impact of employee health and wellness programmes, Provide education and awareness on health and wellness related issues, Provide advice and guidance to management and staff on related matters, Ensure the monitoring and evaluation of the EAP Service Level Agreement (SLA), Benchmark EAP/Wellness practices to ensure best practice in the EAP programme for IPID staff, Promote health awareness and the facilitation of health-related events, activities and interventions (Wellness Day, HIV/AIDS, etc). Facilitate and monitor the implementation of any required recommendations made by the service provider. Assist with the implementation of incapacity leave and the management of sick leave trends, Active case management

ENQUIRIES: Ms I Lentswane @ (012) 399 0046
APPLICATIONS: Independent Police Investigative Directorate, Private Bag X 941, Pretoria, 0001 or 114 City Forum Building, Madiba Street
FOR ATTENTION: Ms DR Kumalo

POST 25/29: PERSONAL ASSISTANT TO THE PROVINCIAL HEAD REF NO: Q9/2018/30

SALARY: R183 558 per annum, (Level 06)
CENTRE: Western Cape (Bellville)
REQUIREMENTS: A Secretarial Diploma or equivalent qualification. Minimum of 3 years’ experience in rendering support service to Senior Management. Advanced proficiency in Ms Word, Ms Power point, Ms Excel, Outlook and Internet Explorer. Good office management skills (document tracking, storage and retrieval system). Sound minute taking and communication skills, telephone etiquette, and people’s skills, as well as general office experience are essential. The ability to act with tact and discretion. Planning and organising skills. The ability to do research and analyse documents and situations. Knowledge of relevant legislation / policies / prescripts and procedures; as well as basic knowledge of financial administration are vital. Applicants must be able to work under pressure, independently and be willing to
work overtime when necessary. The successful candidate must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Driver’s license is essential.

DUTIES
The successful candidate will be primarily responsible to render personal assistance, including secretary support to the Provincial Head. Render administrative support services. Provide support to the Provincial Head regarding meetings. Supporting the Provincial Head with the administration of the budget of the office, as well as remaining abreast with the prescripts/policies/procedures relevant to the Provincial Head. Receiving and making telephone calls. Managing the Provincial Head’s diary. Making travel and accommodation arrangements. Coordination of the Provincial Head’s Travel and Subsistence Claims. Typing of letters/ memorandums/ submissions/reports. Ensuring the effective flow of information and documents to and from the office of the Provincial Head as well as ensuring the safekeeping of all documentation in the office of the Provincial Head. Obtain inputs, collates and compile reports. Arranging meetings and take minutes. Assist with documents analysis in preparation for meetings. Keep and maintain registers. Maintaining a task list of request into the Provincial Head’s office and requests made by the Provincial Head, ensuring that these requests are brought to the attention of the people who have to action them and keeping a tracking list of the actions. Ensure adherence to brought forward dates. Filing, document retrieval and tracking.

ENQUIRIES
Mr G Trussell (Tel No: 021 941 4800)

APPLICATIONS
Independent Police Investigative Directorate, Private Bag X43, Bellville, 7535 or hand deliver to 1st Floor, Fintrust Building, Corner Petrusa & Mazzur Streets, Bellville, 7530.

FOR ATTENTION
Ms N Matintela
OFFICE OF THE PUBLIC SERVICE COMMISSION

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

APPLICATIONS: Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria or you can email your application to recruitment@opsc.gov.za. Please note that from 26 June 2018 our new address will be Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria. All hand-delivery applications should be brought to our new address from 01 July 2018.

FOR ATTENTION: Mr M Mabuza

CLOSING DATE: 20 July 2018 at 15:45

NOTE: Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Please take note that late applications will not be accepted. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 25/30: DIRECTOR: HUMAN RESOURCE BEST PRACTICE (1) REF NO: D: HRBP1/06/18

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

CENTRE: National Office, Pretoria

REQUIREMENTS: An under graduate qualification (New NQF Level 7) with majors in any of the following: Human Resource Management, Personnel Management, Industrial Psychology, Public Management or Public Administration. A Post graduate qualification (New NQF level 8 and above) with courses relevant to the area of human resources management, public management and public administration, will be an added advantage. A minimum of 5 years’ experience at a Middle/Senior Management level. Experience in applied research methodologies; monitoring and evaluation and project management practices. Experience in organizational development, policy analysis and review. Knowledge of Public Service Prescripts. Report writing skills. Excellent Communication skills both verbal and writing.
Knowledge in/and application of the Public Service Human Resource Management regulatory framework including PSA, PSR, LRI and other relevant legislation and/or policy prescripts. Work independently and in a team. Possess knowledge and experience in Microsoft Office Suite, eg. Microsoft Word, Excel and PowerPoint. A valid driver’s license.

**DUTIES**
Monitor and Evaluate practices impacting on Public Service Human Resource Management. Conduct and develop good practices in the areas of Public Service Human Resources Management. Monitor and Evaluate Public Service Organizational Development and formulate proposals/recommendations to promote good practices. Formulate strategic plan for the unit in line with the broader organisational mandate. Participate in cross functional projects, investigations, monitoring and evaluation exercises. Advice the Public Service Commission (PSC) on any Human Resource Management practice on line with the execution of its mandate and the performance of its functions. Manage the budget of the Directorate to ensure that it contributes towards effective financial management of the organization. Manage human resources and ensure effective utilization thereof. Supervise and manage the execution of projects. Conceptualize, implement and manage research projects and other flagship assignments. Draft research project proposal, conduct research and prepare reports on HRM&D practices and processes that impact on the performance of the departments in the public service. Prepare and make presentations to internal and external stakeholders. Assess compliance with HRM&D prescripts that regulate HRM&D practices and investigate causes of non-compliance by Department of Public Service. Provide professional advice on HRM&D practices and the legislative and regulatory framework to the departments and the Commission.

**ENQUIRIES**
Mr Lusani Madzivhandila Tel No: (012) 352 1296

**OTHER POSTS**

**POST 25/31**

ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT
REF NO: ASD/HRMPM/06/18

**SALARY**
R334 545 - R404 121 per annum (Level 09) (excluding benefits)

**CENTRE**
National Office, Pretoria

**REQUIREMENTS**

**DUTIES**
Compile and implement the Workplace Skills Plan and submit presentation reports to PSETA. Develop and review HRD Policies. Manage internship/learnership and ABET programmes. Provide advice and information to management and staff with regards to training and development matters. Conduct in-house workshops on orientation/re-orientation and approved HRD policies. Represent the Office in the Human Resource Development Forums. Manage the service providers in the implementation of the learnership, skills and ABET programmes. Align the Workplace Skills Plan with the strategic objectives of the Office. Manage and monitor the implementation of performance management and development system in the Office. Ensure the proper implementation of the Incapacity Code and Procedures in respect of poor performance in accordance with PSCBC Resolution 10 of 1999. Performa human resource functions, which include supervision of staff, staff performance and development, asset, finance and stationary.

**ENQUIRIES**
Ms Mirriam Mahuma Tel No: (012) 352 1072
POST 25/32 : SENIOR HUMAN RESOURCE PRACTITIONER: SPECIAL PROGRAMMES
REF NO: SHRP: SP/06/18

SALARY : R281 418 - R331 497 per annum (Level 08)
CENTRE : National Office, Pretoria

REQUIREMENTS : Three (3) years Bachelor’s degree in Social Science, Social Work or National Diploma in Social Sciences or related field at NQF level 6/7. Minimum of 5 years experience in Employee Health and Wellness matters and Special Programmes. Must have knowledge of relevant legislations, policy development and formulation. The following skills are required: Must Communications (written and oral). Computer Literacy. Report writing. Stakeholder Management. Conflict Handling and Interpersonal Relations. Analytical, Problem-Solving and Decision-Making. Ability to work independently and a team player. Must have been trained and accredited as Peer Educator. A valid Driver’s License.

DUTIES : The successful candidate will be expected to administer EWP or Special Programmes in the Public Service Commission (HIV/AIDS, Change Management Interventions, Gender and Transformation issues). Draft and formulate reports, monitoring tools and plans due to DPSA on monthly and quarterly basis. Develop, formulate and monitor policies, responsible for Youth matters, Elderly and the management of special events. Responsible for Employee Wellness Programme functions in the PSC such as making referrals and offer counselling and training of peer educators and training to employees. Responsible for the compilation of the Employee Wellness Programme related reports.

ENQUIRIES : Ms Mirriam Mahuma Tel No: (012) 352 1072
# Applications

Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria; Website: www.dpme.gov.za

**FOR ATTENTION:** Ms J Mchunu

**CLOSING DATE:** 06 July 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. 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 25/33**

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<tr>
<th>SECTOR EXPERT: PUBLIC SERVICE REF NO: 065/2018</th>
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<td>Outcome: Public Service</td>
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**SALARY**

R779 295 – R917 970 all-inclusive salary package per annum (Level 12). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (NQF 6) in Public Administration, Public Finance, Human Resources Management and/or Social Sciences with at least 6 years experience of which 3 years should be in Public Administration, HR Management or Public Finances and 3 years at ASD level. An NQF 7 qualification
or specialised training/courses will serve as an added advantage. Competencies / Skills: The ideal candidate should have research capabilities; monitoring & evaluation in the Public Sector; Stakeholder engagement & capacity development and data analysis skills. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES : The successful candidate will be responsible to provide technical support to the Outcomes Facilitator: Public Service in the implementation of the MTSF and NDP. This entails reviewing and implementing public service sector plans of the MTSF and NDP and preparing first draft public service reports; Assess trends and developments in the identified sectors and report accordingly and undertake and coordinate public service specific research. Monitor, evaluate and conduct periodic reviews of public sector performance, formulate intervention strategies and report accordingly and develop and prepare first draft documents, briefing notes and input for political principles and parliament’s structures & committees. Ensuring the Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts 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 25/34 : SECTOR EXPERT: ECONOMY REF NO: 066/2018

Outcome: Economy

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

CENTRE : Pretoria

REQUIREMENTS : A relevant 3 year tertiary qualification (NQF 6) in the area of Economics, Public Administration or applicable with at least 6 years appropriate experience in the economic sector (M&E experience preferable) or related fields of which 3 years must be at an ASD level. An NQF 7 qualification or specialised training/courses will serve as an added advantage. 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 assisting with developing, reviewing and implementing sector specific planning of the MTSF and NDP and prepare first draft reports; Undertake and coordinate sector specific research and support the implementation of the Socio-economic Impact Assessment System (SEIAS). Provide support in monitoring, evaluating and conducting periodic reviews of sector specific performance, formulate intervention strategies and report accordingly. Assist in 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 25/35 : ASSISTANT DATA SPECIALIST REF NO: 067/2018
CD: Data Integration and Analysis

SALARY CENTRE : R417 552 – R491 847 per annum (Level 10) plus benefits Pretoria

REQUIREMENTS : A relevant 3 year tertiary qualification (NQF 6) or equivalent with at least 5 years experience in the field of Statistics, Data Science, Econometrics or any other quantitative field. Training in a statistical analysis software package, such as SPSS, SAS or STATA, with understanding of data structures, strong knowledge of Ms Office Suite, especially Excel, advanced numerical, numerical, analytical, conceptual and problem solving, communication and interpersonal and ability to perform independently and in a team and under time pressure. 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 assist with the provisioning of quality, timely and verified data and analysis to support planning, monitoring and evaluation. This entails updating, maintaining and validating the PoA web based system to support 14 Sector Outcomes; Assist in collection, collation, analysis, interpretation and presentation of quantitative platforms and assist in research on data sources and quality standards for the Data Centre. Cleaning, restructuring of data and calculating of indicators and assist in the updating of development indicators on Excel and print version. Monitoring/recommending of the Chief Directorate’s statutory responsibilities in terms of PSA, PSR, PFMA, HR Prescripts, DPSA Directive are adhered to and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient business/operational and performance annual planning for the Chief Directorate and ensuring of effective and efficient management/supervision of procurement, equipment and facilities within the Chief Directorate.

ENQUIRIES : Ms Jabulile Mchunu, Tel No: (012) 312-0462.
ANNEXURE K

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.

APPLICATIONS

The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION

Ms N.P Mudau

CLOSING DATE

06 July 2018 at 16h00

NOTE

An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.

MANAGEMENT ECHELON

POST 25/36

CHIEF FINANCIAL OFFICER REF NO: 2018/55

SALARY

All-inclusive negotiable package of R1 370 973 - R1 544 406 per annum including a basic salary (60% of package), State’s contribution to Government Employees Pension Fund (15% of package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests

CENTRE

Head Office (Pretoria)

REQUIREMENTS

An undergraduate qualification (NQF Level 7) and a postgraduate qualification (NQF Level 8) in Finance or Accounting as recognised by SAQA plus 8-10 years’ experience at senior managerial level in the finance environment. A CA/ CIMA qualification and/or a business economics background would be an advantage. Knowledge of and experience in: Modified cash basis of accounting and Government Financial systems; Government Supply Chain Management process; Regulatory frameworks such as PFMA, PPPFA, MTEF and relevant regulations Strategic thinking, leadership skills, planning and organising skills; Problem solving abilities, Experience in contract management.

DUTIES

Lead the development, implementation and maintenance of Finance and Supply Chain Management policies, Effective and efficient management of the Department’s budget, Provide management support on the effective management of the Department in relation to the Finance and Supply Chain Branch, Effective management and implementation of good corporate governance within the Department, Effective management of the Finance and Supply Chain Management branch, Ensure compliance with the PFMA and related prescripts in the execution and management of the Department’s affairs, Report on a regular basis to relevant stakeholders and authorities on the performance of the Department in the Branch’s functional areas, Co-ordination of the Public Works Sector CFO Forum. Develop a risk management framework for the Department and ensure compliance thereof.

ENQUIRIES

Ms TB Hlatshwayo at Tel No: 012 406 1990
ANNEXURE L

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

APPLICATIONS

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

CLOSING DATE

06 July 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 25/37

STATE ACCOUNTANT: LEASE MANAGEMENT (REF NO: 3/2/1/2018/222)
Directorate: Plas Asset and Lease Revenue Management

SALARY

R226 611 per annum (Level 07)

CENTRE

Pretoria

REQUIREMENTS

National Diploma in Accounting/Financial Management. 1 year experience in an accounting environment with specific experience of lease revenue. Job related knowledge: Public Finance Management; Treasury Regulations and Lease and revenue management. Job related skills: Communication (Written and verbal); Analytical; Computer literacy. A valid driver's licence (code 08).

DUTIES

Ensure that lease and revenue are received and maintained. Verify newly received lease debtors contracts if they comply with State Land Lease and Disposal Policy - (Contract terms and conditions, rental calculation as per business plan). Bill - Create and invoice batch for lease debtors and other debtors as per contract, monthly or annually on CLM and ACCPAC-AR. Create/generate monthly interest charged batch on ACCPAC-AR. Generate and compile billing and interest charged report. Review invoice and interest batches generated on ACCPAC-CR. Generate monthly debtor's statements on ACCPAC-AR. Analyse ALHA bank statement and allocate deposits. Process received revenue as per bank statement on ACCPAC-CB. Manage suspense account. Follow up on transactions recorded on the suspense account. Identify and clear transactions on the suspense account. Compile and capture approved adjustment journals. Compile Lease Register. Register new lease contracts/caretaker agreements on the lease incoming register upon receipt. Reconcile lease information recorded on the manual lease register with SLLS. Generate/create Lessee/Debtor on ACCPAC-AR with all required details (Name, Contact Details, ID/Company registration number). Generate/create Lessee/Debtor on CLM with all required details (Payment terms, lease amount) and link the contract to leased properties as per ACCPAC-PJC and fixed asset register. Update lease register with ACCPAC debtor number and CLM contract number. File lease contract files systematically (Manual and electronically). Compile database for rates and taxes of leased properties. Reconcile municipal rates and taxes accounts and other charges. Validate accounts.
APPLICATIONS: Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria

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

POST 25/38: PRINCIPAL HUMAN RESOURCE OFFICER (REF NO: 3/2/1/2018/223)
Directorate: Support Services

SALARY: R226 611 per annum (Level 07)

CENTRE: North West (Mmabatho)

REQUIREMENTS: Grade 12/Senior Certificate. 3 years’ experience in Human Resource Management. Knowledge and experience of pension administration. PERSAL Personnel and PERSAL Leave Administration Certificates will be an added advantage. Job related knowledge: Registry duties, practices as well as the ability to capture data, and operate computer; Understanding of legislative framework governing the public services; Storage and retrieval procedure in terms of the working environment; Understanding of the work of registry. Job related skills: Planning and organisation; Computer literacy; Interpersonal relations; Communication (verbal and written); Flexibility. Working under pressure. Meet deadlines.

DUTIES: Administer leave (including incapacity leave) as per regulatory framework and on PERSAL. Capture leave transactions and ensure that correct codes are used. Ensure that leave applications comply with policies and prescriptions before capturing on PERSAL. Record and check correctness of incapacity applications and ensure timeous submission to National Office. Capture DDG’s decision and advice/information with regard to the application about the outcome of incapacity application. Do leave gratuity calculations and ensure correctness thereof. Capture leave gratuity on PERSAL. Administer pension and other service benefits. Check all documents received for termination of service. Capture service terminations on PERSAL timeously. Complete and ensure correct submission of pension forms including nomination forms. Follow-up on all outstanding pension claims with GEPF. Assist deceased employee’s family to claim funeral benefit from GEPF. Process housing allowance, acting allowance etc as per regulatory framework. Administer employee performance management system. Quality assure EPMS documents before capturing on PERSAL. Ensure that EPMS stats is updated. Arrange assessment committee meetings. Inform employees in writing about outcomes of assessment committees. Arrange meetings to discuss dissatisfaction cases. Process performance rewards. Ensure correctness of service records of employees after payment of pay progressions. Coordinate training and development of employees. Compile database of PDP’s. Compile provincial inputs of WSP. Check and advise on submissions of employees requiring training. Coordinate provincial training and development activities.

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

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

POST 25/39: PUPIL GEOMATICS OFFICER (REF NO: 3/2/1/2018/225) (X30 POSTS)
Branch: National Geomatics Management Services
(24 Month Contract)

SALARY: R209 420 per annum (Level 05) (All inclusive package)

CENTRE: Gauteng
North West
Limpopo
Mpumalanga
Free State
Eastern Cape
Western Cape
Northern Cape
KwaZulu-Natal

REQUIREMENTS: Grade 12/Senior Certificate with Maths and Physical Science. Job related knowledge: Surveys and mapping; Computer literacy. Job related skills: Presentation; Good interpersonal relations; Good verbal and written communication; Computer software and Good organizing.


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

NOTE: All race and gender groups and persons with disabilities are encouraged to apply.

POST 25/40: AUXILIARY SERVICES OFFICER (REF NO: 3/2/1/2018/220)
Office of the Surveyor General

SALARY: R152 862 per annum (Level 05)
CENTRE: Eastern Cape (East London)

REQUIREMENTS: Grade 12/Senior Certificate. Job related knowledge: Computer literacy; Basic understanding of maps and cadastral documents. Job related skills: Good interpersonal relations; Communication (Verbal and Written); Computer literacy. Above average attention to detail.

DUTIES: Process documents for cadastral requirements. Receive and register diagrams, general plans, sectional titles and survey records. Administer cadastral documents. Make 'dummy trips' and 'mark out' boards for all documents vaults. Ensure that worn-out hanging strips are replaced and damaged documents are repaired. Provide cadastral information to clients to internal and external clients. Extract and deliver documents requested by staff manning the public counters on behalf of external clients Insert mark out boards and dummy trips in the place of extracted document. Capture cadastral data. Capture alpha-numeric data from cadastral documents into the database. Correct capture errors/omissions in data when requested. Scan cadastral documents. Scan all newly approved cadastral documents into the image database. Attend to all requests and projects for rescans, missing images, Client Service Centre and other divisions. Archive cadastral documents. Prepare and file these documents in their respective documents vaults. Conduct a random check of the state of filing as well as the state documents.

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

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

POST 25/41: ACCOUNTING CLERK (REF NO: 3/2/1/2018/221)
Directorate: Financial and Supply Chain Management Services

SALARY: R152 862 per annum (Level 05)
CENTRE: KwaZulu-Natal (Pietermaritzburg)

REQUIREMENTS: Grade 12/Senior Certificate. 1 year experience in financial environment will be an added advantage. Job related knowledge: Financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; Insight of the Public Service financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, FINANCIAL Manual); Basic financial operating systems (PERSAL, BAS, LOGIS etc). Job related skills: Planning and organisation; Computer literacy; Flexibility; Communication (verbal and written); Interpersonal
relations; Basic numeracy. Team work. Ability to perform routine tasks. Ability to operate office equipment. Working under pressure. Meeting deadlines.

**DUTIES**


**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**

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

**POST 25/42**

**PROVISIONING CLERK: ORDERS (REF NO: 3/2/1/2018/224) (X2 POSTS)**

**Directorate:** Logistics and Asset Management Services

**SALARY**

R152 862 per annum (Level 05)

**CENTRE**

Pretoria

**REQUIREMENTS**


**DUTIES**

- Record all requisitions received. Capture and record the request or order on the system. Maintain daily register for all task performed. Provide client office with document as and when required. Advice client on the status of their order. Process requisitions according to supply chain management delegations of authority. Follow-up on outstanding requisitions, budget report/shifts and constantly provide feedback to clients on the status of their requisitions. Ensures that all requests comply with SCM policies and directives before capturing, creating orders and petty cash vouchers. Check the request whether all the necessary documents are attached before capturing i.e. documents such as memorandum, BAS, report, log forms and quotations or contract. Respond to all internal and external enquiries. Provide clients with updates on their requests in terms of status. Process the requisitions of goods and services through LOGIS system. Generate order throughout all selections as QTMT and PAAP on Logis mainframe. Fax and confirm orders placed with suppliers. Provides support to clients by faxing all orders to the supplier, and then following up telephonically if the orders were received. Make sure the urgent orders are sent to the suppliers and confirmed immediately so that the service rendered must be priorities. Scan copy of purchase order and fax or email. Follow-up and provide feedback on the order when the client office ask the status. Process of petty cash transactions. Capture and register the Petty Cash Voucher. Submit the Petty cash voucher to the client to confirm receipt of the Voucher. Assist System Section with verification of Petty Cash Vouchers on Logis mainframe. Provide feedback to client when they enquire about capturing of the petty cash.

**APPLICATIONS**

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

**NOTE**

Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
The Department of Traditional Affairs is poised to play a key strategic role - not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities - but also in coordinating the traditional affairs activities of this Department and those of other Government departments at National, Provincial and Local Government levels, so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs. Candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

APPLICATIONS: Applications may be posted to: Human Resource Management, Department of Traditional Affairs, Private Bag X 22 Arcadia 0083 or Hand deliver to: 509 Pretorius Street, Arcadia, 3rd Floor Pencardia 1 Building.

FOR ATTENTION: Ms L Motlhala

CLOSING DATE: 06 July 2018

NOTE: The successful candidate’s appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified ID, copies of 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. 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 POSTS

POST 25/43: DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: 2018/03

(12 months Contract)
National House of Traditional Leadership

SALARY: All-inclusive remuneration package of R657 558 per annum. All inclusive salary package that includes a basic salary and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE: Pretoria

REQUIREMENTS: An appropriate three-year degree or equivalent qualification in Public Administration/Management. Excellent understanding of the institution of traditional leadership and its protocols. Extensive (At least 5 years or more) experience in the institution of traditional leadership. Management Competencies: Programme management and change management skills, Knowledge management skills, Service Delivery Innovation (SDI), Problem-solving and analysis skills, People management and empowerment, Client orientation and customer focus, Excellent communication skills, Sound interpersonal and management skills, Integrity and discretion in dealing with secret and confidential matters, Good computer literacy, A valid South African driver's licence.

DUTIES: Reporting to the Secretary to the National House of Traditional Leaders; the successful candidate will promote the role of Traditional Leadership; Enhance unity and understanding among traditional communities; Enhance cooperative relationships within national and provincial government; Mobilise stakeholders within the sector and manage stakeholder expectation; Promote good working relationship between traditional leadership sector and civil society organisations.
as well as NGO’s; Coordinate and promote socio-economic development within communities of Traditional Leadership.

**ENQUIRIES**

Mr A Sithole Tel No: (012) 336 5853

**NOTE**

The successful candidate will coordinate stakeholder relations within Traditional Leadership.

**POST 25/44**

**ACCOUNTING CLERK: FINANCIAL MANAGEMENT (X2 POSTS)**

**SALARY**

R152 862 per annum (Level 05)

**CENTRE**

Pretoria

**REQUIREMENTS**

A Grade 12 Certificate with accounting/mathematics as a passed subject. Generic competencies: Finance, problem solving and client orientation and customer focus. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, general ledger reconciliation and analysis, Knowledge of travel and subsistence, Basic Accounting System (BAS) and PERSAL System.

**DUTIES**

The successful candidate will perform the following duties: Capturing, reconciling, updating bank details and ensuring that payments are made within 30 days. Responsible for all queries in respect of BAS and PERSAL payments. Responsible for the reconciliation of monthly IRP5 payments with payments to the Receiver of Revenue. Liaising with clients and resolving queries related to payments. Maintenance and clearing of salary suspense account. Responsible for accounts management, journalise, reconcile and prepare payments. Handling of salary claims as well as the clearance and payments from other departments.

**ENQUIRIES**

Mr L Motlhabedi Tel No: (012) 334 4982
DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

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

**Central Operations (Pretoria):** Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, NWRI Central Operations, Private Bag X273, Pretoria, 000, or hand deliver to 1st Floor, Praetor Forum Building, 267 Van Der Walt Street, Pretoria. For attention: Mr KL Manganyi

**Potchefstrom/Moorivier /schoonspuit:** Please forward your application quoting the Reference number to the Department of Water and Sanitation, The Acting Area Manager, Po Box 2442, Potchefstroom, 2520. For attention: Ms M Mokgosi

**Standerton:** Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X2021, 2430. For Attention: Ms PN Myeni

**TuGela Vaal:** Please forward your application quoting the reference number to The Area Manager The department of Water and Sanitation Private Bag X 1652 Bergville 3350 Or hand delivery to 01 kiepersol Avenue, Jagersrust 3354 the address For Attention Motspe.

**Central Operations Bloemfontein / Gariep Dam:** Please forward your application Quoting the Reference number to The Department of Water and Sanitation Private Bag 528 Bloemfontein 9300 Mr Steve For Attention Van der Westhuizen

**Usutu River:** Please forward your applications, quoting the reference number to The Department of Water and Sanitation, Private Bag X1004, Amsterdam, 2375. For Attention Ms KE Thomo.

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

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

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

**Lydenburg/Mpumalanga/ Bronkhorstspruit/ Groblersdal:** Please forward your applications quoting the relevant reference number to: The Department of Water and Sanitation, Private Bag X 11259, Mbombela 1200, or hand deliver to the Department of Water and Sanitation at the reception ground floor, Prorom building, Corner Brown & Paul Kruger Street, Mbombela. For Attention: Mr MJ Nzima

**Limpopo:** Please forward your applications, quoting the reference number to The Department of Water and Sanitation. Private Bag X9506, Polokwane, 0700 or hand-deliver to 49 Joubert Street, AZMO Place building, Polokwane, 0699. For Attention: Mr MP Makgakga.

**North West:** Please forward your applications, quoting the reference number to The Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or hand deliver at Mega City Shopping Centre, Cnr. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor. For Attention: Mr. MJ Ntwe.

**CLOSING DATE:** 06 July 2018 Time: 16H00

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

 MANAGEMENT ECHELON

<table>
<thead>
<tr>
<th>POST 25/45</th>
<th>DIRECTOR: STRATEGIC ASSET MANAGEMENT REF NO: 060718/01</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Branch: NWRI Head Office</td>
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<tr>
<td></td>
<td>CD: Strategic Assets Management</td>
</tr>
<tr>
<td>SALARY</td>
<td>R948 174 per annum (all inclusive package), (Level 13)</td>
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<tr>
<td>CENTRE</td>
<td>Head Office Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A 4 year Degree in Civil Engineering (NQF 7). Five (5) to ten (10) years’ experience within an Engineering field (Civil, Electrical, or Mechanical). Five (5) years’ experience at a middle /senior managerial level. Understanding of Dam safety legislation. Experience in practical Engineering principles. Experience in programme, project, and financial management. Service delivery innovation (SDI). Knowledge of relevant acts and legislation related to Water and Sanitation. Understanding of Treasury Regulations. Knowledge of operations of large infrastructure such as Waste/Water Treatment Works, Pump Stations, Pipelines, Canals and Dams. Strategic capability, leadership and change management skills. Excellent problem solving, analysis, people management and empowerment skills. Good client orientation, customer focus and communication skills (Verbal and written). Accountability and ethical conduct.</td>
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<tr>
<td>DUTIES</td>
<td>Maintenance support to operational areas (Mechanical and Electrical Engineering Support). Manage production and term contracts to assist operations with maintenance and refurbishment of infrastructure. Provide engineering assistance with the management of major equipment overhauls and upgrades in all the operational areas. Develop maintenance guidelines for mechanical equipment. Perform Dam Safety Surveillance monitoring of Department of Water and Sanitation dams by means of instrumentation and assessment as required by legislation. Develop and manage budget for the Directorate. Provide inputs of the budget to Regional Offices. Ensure Departmental targets regarding BEE targets are adhered to. Overall management of the Directorate Strategic Asset Management including the development of the Directorates business plan. Provide progress reports on the achievement of objectives for the Directorate. Respond to Ministerial questions (Parliament and Public). Participate and contribute at Operations Management Committee.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr. P Muneka, Tel No: (012) 336 7629</td>
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 OTHER POSTS

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<thead>
<tr>
<th>POST 25/46</th>
<th>CHIEF ENGINEER GRADE A: DAM DESIGN REF NO: 060718/02</th>
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<tbody>
<tr>
<td></td>
<td>Branch: NWRI Head Office</td>
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<tr>
<td>SALARY</td>
<td>R935 172 per annum (all inclusive package) (OSD)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Head Office Pretoria</td>
</tr>
</tbody>
</table>
REQUIREMENTS: An Engineering degree (B. Eng/BSc (Eng) or relevant engineering qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (proof of registration must be attached). Six (6) years post qualification experience as registered professional Engineer. A valid driver’s license (Please attach a certified copy). Knowledge of programme and project management. Knowledge of engineering, legal and operational compliance. Knowledge of engineering operational communication. Understanding of process knowledge and skills. Knowledge of maintenance skills. Mobile equipment operating skills.

DUTIES: Perform final review and approvals or audits on engineering designs according to Design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Allocate, control, monitor and report on all resources. Ensure availability and management of funds to meet the MTEF objectives. Evaluating, editing and authorising all designs, reports, engineering drawings and specifications. Providing professional and technical advice as well as civil engineering support services within the Directorate as well as to other directorates and organizations; Keeping abreast with the latest developments in the fields of Dam Engineering and formulating new guidelines and standards to reflect the latest trends. Managing consulting engineers, and the accompanying contract administration and resolution of claims. Mentoring and training Engineers and Technicians. Managing administrative, financial and personnel-related functions.

ENQUIRIES: Mr E. Koadibane, Tel No: (012) 336 7694

POST 25/47: CHIEF ENGINEER GRADE A: BULK PIPE SUPPLY SYSTEMS REF NO: 060718/03
Branch: NWRI Head Office

SALARY: R935 172 per annum (all inclusive package) (OSD)
CENTRE: Head Office Pretoria

REQUIREMENTS: An Engineering degree (B. Eng/BSc (Eng) or relevant engineering qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (proof of registration must be attached). Six (6) years post qualification experience as registered professional Engineer. A valid driver’s license (Please attach a certified copy). Knowledge of programme and project management. Knowledge of engineering, legal and operational compliance. Knowledge of engineering operational Communication. Understanding of process knowledge and skills. Knowledge of maintenance skills. Mobile equipment operating skills.

DUTIES: Prepare bulk pipeline designs, design basis and technical specifications. Review, evaluate, edit and approves engineering designs according to design principles and theory. Ensure adequate standard of technical documentation, reporting and contribute in updating of standards. Coordinate design integration across the engineering disciplines within the Directorate as well as to other directorates. Pioneering of new engineering services and management methods. Optimising design and cost-effectiveness of projects and risk management. Managing consulting engineers, and the accompanying contract administration and resolution of claims; Mentoring and training Engineers and Technicians; managing administrative, financial and personnel-related functions.

ENQUIRIES: Mr E. Koadibane, Tel No: (012) 336 7694

POST 25/48: CHIEF ENGINEER GRADE A: OPEN AND CHANEL SYSTEMS REF NO: 060718/04
Branch: NWRI Head Office

SALARY: R935 172 per annum (all inclusive package) (OSD)
CENTRE: Head Office Pretoria

REQUIREMENTS: An Engineering degree (B. Eng/BSc (Eng) or relevant engineering qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer (proof of registration must be attached). Six (6) years post qualification experience as registered professional Engineer. A valid driver’s license (Please attach a certified copy). Knowledge of programme and project management. Knowledge of engineering, legal and operational compliance. Knowledge of engineering operational Communication. Understanding of process knowledge and skills. Knowledge of maintenance skills. Mobile equipment operating skills.
qualification experience as registered professional Engineer. A valid driver’s license (Please attach a certified copy). Knowledge of programme and project management. Knowledge of engineering, legal and operational compliance. Knowledge of engineering operational Communication. Understanding of process knowledge and skills. Knowledge of maintenance skills. Mobile equipment operating skills.

**DUTIES**

Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Allocate, control, monitor and report on all resources; Ensure availability and management of funds to meet the MTEF objectives. Evaluating, editing and authorising all designs, reports, engineering drawings and specifications. Providing professional and technical advice as well as civil engineering support services within the Directorate as well as to other directorates and organization. Keeping abreast with the latest developments in the fields of Open Channel Systems engineering and formulating new guidelines and standards to reflect the latest trends. Managing consulting engineers, and the accompanying contract administration and resolution of claims. Mentoring and training Engineers and Technicians. Managing administrative, financial and personnel-related functions.

**ENQUIRIES**

Mr E. Koadibane, Tel No: (012) 336 7694

**POST 25/49**

**SCIENTIST MANAGER REF NO: 060718/05**

Branch Operational Integration Limpopo

**SALARY**

R805 806 per annum (all inclusive package) (OSD)

**CENTRE**

Limpopo

**REQUIREMENTS**


**DUTIES**

Manage the Sub Directorate Water Resource Information Management comprising a groundwater assessment & information dissemination unit, groundwater management & monitoring unit, a hydrological &hygrometry unit, a core drilling unit, a percussion drilling unit, a mechanical maintenance unit, and an administrative support unit. Manage and co-ordinate the assessment of existing and new groundwater resources in terms of their occurrence, quality and exploitation potential. Manage the appropriate development of groundwater resources. Manage the execution of geophysical surveys, borehole census, both core- and percussion drilling programmes, pump testing programmes, and water quality sampling programmes. Interpret and evaluate geophysical, geohydrological, hydro-chemical, and hydrological field data. Compile technical reports for planning, assessment and development purposes. Manage the implementation, operation and maintenance of both groundwater, surface water monitoring networks and river flow gauging structures including betterment works. Manage groundwater and surface water data collection, data processing, data archiving (Hysteria), and reporting. Manage and evaluate hydro geological, hydrological data and report on the status of Limpopo water resources. Manage and report on water resource status (groundwater levels, dam levels and river floe) during disaster events such as drought and flooding. Represent the department at Provincial Disaster Committees and Joint Operations Committees. Manage and maintain an early warning real time flood warning system and confirm and report on flood events. Manage and maintain the regional GRIP project and related
groundwater database both regional and national. Manage and maintain the continuous updating of borehole data in the region by means of borehole census and maintain the issuing of unique borehole numbers. Manage and maintain the mechanical workshop responsible for the servicing, repairing and maintenance of all the sub-directorate’s heavy duty construction and drilling vehicles and equipment. Manage the long term Phakisa vehicle fleet as well as the drilling and construction vehicle and equipment fleet. Manage and maintain the Supply Chain, Human Resource, and Finance components of the sub-directorate. Advise water users and managers on groundwater development, management and protection. Educate and inform communities/public/school children of the basics and management of groundwater and surface water. Disseminate groundwater and surface water information to local authorities and individuals. Provide a professional service to the directorate Planning and Information and the Department as a whole. Provide geohydrological, hydrological training and development opportunities to both scientific and engineering technicians and interns. Manage the budget and the performance of the Sub Directorate against the operation plan targets.

ENQUIRIES
Ms M Komape, Tel No: (015) 290 1463

POST 25/50
DEPUTY DIRECTOR: STRATEGIC SUPPORT REF NO: 060718/06
Branch: NWRI Head Office

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

CENTRE
Head Office Pretoria

REQUIREMENTS
A National Diploma or Degree in Public Management/Administration or equivalent. Three (3) to five (5) years relevant management experience in Administration and strategic planning. Sound knowledge of National Development Plan, Government Priorities and Outcomes approach, Risks Management, Integrated Human Resource Management plan, Government planning processes and framework, and Monitoring Performance Assessment Tool (MPAT). In-depth knowledge and understanding of the Constitutional mandate of the Department of Water and Sanitation and its strategic direction, policies, regulations and legislation. Sound knowledge of the public service framework, legislations and Batho-Pele principles. Knowledge of Project Management principles (Project Management Body of Knowledge). General management, presentation, report writing, interpersonal relations, planning, organising, decision-making, consultation, motivating, conflict resolution and management, Problem solving and analytical skills. Knowledge of computer literacy.

DUTIES
Coordinate the inclusion of sector inputs into water and sanitation policies and strategies. Rollout and operationalization of water and sanitation related policies, regulations, strategies and guidelines on National Water Resource Infrastructure Programmes. Promote a culture of knowledge sharing, information exchange and learning in the water sector and facilitate sector advocacy. Coordinate the inclusion of cross cutting issues such as gender, youth etc., into bulk water programmes initiatives with the aim of meeting national strategic objectives. Co-ordinate corporate support services and ensure adherence to HRM & HRD policies and regulations by monitoring recruitment and selection processes; conditions of service benefits; performance management and development system, and labour relations matters. Co-ordinate and ensure the development and implementation of Annual Performance Plan (APP) and operational plan for the Branch. Co-ordinate quarterly & annual performance reports and conduct regular performance review sessions to discuss strategic issues. Ensure compliance with risk requirements, internal and external audit findings and develop action plans across the Branch. Ensure effective and efficient documents management, information and record management system in line with the MISS and National Archive and Records Services of South Africa. Ensure quality assurance with regard to the content, compliance, completeness and accuracy of submissions and documents to be submitted to the Director-General, and Minister. Co-ordinate and manage cabinet, parliamentary questions, referrals and media enquiries related to the Branch and provide responses timely.

ENQUIRIES
Mr M. J. Lambani, Tel No: (012) 336 8620
NOTE: This post was previously advertised under the title Deputy Director: Coordination. Applicants who previously applied are encouraged to reapply.

POST 25/51

DEPUTY DIRECTOR: RISK MANAGEMENT
REF NO: 060718/07
Directorate: Risk Management (Audit)

SALARY: R657 558 per annum (all inclusive package) (Level 11)
CENTRE: Head Office Pretoria

REQUIREMENTS:
Degree or National Diploma in Auditing/Finance/ Economics, Risk Management or relevant qualification. Three (3) to Five (5) years' experience in enterprise risk management. Knowledge of Public Management Act (PFMA) and Treasury regulations. Knowledge and experience of administrative and clerical procedures and systems. Knowledge and understanding of departmental policies, procedures and Governmental financial systems. Knowledge of Risk management in the public sector and implementing policies. Good organisational skills, problem solving and analytical skills. People and Diversity Management. Client orientation and Customer focus. Good Communication skills (verbal and written). Accountability and Ethical Conduct. Commitment to high level of quality control.

DUTIES:
Review and implement the risk management framework, strategy and policy in the department. Ensure the implementation of risk management procedure/methodology. Monitor and report on the accuracy and timeous risk management information. Compile a risk profile. Promote and institutionalize risk awareness culture and compliance in the Department. Liaise with various managers regarding risk management in other organisations. Implement risk management business continuity in the department. Develop the fraud risk register that includes mitigating measures.

ENQUIRIES: Mr.D.T. Ntuli, Tel No: (012)336 8349

POST 25/52

DEPUTY DIRECTOR: DEMAND MANAGEMENT
REF NO: 060718/08
(This a re-advert those who have previously applied must re-apply)
Branch: Finance: WTE

SALARY: R657 558 per annum (all inclusive package) (Level 11)
CENTRE: Head Office Pretoria

REQUIREMENTS:

DUTIES:
Monitoring and ensuring compliance to applicable regulatory framework (PFMA, PPPFA). Advise line managers on appropriate procurement process to follow and monitor end-users of total and of ownership in respect of their needs. Management of the need analysis and consolidate the Water Trading Entity Demand Plan. Liaise and guide project managers on sourcing strategies and manage the utilization of Central Supplier Database. Manage the registration vendors on SAP (Vendor Management). Assist in the drafting of specifications/ TORs and co-ordinating the functions of the Cross Functional Team. Monitor Supply Chain Management compliance and Develop, facilitate consolidate and monitor of demand plans. Manage Demand Management personnel. Prepare monthly reports such as
progress on the Demand Plan implementation, commodity spent, market analysis for commodities.

ENQUIRIES
: Ms G.V. Mkhabela, Tel No: (012) 336 8880

POST 25/53
: DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: 060718/09
Branch: NWRI: Central Operation

SALARY
: R657 558 per annum (all inclusive package) (Level 11)
CENTRE
: Central Operation (Pretoria)
REQUIREMENTS
: National Diploma or Bachelor Degree in Administration/Human Resources or Relevant. Three (3) to (5) five years supervisory experience in Administration Knowledge of policy development and implementation. Knowledge and experience of administration process. Knowledge and understanding of HR information. Disciplinary knowledge in HR information. Understanding of Government legislations, financial management and knowledge of PFMA. Understanding of techniques and procedures for the planning and execution of operations. Knowledge of programme and project management. Knowledge of relationship management. Problem solving and analysis. Knowledge of people and diversity management. Client orientation and customer focus. Good communication skill (written and verbal). Accountability and ethical conduct Knowledge of analytical procedures.

DUTIES
: Manage Corporate Services in the NWRI: Central Operations office and general support of personnel. Provide strategic and general management input and consult with management, interest groups and stakeholders. Assist with the development and implementation of Strategic Plan. Manage the Human Resource unit with regard to HR planning and strategy, policy and implementation, talent management, organisational design, employee relations, EAP and transformation. Manage general administration with regard to document management, administrative support, transport and travel logistics and general service delivery to units. Manage communication with regard to advocacy, communication strategy and media relations. Ensure and develop legal compliance with regard to contract management. Labour relation, legislation and litigation. Compilation of Corporate Service budget.

ENQUIRIES
: Ms NN Ndumo, Tel No: (012) 741 7302

POST 25/54
: ENGINEER PRODUCTION GRADE A- C REF NO: 060718/10
Branch: NWRI Head Office

SALARY
: R637 875 per annum (all inclusive package) (OSD)
CENTRE
: Head Office Pretoria
REQUIREMENTS

DUTIES
: Evaluation of systems water availability, requirements and infrastructure performance. Testing of water resources management scenarios in order to provide a balance and timely water resources management decision support. Undertake social-economic and environmental impact assessments. Provide technical and administrative support in sub-directorate system Operation and/or system analysis. Building capacity and mentoring young water resources engineers/analysts. Undertake water resources planning /operation modelling developments and /or analyses.

ENQUIRIES
: Mr E Koadibane, Tel No: (012) 336 7694
POST 25/55

**CONTROL ENGINEERING TECHNICIAN GRADE A-B REF NO: 060718/11**

**Branch:** NWRI Central Operation

**SALARY:** R396 375 per annum (OSD)

**CENTRE:** Gariep Dam

**REQUIREMENTS:**
- National Diploma or Degree in Civil/Mechanical Engineering or relevant qualification. Six (6) years post qualification technical (engineering) experience.

**DUTIES:**
- Manage technical services. Manage administrative and related functions. The successful candidate will have control over personnel who are performing the following functions; water supply; abstraction control; civil, mechanical and electrical maintenance on infrastructure; dam safety monitoring and all water related matters in terms of the National Water Act and administrative functions for the proper functioning of the Schemes. He/she will also control the budget and control over expenditure at the above-mentioned schemes. He/she will supervise the maintenance of infrastructure, comply with the Occupational Health and Safety Act, act as departmental representative on committees and task teams, supervise and control over contracts and control the execution of contract and the handling of the prescribed payments procedures.

**ENQUIRIES:**
- Mr H.S. Van Der Westhuizen, Tel No: (051) 405 9216

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POST 25/56

**ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION GRADE A (WTE) REF NO: 060718/14**

**Branch:** Operational Integration Mpumalanga

**SALARY:** R357 150 per annum (OSD)

**CENTRE:** Lydenburg

**REQUIREMENTS:**
- A relevant Honours Degree in Environmental or related fields. Practical experience in the field of Water Quality Management will be an added advantage. Knowledge and understanding of Water Quality Management and prevailing principles of Integrated Water Resource Management. Knowledge of Catchment Management will be an additional requirement. Understanding of the National Water Act and Water Services Act. A valid driver’s license is essential requirement (A certified copy must be attached). Willingness to travel extensively and work irregular hours. Good communication skills (both written and verbal). Good computer literacy and report writing skills.

**DUTIES:**
- Processing of Water Use License Applications in Water Management Areas. Provide comments on Environmental Impact Assessments, Environmental Program Reports and Development Applications in the Oliphant’s Water Management area. Liaise with stakeholders in the Water Sector and other government departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, local authorities etc. Undertake water resource monitoring and special investigations. Manage water quality in designated catchments areas. Prepare reports and interpret water quality monitoring results. Processing of Water Use License Applications in Water Management Areas.

**ENQUIRIES:**
- Mr. S Macevele, Tel No: (013) 932 2061

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<tr>
<th>POST 25/57</th>
<th>CHIEF ARTISAN GRADE A-B (CIVIL) REF NO: 060718/12 (X2 POSTS)</th>
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<td>Branch: NWRI Central Operation</td>
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**SALARY**: R343 329 per annum (OSD)
**CENTRE**: Standerton Area Office

**DUTIES**: Manage plumbers, carpenters, bricklayers and other related civil trades and construction workers. Undertake budget process and control thereof for Civil section. Planning and organizing of work according to the budget implementation. Conducting of estimated costs/ monitoring of expenditure. Perform Quality assurance during the performance and after completing the task to assure that prescribed standards are adhere to. Construction and Maintenance of civil structures on the scheme. Ensure compliance with Occupational Health and Safety Act. Implement capital project as per PMBOK. Evaluate and identify staff training needs and assist with training facilitation processes. Manage and evaluate staff performance on an on-going basis.

**ENQUIRIES**: Mr J.P. Manyaka, Tel No: (017) 712 9409

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<th>POST 25/58</th>
<th>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 060718/15</th>
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**SALARY**: R334 545 per annum, (Level 09)
**CENTRE**: Head Office Pretoria
**REQUIREMENTS**: A National Diploma or Degree in Public Administration or equivalent. Three (3) to five (5) years’ experience in Administration of which two (2) years must be at a supervisory level. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge and understanding of Government Financial systems. Commitment to high level quality control. Knowledge of PMDS. Problem solving and analytical skills. Report writing and computer skills. Good interpersonal skills. Strong communication skills, both verbal and written integrity and organisational skills.

**DUTIES**: Render support pertaining to logistical arrangements in the Component. Prepare for Corporate Management meetings. Minute taking at corporate meetings. Manage a visitor’s schedule. Arrange transport and accommodation for officials. Monitor expenditure in the Component. Manage incoming and outgoing correspondence. Manage workflow within the unit. Establish and maintain a record system. Monitor the budget in the unit.

**ENQUIRIES**: Mr. P Muneka, Tel No: (012) 336 7629

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<th>POST 25/59</th>
<th>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 060718/16</th>
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**SALARY**: R334 545 per annum (Level 09)
**CENTRE**: Gauteng Regional Office (Pretoria)
**REQUIREMENTS**: A National Diploma or Degree in Public Administration or equivalent. Three (3) to five (5) years’ experience in Administration. Knowledge and experience of Record Management, Corporate travel and Facilities Management. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act, Public Service Regulation and HR Policies. Computer literacy skills, excellent verbal and written communication skills are essential. Organisational Skills, Good Interpersonal Skills. A course in records management is essential, Occupational Health and Safety and Contract Management will serve as a recommendation. The ability to work independently and in a team. A valid driver’s licence is essential (a certified copy must be attached). Excellent presentation, research, time management and project management skills.
DUTIES: Manage the transport function within the Region which includes fleet management, subsidised vehicle management, travel management. Advise on travel management policies. Manage facilities within the Region. Assist with the development and implementation of the housing policy. Ensure that Health and Safety plans are in place. Ensure that there is access control at the office. Manage lease agreement for the Regional Office and contract management. Provide record management for the Provincial Office by ensuring effective and efficient registry duties are provided. Ensure that a filing system is maintained. Provide office services for the Regional Office. Manage contract and cell phone administration. Supervise staff and oversee the work of subordinates. Handle disciplinary actions over subordinates and ensure training and development of subordinates.

ENQUIRIES: Mr P.S. Nevhorwa, Tel No: (012) 392 1314

POST 25/60: ASSISTANT DIRECTOR: CUSTOMER RELATIONS MANAGEMENT REF NO: 060718/17
CD: Revenue Management (WTE)

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

REQUIREMENTS: A National Diploma or Degree in Finance Management with Accounting III as a major subject. Three (3) to five (5) years’ experience in Financial Management at supervisory level. A valid drivers’ licence (Certified copy must be attached). Knowledge of International Financial Reporting Standards. Knowledge and understanding of the Public Finance Management Act (PFMA), National Water Act, Treasury Regulations and the application of International Financial Reporting Standards applicable to Revenue and S.A Generally Accepted Accounting Practice (GAAP). Working experience of an Enterprise Resource Planning (ERP) system with preference for SAP. Knowledge and understanding on Human Resource Management legislation, policies, practices and procedures. Understanding of Public Service Anti-Corruption Strategy and fraud prevention measures. Knowledge and experience of administrative procedures and systems. Ability to keep abreast with commercial Laws. Understanding and application of Departmental policies and procedures. Framework for managing performance information. Business strategy transaction and alignment. Good problem solving skills, people diversity management, client orientation and customer focus skills. Good verbal and written communication skills and the ability to work with people. Ability to work under pressure and meet strict deadlines. The incumbent will be expected to travel to Regional/Cluster offices when required.

DUTIES: Implement and monitor billing, debt management and Customer Relations Management polices, strategies and procedure. Conduct follow-ups on billed water users to ensure that they are billed regularly and accurately. Ensure invoices and statements are forwarded to customers timorously. Provide support to Deputy Director: Customer Relations Management. Assist with ensuring customers' accounts are paid on time. Assist with reduction of outstanding debt by clearing all obstacles which prevent customers from paying their accounts. Ensure payments are allocated to customers promptly. Ensure the suspense account is cleared regularly and investigate all old un-cleared amounts. Provide support to the Regional/Cluster offices by proving training when necessary. Make sure those customers queries are attended to promptly. Management of staff.

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

POST 25/61: SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 060718/18
Branch Finance Main

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

REQUIREMENTS: A Bachelor’s Degree or National Diploma in Accounting/ Financial Management or equivalent tertiary qualification in a recognized accounting field. A minimum of two to three years’ experience at a level of Provisioning Administrative Officer in Asset Management environment. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge
of Basic Accounting System (BAS), GRAP and Logis. Computer literacy with sound knowledge of the Ms Office suite preferably Excel. Demonstrate leadership/ interpersonal relationship and asset management skills. Good client service orientation skills. Ability to monitor and check information as well as set up and maintain information system. Willingness to work cooperatively with others as a team and good communication skills.

DUTIES: Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Update new additions, movements, transfers and disposals. Reconcile BAS with the Asset Register on monthly basis. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed assets in the register. Update inventory lists. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Ensure that the Department’s asset requirements are included in the budget. Perform quarterly asset count. Conduct Bi–annual physical verification of movable assets and reconcile against the Asset Register and Trial Balance. Implement and manage registers for Finance Leases. Verify the existence of Finance Leases and prepare monthly reconciliation between Bas and amortization tables versus the Finance Leases register. Ensure reconciling items are cleared. Ensure proper annual reporting and reconciliations. Quality assurance of asset management processes. Assist on preparing AFS for interim & final audit for both internal & external Auditors. Quarterly review performance of staff within Asset Management in line with the Human Resources Management guidelines.

ENQUIRIES: Mr M.C. Madzhie, Tel No: (012) 336 8717

POST 25/62: SENIOR SUPPLY CHAIN PRACTITIONER: DEMAND MANAGEMENT REF NO: 060718/19
Branch Finance: WTE, Demand Management

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

DUTIES: Review, collate, coordinate and consolidate Demand Plans from Clusters, Regions, Construction Sites and Head Office. Verification of needs on the Demand Plan. Issuing of quotation numbers. Review the Request for Quotation (RFX). Shortlist suppliers from the Central Supplier Database (CSD) and upload CSD reports per each purchase requisition. Research, advice and monitor end-users of total cost of ownership in respect of their needs. Liaise and guide project managers on sourcing strategies. Assist end-users with the drafting of specifications / terms of reference. Draft and make inputs into management reports (status reports and register). Management of budget. Supervisor staff.

ENQUIRIES: Mr M Mdletshe, Tel No: (012) 336 7654

POST 25/63: SENIOR SUPPLY CHAIN PRACTITIONER: ACQUISITION MANAGEMENT REF NO: 060718/20
Branch Finance: WTE, Acquisition Management

SALARY: R 281 418 per annum (Level 08)
CENTRE: Head Office Pretoria
REQUIREMENTS: Degree or National Diploma in Supply Chain Management/ Logistics/ Purchasing Management qualification. Three (3) to five (5) experience in SCM administration environment. Knowledge of procurement administration procedures. Knowledge of financial legislation. Knowledge of BAS. Knowledge of SAP. Knowledge of GAAP.

**DUTIES**
Management of bids (above R500 000) and quotations (below R500 000), including advertising bids and request for quotations (RFQ’s); facilitating the tender briefing sessions or site meetings; closing of bids and quotations; responding to bid queries; pre-evaluation and advisory support to bid evaluation committees (BECs) and drafting of bid evaluation reports. Draft and make inputs into management reports. Draft and make inputs into management reports (status reports and registers). Management of the budget. Supervise staff.

**ENQUIRIES**
Mr M Mdletshe, Tel No: (012) 336 7654

**POST 25/64**
**SENIOR ADMINISTRATION OFFICER REF NO: 060718/21**
Branch: NWRI, Head Office
CD: Strategic Asset Management
SD: Office Support

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

**CENTRE**
Head Office Pretoria

**REQUIREMENTS**
A National Diploma or Degree in Public Administration or Social Sciences. Three (3) to five (5) years relevant working experience. Excellent office administration and organisational skills. Disciplinary knowledge of labour law, dispute resolution process and labour relations policies. Understanding of Social and Economic development issues. Excellent interpersonal and communication skills (written and verbal). Basic understanding of financial management and the PFMA. Knowledge management, problem solving, analysis, people, diversity management, client orientation and customer focus skills.

**DUTIES**
Provide administrative, logistical and secretariat support to the Directorate. Coordinate office activities and project/programme information. Liaise with internal and external stakeholders. Arrange meetings, workshops and travel arrangements. Assist with procurement, recording of financial documents and expenditure reporting of the Directorate. Draft reports and contribute to office documents and presentations.

**ENQUIRIES**
Mr. P Muneka, Tel No: (012) 336 7629.

**POST 25/65**
**SENIOR DEVELOPMENT EXPERT REF NO: 060718/25**
Branch: Operational Integration Durban

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

**CENTRE**
Durban

**REQUIREMENTS**
to possess excellent presentation, research, time management and project management skills.

**DUTIES**

Assist with the coordination of activities of Water Sector through existing sector partners. Maintain conceptualise and visual publications. Assist with the development and implementation of Integrated Water Sector Monitoring and Evaluation system and maintenance thereof. Implement policies and water sector framework that will guide implementation of Water Services Development Planning system (WSDP). Assist with conducting research on recent technology that can be applied. We require a self-motivated, independent thinker that will be able to liaise closely and provide support to various stakeholders including Traditional Leadership, Farmers (commercial and emerging), Local Government, Industries and other external institutions. The candidate must be able to identify key Water Resource Management needs of stakeholders, develop business plans, project proposals and effectively manage water for growth and development projects. Assist in the establishment, co-ordination and management of the Catchment Management Agency, Catchment Management Forums and Water User Associations within the respective Water Management Areas. Advise on government policies and legislation on all matters pertaining to Integrated Water Resource Management. Provide support to resource underprivileged farmers and Rain Water Harvesting Tanks for Food Production Programmes.

**ENQUIRIES**

Mr. N.A. Mkhize, Tel No: (031) 336 2820

**POST 25/66**

**SENIOR COMMUNITY DEVELOPMENT OFFICER**

**REF NO: 060718/26**

Branch: Operational Integration North West

Chief Directorate: Sanitation

**SALARY**

R281 418 per annum (Level 08)

**CENTRE**

North West

**REQUIREMENTS**

National Diploma or Bachelor Degree in Human Sciences. Three (3) to (5) five years working experience. The following will serve as recommendation: An understanding of the roles and responsibilities of all spheres of government in sanitation delivery. Knowledge and understanding of relevant legislation (Water Services Act, Water Act, Sanitation Policies, PFMA and Public Service Regulations). Good written and verbal communication skills; Computer literacy, preferably in MS Excel, MS Word and MS PowerPoint; A valid driver’s license.

**DUTIES**

Participate in the development of the sanitation business plan and the strategic plan for the province/region. Promote sanitation prioritization by supporting Water Services Authorities in the development of WSDPs. Monitor and Evaluate implementation of sanitation projects and prepare reports. Participate in the water and sanitation forums and other sector collaborative engagements such as IDP sessions to ensure that sanitation issues are adequately addressed. Support capacity building and skills development programmes for local municipalities. Facilitate the promotion of the Health and Hygiene awareness through the implementation of Water, Sanitation and Hygiene (WASH) and sanitation calendar events. Oversee the organisation and facilitation of workshops to create awareness on policies and guidelines; assist to respond to Ministerial queries, parliamentary questions as well as queries from the members of the public.

**ENQUIRIES**

Mr R Kolokoto: Tel No: (018) 387 9500

**POST 25/67**

**SENIOR COMMUNITY DEVELOPMENT OFFICER**

**REF NO: 060718/27**

Branch: Operational Integration Gauteng

**SALARY**

R281 418 per annum (Level 08)

**CENTRE**

Gauteng Regional Office (Pretoria)

**REQUIREMENTS**


**DUTIES**

Identify and facilitate the implementation of integrated community development interventions in partnership with community and other relevant stakeholders.
Liaise and co-ordinate with relevant role players, internal and external stakeholders. Support communities and perform administrative support on community development and related activities. Ensure the planning of water programmes. Ensure the implementation of water regulatory framework. Ensure the monitoring and evaluation of water programmes.

ENQUIRIES: Mr. P.S. Nevhorwa, Tel No: (012) 392 1324

POST 25/68: SENIOR COMMUNITY DEVELOPMENT OFFICER REF NO: 060718/28 (X2 POSTS)
Branch: Operational Integration Durban

SALARY: R281 418 per annum (Level 08)
CENTRE: Durban

DUTIES: Identify and facilitate the implementation of integrated community development interventions in partnership with community and other relevant stakeholders. Liaise and co-ordinate with relevant role players, internal and external stakeholders. Support communities and perform administrative support on community development and related activities. Ensure the planning of water programmes. Ensure the implementation of water regulatory framework. Ensure the monitoring and evaluation of water programmes.

ENQUIRIES: Mr. B Msane, Tel No: (031) 336 2860

POST 25/69: ENGINEERING TECHNICIAN (PRODUCTION) GRADE A (WATER RESOURCES MANAGEMENT) REF NO: 060718/22
Branch: Operational Integration Durban, WRM

SALARY: R274 440 per annum (OSD)
CENTRE: Durban
REQUIREMENTS: A National Diploma or Degree in Engineering or relevant qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician. Three years post qualification technical Engineering experience. Water resources related experience is a recommendation. Good interpersonal relations. Willingness to travel is essential. Must be computer literate. A valid driver’s license (Certified copy must be attached). Knowledge of the National Water Act will be an added advantage. Please note that this is a Civil Engineering post and not related to factory production.

DUTIES: Facilitate Water Resources Management in a Water Management Area, with particular emphasis on registration and identification of unregistered water users. Validation and verification of Water Use. Assessment of water use licenses taking cognizance of hydrological, environmental, social and other factors. Conduct Dam safety evaluations. Attend to water resource related queries.

ENQUIRIES: Mr. S.O. Naidoo, Tel No: (031) 336 2700

POST 25/70: ENGINEERING TECHNICIAN (PRODUCTION) GRADE A REF NO: 060718/23
Branch: Operational Integration Mpumalanga

SALARY: R274 440 per annum (OSD)
CENTRE: Groblersdal
REQUIREMENTS: A National Diploma or Degree in Engineering or relevant qualification. Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician. Three years post qualification technical Engineering experience. Water resources related experience is a recommendation. Good interpersonal relations. Willingness to travel is essential. Must be computer literate. A valid driver’s license (Certified copy must be attached).

DUTIES: Implement the National Water Act with focus on water resource information acquisition. Collect, analyse and manage hydrological flow data. Calibrate and
maintain flow gauging equipment. Run hydrological models and other relevant models. Liaise with relevant components to enforce compliance to water management legislation. Organise field trips and assist with the preparation of required supportive technical information as well as the writing of technical reports. Participate in capacity building and mentorship programmes for junior staff. Implement operational plans, guidelines, policies and projects.

ENQUIRIES

ENQUIRIES : Mr. T Veleko, Tel No: (013) 262 6800

POST 25/71

ENVIRONMENTAL OFFICER GRADE A (WTE) REF NO: 060718/24 (X3 POSTS)

SALARY : R240 015 per annum, (OSD)

CENTRE : Bronkhorstspruit (X2 Posts)

Lydenburg (X1 Post)

REQUIREMENTS : A relevant National Diploma in Environmental Management or Natural Science. Practical experience in the field of water quality management will be an added advantage. Knowledge of Water Quality Management with an understanding of prevailing principles in Integrated Water Resource Management and Knowledge of Catchment Management will be an additional requirement. Understanding of the National Water Act. A valid driver’s license (Certified copy must be attached). Willingness to travel extensively and work irregular hours. Good communication skills (both written and verbal). Good computer literacy and report writing skills.

DUTIES : Processing of Water Use License Applications in Water Management Areas. Provide comments on Environmental Impact Assessment, Environmental Program Reports and Development Applications in the Oliphant’s Management area. Liaise with stakeholders in the Water Sector and other Government Departments. Serve on various committees. Conduct regular compliance monitoring at mines, industries, and local authorities etc. Undertake water resource monitoring and special investigation. Manage water quality in the designated catchments areas. Prepare reports and interpret water quality monitoring results.

ENQUIRIES : Mr S Macevele, Tel No: (013) 932 2061

POST 25/72

HUMAN RESOURCES PRACTITIONER REF NO: 060718/29

SALARY : R226 611 per annum (Level 07)

CENTRE : NWRI: Central Operations Bloemfontein

REQUIREMENTS : Bachelor’s degree or National Diploma in Human Resources Management or relevant. Three (3) to five (5) years' experience in Human Resources. Knowledge and understanding of human resource management legislation and prescripts as well as Persal. Computer literacy. Problem solving, interpretation, creativity, interpersonal and analytical skills as well as good communication (Verbal and Written) skills. Confidentiality, loyalty and team leadership.

DUTIES : Supervise plan and co-ordinate activities of Senior Human Resource Officers to contribute to the rendering of a professional human resource management service, e.g. personnel development, performance and discipline. Prepare reports on human resource management issues and statistics to enable management to make informed decision. Ensure quality work. Supervise the implementation and maintenance of human resource administration practices concerning service benefits and/or maintenance and provisioning of human resources in the Department to contribute to the rendering of a professional human resource management service. Administer conditions of services and service benefits (leave, housing, medical, injury on duty, terminations, long service recognition, overtime, re-allocation, pension, allowances, etc.). HR Provisioning (Recruitment and Selection, Appointments, Transfer, Verification of qualifications, secretarial functions, interviews, absorptions, probationary periods etc.) Performance management. Address human resource management enquiries to ensure the correct implementation of human resource management practices. Inform, guide and advice the Department. Approve transactions on PERSAL according to delegations (Authorisation should happen on a higher level preferably at AD or Control level 9). Prepare reports on human resource administration issues and statistics.
ENQUIRIES : Mr. S Van Der Westhuizen Tel No: (051) 405 9000

POST 25/73 : SENIOR WATER CONTROL OFFICER REF NO: 060718/30
Branch: NWRI Central Operation

SALARY : R183 558 per annum (Level 06)
CENTRE : Potchefstroom (Schoonspruit)


ENQUIRIES : Ms S.M. Mokgosi, Tel No: (018) 294 9302

POST 25/74 : WATER PLANT SUPERINTENDENT REF NO: 060718/31
Branch: NWRI Central Operation

SALARY : R152 862 per annum, (Level 05)
CENTRE : Usutu River


ENQUIRIES : Mr. M.D.Cholo, Tel No: (017) 846 610

POST 25/75 : DRIVER (EXTRA HEAVY MOTOR VEHICLE) REF NO: 060718/32
Branch: NWRI Southern Operation

SALARY : R152 862 per annum (Level 05)
CENTRE : Uitkeer
REQUIREMENTS : A Grade 10 Certificate (or equivalent) qualification plus a valid Code EC driver’s license accompanied with a valid Public Drivers Permit (PDP). Three (3) to six (6) years’ experience in operation of heavy motor vehicle driving. Knowledge in driving services. Knowledge in operating service. Knowledge of organizational policies
and procedure. Knowledge of process flow. Good communication skills (both verbal and written).

**DUTIES**: Responsible for implementing best practices of driver and operator system. Ability to analyse logistics operations. Conduct quality assurance of driver and operator systems. The delivery and collection of passengers and the maintenance of register regarding deliveries and pickups. Accountable for the routine maintenance of vehicles. Routine inspection for visible defects around the exterior of vehicle/s. Monitor various fluid levels. Monitor the utilization of vehicle and operating system. Attend to special requests. Ensure periodic checks on vehicle maintenance standards. Ensure the safekeeping of vehicles. Ensure that vehicles and operators are guarded at all times. Ensure that cleanliness where equipment is kept to avoid the fire hazards. Promote Occupational Health and Safety on an ongoing basis.

**ENQUIRIES**: Mr. JM Viljoen Tel No: (041) 508 9703

**POST 25/76**: **ADMINISTRATION CLERK REF NO: 060718/33**
Directorate: NWRI Central Operation

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

**CENTRE**: Tugela Vaal

**REQUIREMENTS**: National Senior Certificate with mathematics or accounting as passed subjects and appropriate experience in finance with particular emphasis in the following: knowledge of National Regulation, PFMA and computer literacy. Knowledge of basic financial operating systems (PERSAL and/or SAP). Ability to work under pressure and as part of team. A valid driver’s license will also serve as an added advantage.

**DUTIES**: Preparation and capturing of all sundry payments for suppliers and employees on SAP. Capturing S&T, overtime, night shift, standby, Sunday and public holiday allowances and all other related salary deduction and payments for employees on PERSAL. Filing of financial documentation. Attend to related queries for suppliers and employees. Over-all rendering or financial administration support to scheme level, NWRI and Head Office.

**ENQUIRIES**: Mr J Padayachee, Tel No: (036) 438 8302

**POST 25/77**: **ADMINISTRATION CLERK REF NO: 060718/34**
Branch: NWRI Central Operation

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

**CENTRE**: Tugela Vaal

**REQUIREMENTS**: National Senior Certificate or equivalent. One (1) year relevant experience in Supply Chain Management /procurement management environment. Good knowledge of PFMA, PPPFA, Treasury Regulations, Government SCM framework/policies and procedures. Knowledge of SAP, Good Communication skills (written and verbal), Computer Literacy skills (Ms Word, excel), good interpersonal, relationship skills and must be able to work under pressure. Valid driver’s License.

**DUTIES**: Preparation and capturing of all sundry and order payments for Suppliers and employees on SAP. Capturing of Travel and Subsistence (S&T) claims, overtime, Night shift, Standby, Sunday and Public holiday allowances and all other related salary deductions and payments to employees on PERSAL. Perform cashier duties and Petty cash management. Compilation of monthly reports. Filing of financial documents. Attend to related queries for suppliers, employees and audit. Over-all rendering of financial administration support to scheme level (Assisting Area Offices), NWRI: CO and Head Office.

**ENQUIRIES**: Ms S.M. Magubane, Tel No: (036) 438 8307

**POST 25/78**: **ADMINISTRATION CLERK REF NO: 060718/35**
Branch: NWRI Central Operation

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

**CENTRE**: Central Operations (Pretoria)
**REQUIREMENTS**
National Senior Certificate or equivalent. No previous experience required. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility. Team work. Basic knowledge of problem solving and Analysis. People and Diversity management. Client Orientation and Customer Focus. Good Communication skills (verbal and written). Accountability and ethical Conduct.

**DUTIES**

**ENQUIRIES**
Ms N.D.Ndumo, Tel No: (012) 741 7302

**POST 25/79**
AUXILIARY SERVICE OFFICER REF NO: 060718/36
Branch: NWRI Central Operation

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

**CENTRE**
Potchefstroom

**REQUIREMENTS**
National Senior Certificate with two (2) Years’ experience in a relevant or similar field. Must have good technical problem solving abilities. Basic knowledge of Survey will be a recommendation. Ability to swim will serve as an added advantage. Drivers Licence will serve as an added advantage.

**DUTIES**
Assist Technicians and Surveyors in performing survey services, which include the Following: Building and painting of beacons assist with levelling, taking spot-shots with ranging rod and prism at specific positions as shown by technicians, clearing the area to be surveyed by cutting grass, reeds and chopping down trees. Driving and boat handling. Maintenance of boats, trailers and general equipment. Check if lights are working and take the necessary steps by replacing the faulty parts. Maintaining of survey equipment and also perform inspection after returning from task. Loading and unloading of equipment on boats and from vehicles. Clean boats, equipment and workplace when returning to the office. Report any unserviceable and lost equipment to the Technician. The incumbent will work away from the office for extended periods of time. He must be willing to travel in the execution of his duties.

**ENQUIRIES**
Mr. G.J.Conradie, Tel No: (018) 294 9314

**POST 25/80**
ACCOUNTING CLERK REF NO: 060718/37 (X2 POSTS)
Branch: Finance: Main Account

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

**CENTRE**
Head Office Pretoria

**REQUIREMENTS**
National Senior Certificate with Accounting as a subject. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislatures, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA Financial Manual). Knowledge and understanding of basic financial operating systems (PERSAL, BAS LOGIS etc.). Knowledge management. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skill. Accountability and ethical conduct.

**DUTIES**
Perform salary administration support services. Perform bookkeeping and debt management support services. Perform accounts payable support services .Perform records management within Financial Accounting.

**ENQUIRIES**
Ms F.M. Monyeki, Tel No: (012) 336 7742
POST 25/81 : **ACCOUNTING CLERK REF NO: 060718/38**
Branch: NWRI Central Operation

**SALARY** : R152 862 per annum (Level 05)
**CENTRE** : Central Operation Pretoria
**REQUIREMENTS** : National Senior Certificate with Mathematics and Accounting as passed subject. One (1) to (3) three years’ experience in financial environment. Knowledge of Treasury Regulations, PFMA and computer literacy. Knowledge of PERSAL and/or SAP. Good verbal and written communication skills. Good planning and organizing skills, interpersonal, problem solving and conflict management. Ability to work extra hours when required. A valid driver’s license will also serve as an added advantage.

**DUTIES** : Preparation and capturing of all sundry and order payments for suppliers and employees on SAP. Capturing of Travel and Subsistence (S&T) claims, overtime, night shift, standby, Sunday and public holiday allowances and all other related salary deductions and payments for employees on PERSAL. Perform cashier duties and petty cash management. Compilation of monthly reports. Filing of financial documents. Attend to related queries for suppliers, employees and audit. Over-all rendering of financial administration support to scheme level (assisting area office), NWRI: Central Operation and Head Office.

**ENQUIRIES** : Ms P Mohlala, Tel No: (012) 741 7336

POST 25/82 : **GENERAL FOREMAN REF NO: 060718/39**
Branch: NWRI Central Operation

**SALARY** : R127 851 per annum (Level 04)
**CENTRE** : Potchefstroom
**REQUIREMENTS** : Grade 8 or equivalent, one (1) to two (2) relevant experience. Knowledge and experience of gardening equipment’s and appliances. Knowledge and experience of lawn care process, pruning: and trimming process and techniques. Knowledge of daily maintenance procedures for efficient machine / equipment performance. Knowledge of health and safety procedures. Knowledge of garden maintenance and planting practices. Must be able to read and write. Good communication skills (verbal and written), Good interpersonal skills self-motivated and show willingness to work. Ability to work under pressure, independently and in a team. Be able to supervise subordinates. Valid driver’s licence.

**DUTIES** : Do maintenance of canals, keep structures clean and their surroundings, keep canals in good condition, holes on canals must be reported, Ensure that the correct mixer of concrete are used to repair canal system. Ensure that stagnant water on the canals must be reported, ensure that maintained plan is in place for uninterrupted service, keep records of repaired equipment, keep job cards up to date, repair minor equipment, cut grass ,trees and herbicides application, ensure that p reparation of all fencing as well as installation of new fencing is according to standard, handling of conflicts in section and identify training on a continuous basis and ensure health and safety adhered to by sub ordinates within Government Water Schemes.

**ENQUIRIES** : Ms S.M. Mokgosi, Tel No: (018) 294 9302

POST 25/83 : **WATER CONTROL AID REF NO: 060718/40**
Branch: NWRI Central Operation

**SALARY** : R127 851 per annum (Level 04)
**CENTRE** : Moorivier Potchefstroom
**REQUIREMENTS** : National Senior Certificate or (Adult Education Training) AET, Good verbal, writing and reading skills in English and Afrikaans. Must be able to perform his/her duties with a bicycle.

**DUTIES** : Opening and closing of sluices according to scheme regulations. Handling the water distribution sheet according to scheme regulations. Perform minor maintenance on structures, fencing and sluices. Assist with opening of blocked pipes and canals. Remove of algae and water grass in canals regularly. Conduct daily inspections on section. Report holes on embankments and any irregularly on
canals to Water Control Officer. Look for cracks in measuring structures and report defects. Stagnant water on the embankments must be reported. Painting of sluices and long weir sluices. Ensure that sluice numbers are clearly marked. Keep canal grids clean. Keep gauge plates clean. Keep structures clean and their surroundings. Keep inlet hole to measuring box always open. Clean and lock always the post boxes. Repair minor wash outs. Repair equipment when necessary. Keep equipment’s safe and lock the store room always.

ENQUIRIES : Ms SM Mokgosi Tel No: (018) 294 9302

POST 25/84 : WATER CONTROL AID REF NO: 060718/41
Branch: NWRI Central Operation

SALARY : R127 851 per annum (Level 04)
CENTRE : Schoonspruit Potchefstroom
REQUIREMENTS : National Senior Certificate or (Adult Education Training) AET. Good verbal, writing and reading skills in English and Afrikaans. Must be able to perform his/her duties with a bicycle.


ENQUIRIES : Ms. S.M. Mokgosi, Tel No: (018) 294 9302

POST 25/85 : GROUNDSMAN REF NO: 060718/42 (X2 POSTS)
Directorate: NWRI Central Operation

SALARY : R90 234 per annum (Level 02)
CENTRE : Usutu River

DUTIES : Clean and maintain grounds and repair tools and structures such buildings, fences and benches using hand and power tools. Mix spray or spread fertilizer, herbicides onto grass, shrubs and tree using hand or automatic sprayers or spreaders.

ENQUIRIES : Mr. M.D. Cholo, Tel No: (017) 846 6108

POST 25/86 : GENERAL WORKER REF NO: 060718/43
Branch: NWRI Central Operation

SALARY : R90 234 per annum (Level 02)
CENTRE : Potchefstroom
REQUIREMENTS : ABET Certificate. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of pruning and trimming process and techniques. Basic knowledge of chemicals uses (dilution/mix) chemical product knowledge. Basic knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge in supporting water utilisation and water resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of
garden maintenance and plating practices. Basic understanding of Government legislation.

**DUTIES**: Perform general assistant work. Load and unload furniture, equipment and any other goods to relevant destination. Clean government vehicle. Clean relevant workstation.

**ENQUIRIES**: Ms S.M. Mokgosi, Tel No: (018) 294 9302
ANNEXURE O

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: 06 July 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 25/87: DEPUTY DIRECTOR GENERAL: FINANCIAL GOVERNANCE REF NO: FSPT 026/18

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

**NOTE**

The post was already advertised with a closing date of 22 June 2018. The closing date is extended to 6 July 2018. Candidates who already applied for the post do not need to re-apply for the post.
ANNEXURE P

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT

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

APPLICATIONS: All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at:www.gautengonline.gov.za.

CLOSING DATE: 06 July 2018

NOTE: Gauteng Department of e-Government, is inviting, strategic and innovative thinkers, who are technocrats, to champion the crafting of the strategy to deliver the modernisation mandate of the Gauteng City Region, and to support radical transformation, modernisation and re-industrialisation. Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The successful candidate must be innovative with proven applied leadership skills as well as ability to plan and coordinate activities at a strategic level. Must have a client focused attitude. Excellent writing and impeccable communication skills, as well as relationship building, people management and the ability to work under pressure.

MANAGEMENT ECHELON

POST 25/88: CHIEF DIRECTOR: BUSINESS ALIGNMENT – REFS/002902
Branch: ICT
(5 Year Fixed-Term Employment Contract)

SALARY: R1 127 334 per annum (all-inclusive remuneration package)
CENTRE: Johannesburg

REQUIREMENTS: Bachelor’s Degree or equivalent NQF level 7 qualification in IT. A project management certification is a must. An Enterprise Architecture certification will be added as an advantage. Minimum of 5 years’ experience in Information Technology in senior management level (SMS). Experience in the business analysis field is mandatory. Minimum 5 years’ experience in project management
Strong knowledge and experience of high level IT business architecture.
Experience within government service will be an advantage.

DUTIES: Develop and implement the IT strategy in close cooperation with the business units and ensure IT perspectives are covered in business units’ strategies. Coordinate business support functions and participates in discussions on IT solutions for actual business needs. Provides inputs into longer term strategy development. Provide programme and project management, lead business analysis, system analysis and design inputs to drive processes. Design and implement business analysis and assessment of all business processes within the department, with the aim of using ICT to improve the effectiveness and efficiency of the department. Ensure availability of lead / solutions architecture competencies in the development of the IT service portfolio. Contribute to organizational wide strategies and policies. Design and create the business process improvement framework and strategy. Design and create an appropriate Programme Management Methodology. Perform effective fiscal management for the chief directorate. Management and delivery of major programmes and projects that support organizational strategic priorities. Provide strategic input to the effective management of business process improvement common risks, issues, project duplication and project dependencies within the GCR. Ensuring the programme’s mandate and outcomes including game changers and flagship initiatives are successfully achieved in conjunction with GCR. Manage stakeholder expectations. Drive innovation in business through use of IT and IS. Identify best practices, tools and techniques for information harvesting.

ENQUIRIES: Mr. Errol Ogle, Tel No: (011) 689 6861 or Mr. Oscar Baloyi, Tel No: (011) 689 4648
POST 25/89 : DIRECTOR: HUMAN RESOURCE MANAGEMENT – REFS/002901
Chief Directorate: Resource Management
(5 Year Fixed-Term Employment Contract)

SALARY : R948 174 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a Degree in Human Resources Management or related (NQF 7) Human Resource qualification. Minimum of 5 years' experience in HRM, in middle management level (MMS), Public Sector HR experience is advantageous. Knowledge of SAP and Transversal systems. The ideal candidate should have strong strategic agility, coupled with change management and analytical skills.

DUTIES : Develop and implement HR strategies, plans and initiatives aligned with the overall business strategy. Support current and future business needs through the development, engagement, motivation and preservation of human capital. Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. Be responsible for management of employee relations by addressing disputes, grievances or other issues. Manage the recruitment and selection process. Manage, facilitate and oversee performance management and development programmes. Provide human resource administration to the department. Provide employee health & wellness programmes within the department. Provide strategic direction and lead on HR operations to the Internal Human Resource unit. Manage all resources including budget in terms of PFMA. Ensure legislative compliance. Develop, service and maintain SLA’s and LOE’s with e-Gov. Business Units.

ENQUIRIES : Mr. Errol Ogle, Tel No: (011) 689 6861 or Mr. Oscar Baloyi, Tel No: (011) 689 4648

OFFICE OF THE PREMIER

APPLICATIONS : Can be forwarded to the attention of the Director: Internal HR Management through the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Rahima Moosa Street, Newtown, Johannesburg or posted to Private Bag X61 Marshalltown 2107 or online on www.gautengonline.gov.za

CLOSING DATE : 06 July 2018
NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference, Reference checks will be done on nominated candidate(s). Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.
MANAGEMENT ECHELON

POST 25/90 : CHIEF DIRECTOR: LITIGATION REF NO: 002962
(2 Year Contract)

SALARY : R1 127 334 – R1 347 879 (all-inclusive remuneration package)
CENTRE : Johannesburg
DUTIES : The incumbent will be responsible for the establishment and management of a central litigation unit that will initially handle all the litigation, including medico-legal litigation, from inception until conclusion of the Gauteng Department of Health.
ENQUIRES : Ms Gugulethu Mdhluli Tel No: (011) 298 5651

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.

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to- Private Bag X35, Johannesburg, 2000.
CLOSING DATE : 06 July 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.

MANAGEMENT ECHELON

POST 25/91 : DIRECTOR: AUXILIARY SERVICES: REF NO: SD/2018/06/09

SALARY : R948 174 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).
CENTRE : Head Office (Auxiliary Services)
REQUIREMENTS : Degree in Public Management/Facility Management related fields. A minimum of 5 years’ experience in Middle Management level. 5 years’ experience in managing the full suite of Auxiliary Support Services and Facilities Management Services functions. Computer literacy and knowledge of computer software programs i.e. MS Office package. A valid drivers’ license. Skills and Competency: Problem solving and analysis, customer focus and responsiveness, communication and information management, honesty and integrity. Knowledge and understanding of legislative frameworks, processes and systems governing infrastructure management and development in the public service. Knowledge of security management systems and services, project management, report writing, communication, problem solving, interpersonal, planning and organising, coordination and analytical skills.

ENQUIRIES: Mr Z Jaca Tel No: (011) 355 7678
FOR ATTENTION: Mr Z Jaca

POST 25/92: DIRECTOR: SUSTAINABLE LIVELIHOODS REF NO: SD/2018/06/10

SALARY: R948 174 per annum (all-inclusive package which includes basic salary of 70% of the package and a flexible portion that may be structured in terms of the applicable SMS guidelines per annum).

CENTRE: Head Office (Sustainable Livelihoods)

DUTIES:
Oversee the development, design and implementation of War and Poverty functions. Strategic coordination of War and Poverty functions. Strategic Coordination of Service Standard functions. Oversee the alignment of Service standard to Department Strategic objectives and service delivery priorities and commitments. Strategic Coordination of Child Poverty and Women Development functions. Oversee the development, design and implementation of Child Poverty functions in the Department and the budgeting and expenditure monitoring and reporting of the programme. Strategic Coordination of Special Projects functions. Oversee the effective Programme and Project Management of Special Projects functions. Strategic Coordination of Community Development functions. Oversee Performance Reporting on Community Development functions. Strategic Coordination of Youth Development Programme. Oversee Service Delivery Innovation of Youth Development functions. Management of the Directorate. Coordinate budget planning, monitoring and reporting on expenditure patterns. Manage staff performance, training and development, conduct and leave. Manage all assets allocated in the component.

ENQUIRIES: Mr Phanuel Sambo Tel No: (011) 355 7701
FOR ATTENTION: Mr Phanuel Sambo

OTHER POST

POST 25/93: SENIOR ADMINISTRATIVE OFFICER: NPO FUNDING REF NO: SD/2018/06/11

SALARY: R281 418 per annum
CENTRE: JHB Metro Region
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 payments of NPO in the Public Sector. 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: Provide advice during panel discussions based on APP targets on funding and approved budget for funding of NPO’s. Implement transfer payment to funded NPO’s. Reconcile transfer payments. analyses Audited Financial Statements.
Consolidate transfer payments. Develop staff work plans. Manage staff leave plans and supervise staff performance. Plan and implement staff training and development programmes.

**ENQUIRIES**

: Christinah Dukwane Tel No: (011) 355-9502

**FOR ATTENTION**

: Ms Christinah Dukwana
ANNEXURE Q

PROVINCIAL ADMINISTRATION: KWA ZULU 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 25/94: HEAD CLINICAL UNIT: ORTHOPAEDICS REF NO: HCU ORTHO 01/2018

SALARY: An all-inclusive package of R1 550 331 – R1 645 464 per annum is payable to the successful candidate who will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post, plus Inhospitable Area Allowance of 18% and Commuted Overtime. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE: Ladysmith Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as a Medical Specialist within the relevant discipline PLUS Current registration with the HPCSA as a Medical Specialist within the relevant discipline PLUS A minimum of three (3) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist within the relevant discipline. Knowledge, Skills, Training and Competencies Required: Sound knowledge of clinical concept within the relevant discipline; Good operative skills to carry out major orthopaedics procedures; Research and organizational ability; Ability to supervise and teach junior staff; Conflict management; Management skills including financial and human resource management; Knowledge of current national and international health and public service legislation and policies including medical ethics, epidemiology and statistics.

DUTIES: Conduct, assist and stimulate research relevant to the Specialty. Represent the Hospital where requested by the Department and the Medical Manager. Promote and ensure community orientated clinical services and develop outreach services to the referring hospitals in Uthukela district. Maintain necessary discipline over staff under his/her control. Conduct out-patient specialist clinics and provide expert opinion where required and participate in provisioning a 24 hour service. Accept the responsibility for consultation of inpatient and outpatient service delivery to Ladysmith Hospital and referring facilities. Participate in commuted overtime. Responsible for clinical governance pertaining to the unit. Create academic and training platform for staff and assist in sourcing accreditation from HPCSA.

ENQUIRIES: DR. M. E. Pule Tel No: 036-6372111 EXT: 1002

APPLICATIONS: Ladysmith Regional Hospital, 36 Malcolm Road, Ladysmith 3370, Private Bag X9928, Ladysmith 3370

CLOSING DATE: 06 July 2018

POST 25/95: HEAD CLINICAL UNIT: OBSTETRICS AND GYNAECOLOGY REF NO: HCU O&G 01/2018

SALARY: An all-inclusive package of R1 550 331 per annum is payable to the successful candidate who will be required to enter into a Permanent Employment Contract, as well as complete a Performance Agreement with the Manager of the post, plus Inhospitable Area Allowance of 18% and Commuted Overtime. The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE: Ladysmith Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as a Medical Specialist in a within the relevant discipline PLUS Current registration with the HPCSA as a Medical Specialist within the relevant discipline PLUS A minimum of 3/Three years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist within the relevant discipline. Knowledge, Skills, Training and Competencies Required: Sound knowledge of clinical concept...
within the relevant discipline; Good operative skills to carry out advanced clinical services; Research and organizational ability; Ability to supervise and teach junior staff; Conflict management; Management skills including financial and human resource management; Knowledge of current national and international health and public service legislation and policies including medical ethics, epidemiology and statistics.

**DUTIES**

Conduct, assist and stimulate research relevant to the Specialty. The incumbent will represent the Department where requested by the Department and the Hospital Manager. Will promote and ensure community orientated clinical services and develop outreach services to the Uthukela district. Control and management of clinical services as delegated. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct out-patient specialist clinics and provide expert opinion where required and participate in provisioning a 24 hour service. Applicant to also accept responsibility for consultant inpatient and outpatient service delivery to regional referral hospital to Ladysmith Hospital. After hours clinical participation in accordance with commuted overtime.

**ENQUIRIES**

DR. M.E. Pule Tel No: 036-6372111 EXT 1002

**APPLICATIONS**

Ladysmith Regional Hospital, 36 Malcolm Road, Ladysmith 3370, Private Bag X9928, Ladysmith 3370

**CLOSING DATE**

06 July 2018

**OTHER POSTS**

**POST 25/96**

DEPUTY MANAGER NURSING (LEVEL 1&2 HOSPITAL) (REF NO: ITSH 8/2018)

**SALARY**

R756 525 (All-inclusive package). Other Benefit: 12% rural allowance of basic salary.

**CENTRE**

Itshelejuba Hospital

**REQUIREMENTS**

Senior certificate, registration with SANC as a Professional Nurse. Current proof of registration with SANC for 2018 /19, a minimum of 10 years post basic experience in nursing after registration with SANC. At least 5 years of the period referred to above must be appropriate/recognisable experience at management level. Recommendation: Valid driver's license, Degree / Diploma in Nursing Management and Computer Literacy. Relevant Experience: People management, financial management, strategic planning, policy analysis and development, and delegation. Knowledge Skills: in depth knowledge and understanding of health related Acts, regulations, Guidelines and other related policies such as Nursing Act and regulations Health Act Code of Ethics professional Practice of the South African Nursing Council, Nursing Standard of Practice Scope of Practice, Occupational Health and Safety Act and the Mental Health Act. Knowledge and understanding of the legislative framework governing the Public Service including: skills Development Act, Public Service Regulations, Labour relations Act, Grievance Procedure. Good Communication Skills. Ability to work as part of a multidisciplinary team. Team building and diversity management. Basic computer literacy to enhance service delivery.

**DUTIES**

Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation. Ensure compliance to National Core Standards (NCS). Initiate and conduct audit in all units. Ensure clinical competence in all categories of nurses to ensure that scientific principles of nursing processes are maintained. Contribute to
development of clinical management guidelines and protocols for management of patients. Be able to plan, maintain and control Nursing Services budget. Evaluate patient care programme from time to time and make proposals for improvement that is supported by strong work ethics. Be able to manage own work and those units reporting to the post and to ensure appropriate interventions to enhance nursing services.

ENQUIRIES
APPLICATIONS
NOTE

ENQUIRIES : Mrs TM Vilakazi 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 : 06 July 2018
POST 25/97 : PHARMACIST SUPERVISOR GRADE 1 REF NO: PHARM 03/2018

SALARY : R736 425 – R781 611. An all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Other Benefits: 12% Inhospitable Rural Allowance of Basic.
CENTRE
REQUIREMENTS

CENTRE : Ladysmith Hospital
REQUIREMENTS : Grade 12 certificate or equivalent. B. Degree in Pharmacology plus registration with SACP as a Pharmacist. Proof of current registration (2018) with SACP as a Pharmacist. Three years' experience after registration as a Pharmacist (Post Comm. Serv.). Proof of experience/certificate of service endorsed by Human Resource Department. Knowledge, Skills, Training and Competencies Required: Knowledge of Pharmaceutical services, policies, procedures and legislations including essential drug list; Excellent communication skill both written and verbal; Ability to be part of inter-active team knowledge of essential drug list and National drug policy; Commitment to service excellence, good supervisory, analytical and team building skills; Appropriate clinical and theoretical knowledge; Knowledge of policies and procedures pertaining to stock control.

DUTIES : Execute all duties, functions and responsibilities to the best of his/her ability and within applicable legislation. Comply with requirements for Good Pharmacy Practice and Scope of Practice for a Pharmacist as laid down by the South African Pharmacy Council. Ensuring an accurate, efficient and cost effective pharmaceutical service including, outpatient dispensing, stock acquisition and control, ARV rollout and pre dispensing to clinics. Maintain accurate and appropriate patient records in line with legal requirements. Retrieve, interpret, evaluate and supply information regarding the nature and use of medicines, disease statistics and healthcare. Exercise control over expenditure. Perform standby duties over weekends, after hours and public holidays with own transport arrangements. Deputize Assistant Manager when required. Direct supervision of pharmacist, community service pharmacist, pharmacist intern and pharmacy assistants. Provide necessary orientation, training, assessing, disciplining and monitoring of all staff. Promote Batho Pele principles in the execution of duties for effective delivery. Be able to manage conflict and apply discipline. Be able to manage and coordinate productivity and be part of a inter-active and multi-
disciplinary team. Display sound understanding of relevant legislation, Acts, policies and procedures pertaining to pharmacy including Essential Drug List (EDL), and Standard Treatment Guidelines (STG) and District Health System.

ENQUIRIES
Mr. W.P. Greffrath Tel No: 036-6372111 EXT 1127

APPLICATIONS
Ladysmith Regional Hospital, 36 Malcolm Road, Ladysmith 3370, Private Bag X9928, Ladysmith 3370

CLOSING DATE
06 July 2018

POST 25/98
OPERATIONAL MANAGER – SPECIALITY REF NO: NURS 06/2018
Component: Obstetrics and Gynaecology

SALARY
R499 953 per annum, 13th Cheque, Housing Allowance (employees must meet prescribed requirements), (Medical Aid Optional)

CENTRE
Ladysmith Hospital

REQUIREMENTS
Current Registration with SANC as a Professional Nurse and Midwife 2018. Diploma/Degree in nursing or equivalent qualification. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Advanced Midwifery. A minimum of 9/nine years appropriate recognizable in nursing after registration as a General Nurse. At least 5 years of the period referred to above must be appropriate recognizable experience in the specific specialty after obtaining the 1 year Post Basic qualification in the relevant specialty. Knowledge, Skills, Training, and Competencies: Good verbal and written communication and report writing skills. Leadership, organizational, decision making and problem solving skills. Knowledge of legal frame work and prescripts within the Department of Health. Conflict management and negotiation skills. Knowledge of code of conduct and Labour Relations procedures / processes. Knowledge of Batho Pele principles and Patients' Rights Charter.

DUTIES
Promote quality nursing care as directed by the professional scope of practice and standards as determined by the institution. Assist in planning, organizing and monitoring of objectives of the units and departments. Demonstrate understanding of Human Resource and Financial Management and practices and procedures. Supervise staff under your control. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele). Able to plan and organize own work and that of support personnel to ensure proper nursing care. Manage all resources within units effectively and efficiently to ensure optimal service delivery. Carry out PMDS evaluation of staff, formulate training programmes and participate in the training and development of staff. Ensure that all equipment in the nursing department is adequate, checked and is in working order. Provide a safe, therapeutic and hygienic environment as laid down by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Oversee the functioning of units / wards and report to nursing management.

ENQUIRIES
Mrs. T.M. Buthelezi, Tel No: (036) 637 2111

APPLICATIONS
Ladysmith Regional Hospital, 36 Malcolm Road, Ladysmith 3370, Private Bag X9928, Ladysmith 3370

CLOSING DATE
06 July 2018

POST 25/99
OPERATIONAL MANAGER NURSING PHC [PHC SUPERVISOR] REF NO: STAN 02/2018 (X1POST)
Component: Stanger

SALARY
R499 953 per annum Plus 8% rural allowance. Benefits: 13th Cheque, home owner’s allowance, and Medical aid optional [Employee must meet prescribed policy requirements]

CENTRE
ILembe Health District Office

REQUIREMENTS
Grade 12 (Senior Certificate) Standard 10/or (Vocational National Certificate). Degree / Diploma in General Nursing Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care plus, A minimum of 9 years appropriate/ recognizable nursing experience after
registration as General Nurse of which 5 years must be appropriate/recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Valid Code E8 Driver’s license (Code 8). Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached. Knowledge, skills training and competencies required: Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and counseling to her/his supervisees.

Good communication, interpersonal relations, counseling, conflict management skills and decision making. 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 and Finance policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Co-ordination and planning skills. Ability to assist in formulation of patient care related policies.

DUTIES

Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Facilitate that the clinics has functional clinic committees and ensures community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme in the facilities. Support PHC re-engineering by ensuring that outreach teams are functional.

ENQUIRIES

Ms. T.M Banda (Deputy District Director: IDHSD) Tel No: 032 437 3500

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

13 July 2018

POST 25/100

OPERATIONAL MANAGER NURSING GENERAL UNIT: REF NO: OM GEN 8/2018 (X2 POSTS DAY & NIGHT)

SALARY

R394 665 per annum. Other Benefits: medical aid (optional), rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE

Eshowe District Hospital
REQUIREMENTS: Basic R425 qualification i.e. Degree/Diploma in General Nursing, Registration with South African Nursing Council as a Professional Nurse, Experience: minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse with South African Nursing Council, in General Nursing with midwifery. Certificate of service from previous employers is compulsory. Please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care policies and procedures, nursing statutory regulation and guidelines and other relevant legal frameworks e.g. Nursing Act, Health Act, Occupational Health and Safety Act, Batho Pele Principles, Public Service Regulation and Grievance Procedures. Good communication, report writing, facilitation, leadership, organizational, decision making and problem solving skills. Financial Management. Computer skills.

DUTIES: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Improve Hospital efficiencies. Assist with the management of the transformation process and change within the units to ensure that the objectives of the institution are met. Deputise the Assistant Nursing Manager. Provide day and night services.

ENQUIRIES: Nursing Manager: DR FN Dube Tel No: 035-4734500

APPLICATIONS: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504 Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

FOR ATTENTION: Mrs GZ Dube: Human Resource Manager

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 must be 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 clearance for criminal records, credit records, (Financial, assets records etc), validation of identity document, drivers licence, professional driving permit (where required), Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education 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 shortlisted candidates only. “People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE: 06 July 2018

POST 25/101: OPERATIONAL MANAGER NURSING GENERAL STREAM (REF NO: ITSH 10/2018)

SALARY: R394 665 per annum. Other Benefits: 12% rural allowance of basic salary, 13th Cheque, Medical Aid (Optional) and Home owners allowance employee must meet prescribed requirements.

CENTRE: Itshelejuba Hospital (OPD)
**REQUIREMENTS**: Senior Certificate (Grade 12) or equivalent qualification PLUS; Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows Registration with the SANC as Professional Nurse PLUS; Registration with SANC as a professional nurse and midwifery PLUS; A minimum of seven (7) years’ experience in nursing after registration as Professional Nurse with the SANC in General Nursing PLUS; SANC receipt for the current year. Knowledge Skills: Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex report when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual; cultural racial or religious differences. Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**DUTIES**: Demonstrate an in depth understanding legislation and related legal and ethical nursing practices and how this impacts on service delivery’s-ordinate and monitor the implementation of nursing care plan and evaluation therefore. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provision of administrative services. Maintain a constructive working relationship with nursing and other stakeholders. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Utilize human, material and physical resources efficiently and effectively. Demonstrate a basic understanding of HR and financial policies and practices. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Actively participate in programmes meant to improve the quality of services rendered e.g. NCS; IPC and Clinical Programmes. Oversee smooth functioning of OPD and other linked department.

**ENQUIRIES**: Ms MA Manana 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**: 06 July 2018

**POST 25/102**: PROFESSIONAL NURS GRADE 1 – 2 SPECIALITY REF NO: 08/2018

**Component**: Paediatrics

**SALARY**: Grade 1: R340 431 - R394 665 per annum
Grade 2: R418 701 - R514 962 per annum
Other Benefits: 8% inhospitable rural allowance, 13th cheque medical aid (optional) housing allowance (employee must meet prescribed requirements)

**CENTRE**: Ladysmith Regional Hospital

with a duration of at least 1 year accredited with SANC in Child Nursing Science. Certificate of service endorsed by human resource department. Appropriate/recognisable experience after registration in the specialty is recognised to determine the salary on appointment. Only certificate/s of service from the previous employer/s in the specialty is recognised for this purpose. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse; Plus one year post basic qualification in Child Nursing Science. **Grade 2:** A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as a 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 Child Nursing Science. Knowledge, Skills and Experience Required: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho-Pele).

**DUTIES:** To execute duties and functions with proficiency within precepts of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. Assist Operational Manager with overall management and necessary support for effective functioning of the unit. To provide nursing care that lends itself to improve service delivery by upholding Batho-Pele Principles. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Ensure the provision and supervision of patients needs. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant speciality. Evaluate patient care programmes from time to time and make proposals for improvement. To complete patient related data and partake in research.

**ENQUIRIES:** Mrs T.M. Buthelezi Tel No: 036-6372111

**APPLICATIONS:** Ladysmith Regional Hospital, 36 Malcolm Road, Ladysmith 3370, Private Bag X9928, Ladysmith 3370

**CLOSING DATE:** 06 July 2018

**POST 25/103:** PROFESSIONAL NURSE GRADE 1 OR 2 – SPECIALITY REF NO: NURS 07/2018

Component: Operating Theatre

**SALARY:**

Grade 1: R340 431 – R394 665 per annum
Grade 2: R418 701 – R514 962 per annum

Other Benefits: 8% inhospitable rural allowance, 13th cheque medical aid (optional) housing allowance (employee must meet prescribed requirements)

**CENTRE:** Ladysmith Regional Hospital

**REQUIREMENTS:**

Senior Certificate (Grade 12). Registration with SANC as a General Nurse and Speciality Nurse (OperatingTheatre). Diploma/Degree in General Nursing. Proof of current registration with SANC (2018). A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Operating Theatre Nursing Science. A minimum of 4/four years appropriate/recognizable experience after registration with SANC as a General Nurse. Certificate of service endorsed by human resource department. Appropriate/recognisable experience after registration in the specialty is recognised to determine the salary on appointment. Only certificate/s of service from the previous employer/s in the specialty is recognised for this purpose. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse. Plus one year post basic qualification in Operating Theatre Nursing Science. **Grade 2:** A minimum of 14 years
Appropriate/Recognizable experience in Nursing after registration as a 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 OperatingTheatre Nursing Science. Knowledge, Skills and Experience Required: Demonstrate an understanding of nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs requirements and expectations (Batho-Pele).

**DUTIES**

To execute duties and functions with proficiency within prescripts of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. Assist Operational Manager with overall management and necessary support for effective functioning of the unit. To provide nursing care that lends itself to improve service delivery by upholding Batho-Pele Principles. Maintain clinical competence by ensuring that scientific principles of nursing are implemented. Ensure the provision and supervision of patients needs. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty. Evaluate patient care programmes from time to time and make proposals for improvement. To complete patient related data and partake in research.

**ENQUIRIES**

Mrs T.M. Buthelezi Tel No: 036-6372111

**APPLICATIONS**

Ladysmith Regional Hospital, 36 Malcolm Road, Ladysmith 3370, Private Bag X9928, Ladysmith 3370

**CLOSING DATE**

06 July 2018

**POST 25/104**

DIAGNOSTIC RADIOGRAPHER (GRADES 1, 2 OR 3) REF NO: XRAY 01/2018

**SALARY**

Grade 1: R281 014 – R321 462
Grade 2: R331 179 – R378 687
Grade 3: R390 123 – R473 445

Other Benefits: 12% Inhospitable Rural Allowance of Basic

**CENTRE**

Ladysmith Hospital

**REQUIREMENTS**

**Grade 1:** Senior certificate (Grade 12) or equivalent qualification. No experience after registration with HPCSA in Radiology. Current registration with HPCSA (2018).

**Grade 2:** Senior certificate (Grade 12) or equivalent qualification. A minimum of 10 years’ experience after registration with HPCSA in the relevant profession. Current registration with HPCSA (2018). Certificate of service endorsed by Human Resource Department.

**Grade 3:** Senior certificate (Grade 12) or equivalent qualification. A minimum of 20 years’ experience after registration with HPCSA in Radiology. Current registration with HPCSA (2018). Certificate of service endorsed by Human Resource Department. Knowledge, Skills and Competencies Required: 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.

**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. B. Mbana Tel No: 036-6372111 EXT 1125
APPLICATIONS: Ladysmith Regional Hospital, 36 Malcolm Road, Ladysmith 3370, Private Bag X9928, Ladysmith 3370

CLOSING DATE: 06 July 2018

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

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

CLOSING DATE: 06 July 2018

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

MANAGEMENT ECHELON

This is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY: R1 127 334 per annum (all Inclusive, flexible remuneration package)
CENTRE: Head Office, Pietermaritzburg
REQUIREMENTS: An undergraduate qualification in Transport Management / Transport Economics / Economics / Management Science and Logistics Management (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years’ experience at a senior

**DUTIES**

Determine and manage the strategic direction of public transportation contracts, freight transportation and public transportation policy and planning services. Participation, interpretation and implementation of National policies and ensure the development, interpretation and implementation of Departmental policies and procedures, as well as provide input into National and Provincial policies. Ensure monitoring and 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 of the Chief Directorate. Facilitate and drive empowerment projects with direct interventions, strategic policies and partnerships with the industry. Manage the resources of the component.

**ENQUIRIES**

Ms F Sithole Tel No: 033 – 355 8870

**FOR ATTENTION**

Mr C McDougall

**NOTE**

It is the intention of this Department to consider equity targets when filling this position.
PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE

Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

APPLICATIONS
Applications quoting the relevant reference number, should be forwarded as follows: Head of Department of Public Works, Roads and Infrastructure Private Bag X9490 Polokwane 0700 or hand delivered at Works Towers Building, No. 43 Church Street, Polokwane, 0699

CLOSING DATE
06 July 2018 @ 16h00

NOTE
Applications should be submitted on the Z83 forms, obtainable from any Public Service Department or on the internet at www.gov.za/documents and should be accompanied by a comprehensive Curriculum Vitae, certified copies of qualifications, Identity Document. Certification of documents should not be older than 3 months from the closing date of the applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If you have not been contacted within 90 days 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, credit record checks, qualification verification and employment verification).

OTHER POST

POST 25/106
DATA CAPTURERS REF NO: S4/2/04/2018/01 (X10 POSTS)
Directorate: Expanded Public Works Programme
(Two-year contract)

SALARY
R152 862 (Level 05)

CENTRE
Head Office, Polokwane

REQUIREMENTS
NQF Level 4 Certificate plus 1-2 years' relevant working experience in EPWP data capturing. Be computer literate. Good interpersonal relations. Ability to work under pressure. Driver’s license will be an added advantage.

DUTIES
The incumbent will be responsible for EPWP raw data collection, cleaning and capturing. Generate system reports when required. Maintain accurate data. Ensure confidentiality on all collected and stored data.

ENQUIRIES
Magdeline Mokonyane at 015 284 7353 or Mr. Mathume Mabilo at 015 284 7607 or Mr. Billy Seleka at 015 284 7663 or alternatively contact Mrs Paulina Shai at 015 284 7311 or 064 850 8964.
ANNEXURE S

PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER

The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions.

APPLICATIONS: Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735, or hand deliver to Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

CLOSING DATE: 06 July 2018

NOTE: Applications must be accompanied by Z83, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only, Qualifications will be verified. The successful candidates for the above positions will be required to undergo security screening. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office six weeks from the date of the advertisement consider your application unsuccessful. The office has the right not to fill the position.

MANAGEMENT ECHELON

POST 25/107: PRINCIPAL STATE LAW ADVISOR (SPECIALIST LITIGATION LP10) REF NO: NWOoP/18/12/02

SALARY: R1 152 483 - R1 748 583 all inclusive package
CENTRE: Mahikeng
REQUIREMENTS: Bachelor of Laws and/or equivalent qualifications (NQF level and credits). 10 years appropriate legal, legislation and litigation experience post qualification. Admission as an Attorney or Advocate will be an advantage. Experience in understanding the constitutional imperatives within South African Judicial system. Knowledge of Public Service Prescripts and applicable legislation is vital. Experience in legal drafting, research dispute resolution, case flow management, computer literacy, strategic and conceptual orientation. Communication skills (verbal and written). A valid driver’s license.
DUTIES: Prepare and provide general legal advice on matters affecting the Office and the Client Departments. Provide litigation support to client Departments. Drafting, editing and certification of Provincial legislation. Liaise with different stakeholders particularly client Departments and Office of the State Attorney. Partake in other structures within Public Service.
ENQUIRIES: Adv. G.O.B. Ratshikana, Tel No: 018 388 3058

OTHER POST

POST 25/108: DEPUTY DIRECTOR: PERFORMANCE MONITORING AND REPORTING REF NO: NWOoP/18/06/01

Job Purpose: To Manage and facilitate the implementation of Provincial Performance Monitoring and Reporting

SALARY: R657 558 per annum Level 11 (All Inclusive Package)
CENTRE: Mahikeng
REQUIREMENTS: A bachelor’s degree/National Diploma in Public Administration/Public Management and/or equivalent (NQF level and Credits). Driver’s license. 5 - 7
years’ experience in Monitoring and Evaluation of which 3 years should be at supervisory Level. The ideal candidate will have proven strategic capability and leadership; project and programme management; presentation skills, good communication skills, problem-solving; change management and management of diversity in a dynamic transformation and reforming environment.

**DUTIES**


**ENQUIRIES**

Ms. P.B. Kgabora, Tel No: 018 - 388 5734
ANNEXURE T

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

APPLICATIONS : To apply please hand deliver your application to: 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: Maverick Trading, PO Box 31120, Grassy Park, 7941.

FOR ATTENTION : Cecil Van Reenen
CLOSING DATE : 09 July 2018
NOTE : To apply please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number for must be clearly indicated on the Z83 application form. 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. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

OTHER POST

POST 25/109 : HOUSEHOLD AID: GENERAL SUPPORT SERVICES (ELSENBERG), REF NO: AGR 2018-34

SALARY : R90 234 per annum (Level 02)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : ABET Level 2 or equivalent qualification. Recommendations: None Competencies: Proven working knowledge of the following: Occupational Health and safety Act; The Hazard Analysis Critical Control Point (HACCP) and good safety points; Ability to work independently as well as part of a team; Communication skills in at least two of the three official languages of the Western Cape.
DUTIES : Delivering of a catering service and cleaning of a kitchen area; Assisting with the processing of meat, peel off vegetables, making salads for daily meals of students; Help with the preparation of food such as baking eggs; Assisting with the plating of food and serving of meals; Setting and clearing tables during meals; Assisting with the preparation of food at students and official functions; Daily cleaning of the kitchen; Washing of dishes before and after meals; Rendering a cleaning service in kitchen and other areas or facilities; Cleaning of the hostel kitchen on a daily basis and other facilities; Use of cleaning equipment and detergents when cleaning the kitchen. Removal of garbage; Willingness to work shifts, weekends and public holidays.
ENQUIRIES : Ms LB Smith at (021) 808 5470

DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE : 09 July 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 contact the Helpline: 086 1145 465 or Email: candidates@erecruit.co.za. Please ensure that you submit your application before the closing date as no late applications will be considered.
OTHER POST

POST 25/110 : ASSISTANT DIRECTOR: NEIGHBOURHOOD WATCH ADMINISTRATION
REF NO: CS 2018-18
(12-Month Contract Position)

SALARY : R334 545 per annum plus 37% in lieu of service benefits (Level 09).
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : A 3-year National Diploma/B-Degree with a minimum of 3 years' experience in the
capacitation and development of communities; A valid driving licence.
Recommendations: Experience in community engagement and understanding of
community structures. Competencies: Working knowledge in project planning;
Knowledge of extensive administration and People Management in a government
environment; Understanding how community structures function and engage;
Proven computer literacy (MS Word, Excel, Power Point, Outlook); Advanced
communication (written and verbal) skills in at least two of the official language of
the Western Cape; Ability to work under pressure and self-motivated.

DUTIES : Manage the administration process to ensure the formal accreditation of
Neighbourhood Watches; Manage effective record keeping in terms of
accreditation requirements for Neighbourhood Watches; Manage the support for
accredited Neighbourhood Watches; Manage all functions related to staff human
resources.

ENQUIRIES : Ms A Fortune at (021) 483 5010

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your
application online only: www.westerncape.gov.za/jobs
CLOSING DATE : 09 July 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
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application contact the Helpline: 086 1145 465 or Email:
candidates@erecruit.co.za. Please ensure that you submit your application before
the closing date as no late applications will be considered.

OTHER POSTS

POST 25/111 : CHIEF AUXILIARY SERVICE OFFICER: CLIENT INFORMATION SERVICES
REF NO: CAS 2018-25

SALARY : R226 611 per annum (Level 07)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : Grade 12 Senior Certificate (or equivalent qualification) with a minimum of 6 years' relevant experience. Recommendations: Working knowledge of retrieval and filing of records; Proven computer literacy; Supervisory experience. Competencies: Interpersonal and liaison skills; Communication (verbal and written) skills in at least two of three official languages of the Western Cape; Organising skills; Ability to work in a team and independently; Strong leadership skills.

DUTIES : Planning and administration; People management; Control over stack room management and stack room security; Control over supply services to researchers in the reading room and to staff.

ENQUIRIES : Ms E Le Roux at (021) 483 0405
POST 25/112: ADMINISTRATION CLERK: PUBLIC LIBRARY ENHANCEMENT, MUNICIPAL SUPPORT SERVICES, REF NO: CAS 2018-27

SALARY: R152 862 per annum (Level 05)
CENTRE: Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12) or equivalent qualification. Recommendations: Office administration experience. Competencies: Knowledge of the following: Public/Provincial libraries; Writing of reports; Administration and spreadsheets; Filing, Interpersonal skills; Organisational skills; Planning; Appropriate administrative procedures; Ability to work in a team; Above average numeracy, Communication (Verbal and written) in at least two of the official languages of the Western Cape; Proven computer literacy in MS office package.

DUTIES: Finance and SCM Responsibilities, Forward all documentation to finance for BAS authorization; Administrative functions; Administration and co-ordination of reservations; Co-ordination and arrangement of transport; Co-ordinate and distribute information in the Public Library Enhancement Division; Process and supply information for management of the Public library Enhancement Division; Responsible for distribution of information to municipalities, Library Service and other clients; Liaison and communication; Assist with clerical functions regarding the co-coordinating of the attendance of courses by the staff in the Public library Enhancement Division; Filing.

ENQUIRIES: Ms E Waters at (021) 483 5140

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: 09 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 contact the Helpline: 086 1145 465 or Email: candidates@erecruit.co.za. 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 25/113: CHIEF DIRECTOR: DIGITAL ECONOMY, REF NO. DEDAT 2018-15

SALARY: All-inclusive salary package of R1 127 334 – R1 347 879 per annum (Level 14)
CENTRE: Department of Economic Development and Tourism, Western Cape Government
REQUIREMENTS: Relevant Bachelors degree (NQF 7); 5 Years of experience and knowledge in a broadband or digital environment; 5 Years of Project management experience; and 3 Years of Stakeholder management experience. Recommendations: Post graduate qualification; Advanced knowledge of government broadband policy and programmes; 5 Years experience of economic development; Knowledge/understanding of economic development; and Citizen or community based exposure and project based experience. Competencies: Excellent knowledge and understanding of the broadband and digital industries in the Western Cape and South Africa; Advanced knowledge of broadband policy and programmes; Knowledge and understanding of the relevant government policy environment; Innovation, creativity and Project Management skills; Excellent communication (written and verbal) skills at operating, management and executive levels; and Strategic planning and leadership skills.
DUTIES: Drive and implement household and local government connectivity within the Western Cape; Drive and implement the Connected Economy programme within the Western Cape; Strategically guide and drive the connected communities public access programmes within the Western Cape; Strategic management; Human Resource management; and Financial management.

ENQUIRIES: Ms J Johnston at (021) 483 4165

POST 25/114: CHIEF DIRECTOR: ECONOMIC PLANNING, INFRASTRUCTURE AND COORDINATION, REF NO: DEDAT 2018-19

SALARY: All-inclusive salary package of R1 127 334 – R1 347 879 per annum (Level 14)

CENTRE: Department of Economic Development and Tourism, Western Cape Government

REQUIREMENTS: Appropriate B degree (NQF 7); 5 Years Senior Management experience. Recommendations: 5 years experience in developing and leading economic development strategies; and 5 years experience in leading major infrastructure projects. Competencies: Extensive knowledge of applicable policies and procedures; Management principles; Public Service procedures; Knowledge of HRM processes; Labour relations; Financial management; Empowerment (SMME, Broadband based BEE); Capacity building; Project management; and Community facilitation.

DUTIES: Conduct economic research and manage the development of provincial economic policy and plans; Ensure vertical and horizontal alignment and integration of economic development and various business partners and stakeholders; Strategically and programmatically drive, develop, implement and maintain key catalytic infrastructure interventions and its sub-projects in order to positively transform the economy’s competitiveness and improve job creation; Leverage economic cooperation from State Owned Enterprises (SOE’s) for the provincial economic strategy; Strategic management; Human Resource management; and Financial management.

ENQUIRIES: Ms J Johnston at (021) 483 4165

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

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

CLOSING DATE: 16 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 contact the Helpline: 086 1145 465 or Email: candidates@erecruit.co.za. 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


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

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

REQUIREMENTS: A Post graduate qualification in either of the following disciplines: Town and Regional Planning or Urban Planning or Development Planning or Spatial Planning; A minimum of 5 years proven relevant experience at middle or senior...
managerial level in the Spatial Planning / Land Use Planning / Development Planning sectors. Recommendations: A Master’s qualification in the fields of Spatial Planning / Land Use Planning / Development Planning would be advantageous. Competencies: Specialist knowledge of the current international, national, provincial and municipal spatial planning and land use management governance frameworks / Development Planning governance frameworks; Specialist knowledge of latest international, national provincial and local trends and developments in respect of Spatial Planning and Land Use Management / Development Planning legislation, policy, strategy; Specialist knowledge of the theory and practice of spatial planning and development facilitation; Knowledge of strategy development, implementation, strategy monitoring and review processes, preferably in the development planning arena; Knowledge of monitoring, evaluation and reporting, preferably in the field of spatial planning performance management; Knowledge of research methodology and research trends with regard to spatial / development planning; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of modern systems of governance and administration; Knowledge of provincial policy development processes; Knowledge of the policies of the government of the day; Knowledge of policy formulation, implementation and monitoring processes utilised; and Advanced knowledge of global, regional and local political, economic and social affairs impacting on South Africa and the Western Cape; Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using technology and/or diverse user systems; Strong conceptual and formulation skills; Exceptional analytical and interpretation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Strong project management and research skills; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organizing and people management skills; Legislative interpretation skills; Basic accounting and budgeting skills; and computer literacy skills; 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 pressurised circumstances; The ability to persuade and influence; The ability to build and maintain strategic working partnerships; and The ability to lead and direct teams of professionals and service providers.

DUTIES:

Line Management: Strategically and operationally manage and provide leadership with respect to the Spatial Planning function in the province. This includes the following broad areas of service delivery: Promoting and advocating the need for and the value of the coordination of the Provincial Spatial Planning function; Assist with organising the relevant spatial / development planning data and information sets into settlement, town and regional sets; Assist with the necessary analysis and interpretation of all relevant development planning data and information; Ensure the execution, management and coordination of all spatial planning research initiatives; Assist with the development and publishing of academic and / or popular articles on policy, research findings, best practice, etc. with respect to development planning; Ensure that all relevant Departmental, Provincial and National policy formulation and review processes are informed by the requisite Spatial Planning Intelligence. Strategically assist / lead the formulation, implementation, monitoring and review of the Provincial Spatial Planning Policy; and Coordinating the Department’s and Western Cape Government’s Scenario Planning initiatives as it relates to Spatial Planning; and Assist local municipalities in the Western Cape with their spatial planning policy formulation processes. Strategic Management: To define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate; Participate in the Chief Directorate’s and Department’s strategic planning process; Develop and manage the business and operational 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: Development Planning 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; and Manage the Directorate, Chief Directorate and Departmental risks accordingly.

Human Resource Management: To compile a human resource plan, a service delivery improvement programme and an information resources plan; Participate in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate’s Business Plan with due regard to approved budgetary allocations; 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; Manage the personnel management issues of the Directorate’s employees in consultation with the relevant head of component and the Department’s relevant staff function support unit; Promote sound labour relations within the Directorate; Actively manage and promote the maintenance of discipline within the Directorate; and Monitor information capacity building within the Directorate.

Financial Management: Active participation in the budgeting process at the Chief Directorate and Departmental 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; Be responsible for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate; Report to the Programme Manager and Accounting Officer on all aspects of the Directorate’s finances; Perform diligently all duties assigned by the Programme Manager and Accounting Officer; Assume overall responsibility for the management, maintenance and safekeeping of the Directorate’s assets; Ensure 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; Minister responsible for Development Planning; the Director-General of the Western Cape; Head of Department and Senior Management team of the Department of Environmental Affairs and Development Planning; Ministers, Senior Managers, professional staff at a national level; Provincial departments and public entities; National Departments and other departments/provincial administrations; Auditor General of South Africa; International/national organisations; Academic and research institutions; Private sector organisations and business; Mayors, Municipal Managers, Senior Managers in local governments; and Civil Society.

ENQUIRIES

Mr Anthony Barnes at (021) 483 4093

DEPARTMENT OF HEALTH

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

NOTE

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

OTHER POSTS

POST 25/116

DEPUTY DIRECTOR: FINANCIAL MANAGEMENT
Chief Directorate: Rural Health Services

SALARY

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

CENTRE

Worcester Regional Hospital

REQUIREMENTS

Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Extensive experience in a Financial Management and/or Accounting field. Managerial and supervisory experience. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge and understanding of the treasury regulations, Public Finance Management Act requirements and the Financial Business Units implementation. High level of computer literacy (Microsoft Office package). Strong people
management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Strong technical financial skills, including report-writing.

**DUTIES**

Manage overall performance of Finance, Supply Chain Management, Revenue, Admissions, Medical Records and Information Management departments. Coordinate processes to ensure compliance with supply chain policies, the PFMA and regulations, as well as Treasury Instructions to achieve effective and efficient Corporate Governance. Analyse, interpret and report on relevant financial and performance data for various FBUs, including management. Monitor overall hospital budget, expenditure patterns and revenue projections. Function within the Executive Management Team. Provide support to the Hospital Facility Board’s finances.

**ENQUIRIES**

Ms E Vosloo, Tel No: (023) 348-1113

**APPLICATIONS**

The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.

**FOR ATTENTION**

Ms L Koopman

**NOTE**

Shortlisted candidates may be subjected to a practical and/or competency test. No payment of any kind is required when applying for this post.

**CLOSING DATE**

06 July 2018

**POST 25/117**

OPERATIONAL MANAGER NURSING (SPECIALTY: ADVANCED MIDWIFERY AND NEONATOLOGY)

**SALARY**

R499 953 (PN-B3) per annum

**CENTRE**

Groote Schuur Hospital, Observatory

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in advanced Midwifery and Neonatal Nursing Science. 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 Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to perform after-hour and weekend duties and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Principles of Management: leadership, supervisory, problem solving, conflict resolution, interpersonal, and communication skills. Knowledge of relevant legislation pertaining to: Labour Relations, Nursing Legislation, related Legal and Ethical Nursing Practices and Framework and relevant Public Sector Policies and Protocols. Human Resources and Financial Management, including computer literacy (MS Word, Excel, PowerPoint and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Specialty.

**DUTIES**

Responsible for the coordination and delivery of quality nursing care within the Neonatology department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance, training and personal development of self and subordinates, including management of under-performance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

**ENQUIRIES**

Mr A Mohamed, Tel No: (021) 404-2092

**APPLICATIONS**

To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

**FOR ATTENTION**

Ms N Mbilini

**NOTE**

No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of interview.

**CLOSING DATE**

06 July 2018
POST 25/118: RADIOGRAPHER GRADE 1 TO 3 (ULTRASOUND)

(Salary: R351 516 per annum)

Grade 1: R351 516 per annum
Grade 2: R414 069 per annum
Grade 3: R487 752 per annum

(Centre: Karl Bremer Hospital)

Requirements:
Minimum educational qualification: Appropriate qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Radiography (Ultrasound). Registration with a professional council: Registration with the HPCSA in Radiographer (Ultrasound). Experience: Grade 1: None after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of RSA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA in Radiography (Ultrasound) in respect of foreign qualified employees of whom it is not required to perform Community Service.

Inherent requirement of the job: Assist at the CHC in the area when required.

Competencies (knowledge/skills):
- Thorough knowledge of ante-natal, paediatric, gynaecology, vascular studies and abdominal ultrasound.
- Good interpersonal skills.
- Ability to work independently and in a team.
- Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal).

Duties:
- Conduct ante-natal paediatric, gynaecology, vascular studies and abdominal ultrasound examinations.
- General care of patients.
- Maintain case records and statistics.
- Participate in OPD training programmes.
- Responsible for quality assurance in the sonography department.

Enquiries: Ms S Rossouw, Tel No: (021) 918-1267

Applications: The Manager Medical Services, Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

For Attention: Ms A Dyers

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

Closing date: 06 July 2018

POST 25/119: ADMINISTRATIVE OFFICER: INFORMATION MANAGEMENT

(Eden District)

(Salary: R226 611 per annum)

Centre: Knysna Hospital

Requirements:
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Extensive Health Information Management experience. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel. Competencies (knowledge/skills): A thorough working knowledge of current computer software systems utilised by the Department of Health (Sinjani, Clinicom, Etr.Net and PHICS); understanding of the Ditcom process and IT Helpdesk procedure and IT support. Advanced computer literacy (i.e. MS Word, Excel, PowerPoint and Access) and knowledge with regard to hospital and primary health care operational and management data. Proficient in at least two of the three official languages of the Western Cape. Effective training, presentation, interpretation of Information, communication, interpersonal, leadership and conflict-resolution skills. Logical thinker, with eye for detail and ability to produce accurate and reliable outputs within a deadline-driven environment.
**DUTIES**
Coordinate, collect, collate, capture and verify all relevant health data according to the provincial policies and SOP’s. Assist with data quality monitoring, verification and submission to and from Sub-district Information Office in prescribed format and according to the Information Management Policy. Assist in monitoring of data trends in the Sub-district health facilities. Participate in Sub-district health information coordinating activities. Monitor data trends for Sub-district and provide regular reports/feedback to management. Coordinate health information activities and support management, supervisor and colleagues. Maintain information systems: hard/software. Conduct and assist with audits. IT support.

**ENQUIRIES**
Ms G Lloyd, Tel No: (044) 302-8440

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

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

**CLOSING DATE**
13 July 2018

**POST 24/120**
**ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
West Coast District

**SALARY**
R152 862 per annum

**CENTRE**
Swartland Hospital

**REQUIREMENTS**

**DUTIES**
Perform all administrative duties pertaining to the personnel administration section (i.e appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution of monthly pay slips and debt management). Responsible for capturing transactions on PERSAL. Responsible for auditing of pension, personnel and leave files. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations and circulars and maintain registers, i.e. PILIR, Commuted Overtime, Appointments, and Service Terminations. Assist staff, supervisor, management and members of the Public with regard to Human Resource and Personnel matters and effective support service to Supervisor, i.e. relief duties and attending meetings.

**ENQUIRIES**
Mr RS Liedeman, Tel No: (022) 487-9278

**APPLICATIONS**
www.westerncape.gov.za/health-jobs

**FOR ATTENTION**
Mr E Sass

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

**CLOSING DATE**
06 July 2018

**POST 25/121**
**ADMINISTRATION CLERK: ADMISSIONS**
Chief Directorate: Cape Winelands Health District

**SALARY**
R152 862 per annum

**CENTRE**
Ceres Hospital

**REQUIREMENTS**
Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Willingness to work 12-hour shifts (i.e. night duty, weekends, and public holidays). Willingness to work overtime on short notice. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge and experience in Clinicom and Accounts Receivable Systems, UPFS manual, Hospital Memorandum Chapter 18, PFMA (Public Finance Management Act), BAS, Public Hospital Patient Fees, EDI (Electronic Data Interchange) and billing for State Departments (RAF, SANDF, SAPS, DCS and COIDA). Computer literacy (MS Word and Excel) and accept accountability and responsibility, work independently and unsupervised. Good interpersonal skills, the ability to maintain confidentiality and excellent
communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Knowledge in Basic Routine Health Information System for Data Capturers.

**DUTIES**: Ensure accurate assessment of patients according to the means test and billing of patient accounts, raising and releasing of invoices and debiting of charge entries to invoices as per UPFS manual, Clinicom and Hospital Memorandum 18. Responsible for sound cash management. Open patient folders and loan to the correct department. Ensure submissions of EDI and paper claims and assist with EDI rejections and resubmissions. Capture payments and journals on BAS and Accounts Receivable Systems. Ensure submission of outstanding invoices to State Departments.

**ENQUIRIES**: Ms LN Carolus, Tel No: (023) 316-9627

**APPLICATIONS**: The Manager: Medical Services, Ceres Hospital, Private Bag X54, Ceres, 6835.

**FOR ATTENTION**: Mr W Owen

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

**CLOSING DATE**: 13 July 2018

**POST 25/122**: ADMINISTRATION CLERK: SUPPORT (THUTHUZELA CLINICAL FORENSIC CENTRE)

**CENTRE**: Khayelitsha District Hospital

**REQUIREMENTS**: Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience and understanding within a Health, Social and Criminal Justice setting. Inherent requirements of the job: Availability if and when needed after hours. Ability to speak isiXhosa. Competencies (knowledge/skills): Computer literacy (MS Word, Excel and Power Point). Good communication and writing skills in at least two of the three official languages of the Western Cape. Comprehensive knowledge of Criminal Justice, Health and Social aspects of Sexual Offenses, Domestic Violence and Child Abuse.

**DUTIES**: Perform all administrative duties pertaining to the reception area of the centre to ensure adequate Health stationery, office supplies, comfort packs, refreshments for clients, laundry and medico-legal forms. Handle calls, telephone queries from the public, hospital staff and stakeholders: Police, Court, Social Department, NGO’s including receiving clients. Admit and discharge client folders on Clinicom system. Compile stats and liaise with Health department and related stakeholders for monthly meetings and trainings. Assist, (as per operational requirements) with interpreting for doctors and police officials. Attend regular updates w.r.t the legal and health aspects of survivors of sexual Offenses and Domestic Violence.

**ENQUIRIES**: Dr K Moodley, Tel No: (021) 360-4200

**APPLICATIONS** : The Chief Executive Officer: Khayelitsha District Hospital, Private Bag x 6, Khayelitsha, 7783.

**FOR ATTENTION**: Mr A Ernstzen

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

**CLOSING DATE**: 06 July 2018

**DEPARTMENT OF THE PREMIER**

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

**CLOSING DATE**: 09 July 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 contact the Helpline: 086 1145 465 or Email: candidates@erecruit.co.za. Please ensure that you submit your application before the closing date as no late applications will be considered.
OTHER POSTS

POST 25/123 : ASSISTANT DIRECTOR: PEOPLE POLICY, REF NO: DOTP 2018-73

SALARY : R334 545 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : A 3-year National Diploma/B-Degree with Industrial Psychology as a major; Minimum of 3 years relevant HR experience. Recommendations: Honours in Industrial Psychology; A good knowledge of the Public Service People Policy and Regulatory Framework; Thorough understanding of the Public Service from a People/HR Policy managerial perspective. Competencies: Knowledge of the following: Regulatory Framework (People Management Policies and Collective Agreements in the Public Service); Organising, Leadership, Managerial and Interpersonal skills; Excellent research and receptiveness to suggestion; Ability to work under pressure and statutory; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape.

DUTIES : Develop, review and maintain provincial People Management/Human Resource policies for the WCG in line with the Regulatory Framework that are future-fit and leading practice; Render people management/human resource policy advisory service to people professionals; Facilitate and co-ordinate people management/human resource related content on the intranet; Province a provincial people management/human resource policy related knowledge management service; Facilitate and influence the implementation of the people management related regulatory Framework.

ENQUIRIES : Ms Louisa Reutener at (021) 483 8225

POST 25/124 : FORENSIC CONSULTANT: (CLUSTER B), REF NO: DOTP 2018-70

SALARY : R334 545 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in Commerce/ Law/ Forensics/ Auditing with a minimum of 3 years' relevant experience; A valid code B driving licence. Recommendations: Certified Fraud Examiner professional designation; B Comm Honours in Computer Science; Working experience in investigations within the public sector. Competencies: Knowledge on all relevant legislation in the field of forensic investigations; Considerable knowledge of fact finding techniques and investigative procedures applicable to forensic investigations; Analysing and Interviewing skills and ability to take statements during investigations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Project Management skills; Proven computer literacy in MS Office; Ability to prepare clear, concise, accurate and complete forensic reports.

DUTIES : Planning and execution of forensic investigations and managing multiple investigations at the same time prioritizing each investigation; Conduct investigation through thorough fact finding (operational and financial) and evidence retrieval within allocated time-frames; Draft factual reports containing appropriate finding and recommendations and subsequent follow-up of recommendations made; Testify in disciplinary hearings and in criminal; Develop and maintain professional relationships with all stakeholders.

ENQUIRIES : Ms D Viljoen at (021) 483 4701

POST 25/125 : FORENSIC CONSULTANT: (CLUSTER A), REF NO: DOTP 2018-74

SALARY : R334 545 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in Commerce/ Law/ Forensics or Auditing with a minimum of 3 years' relevant experience in conducting forensic investigations; A valid Code B driving licence. Recommendations: B. Com Honours in Computer Forensics; Experience in investigations within the public sector; Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP) professional designation or similar professional designation. Competencies: 
Knowledge on all relevant legislation in the field of forensic investigations; Considerable knowledge of fact finding techniques and investigative procedures applicable to forensic investigations; Analysis and fact-finding skills; Factual and legal analysis skills; Good interviewing skills and ability to take statements during investigations; Project management skills; Communication (written and verbal) in at least two of the three official languages of the Western Cape.

**DUTIES:** Planning and execution of forensic investigations and managing multiple investigations at the same time prioritizing each investigation; Conduct investigation through thorough fact finding (operational and financial) and evidence retrieval within allocated time-frames; Draft factual reports containing appropriate finding and recommendations and subsequent follow-up of recommendations made; Testify in disciplinary hearings and in criminal; Develop and maintain professional relationships with all stakeholders.

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

**POST 25/126:** PERSONAL ASSISTANT: OFFICE OF THE DEPUTY-DIRECTOR GENERAL (PEOPLE MANAGEMENT) - REF NO: DOTP 2018-68

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

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

**REQUIREMENTS:** Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years’ relevant experience in rendering support services to Senior Management. Recommendations: Office administration experience. Competencies: Knowledge of the following: Policies, prescripts, regulations and procedures; Office administration and Financial Management; Procurement Processes; Proven computer literacy in MS Office (Word, Excel and PowerPoint); Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent telephone etiquette, planning, organising and report writing skills; High levels of assertiveness and professionalism.

**DUTIES:** Provides a secretarial/ receptionist support service to the senior manager; Rendering administrative support services which includes procurement and minute taking; Provide support to manager regarding meetings; Support the manager with the administration of the budget; Analyse the relevant public service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Ensuring effective flow of information / documents through the office; Safekeeping and filing of documents; Compiles reports and scrutinise routine submissions, reports and draft documents as required; Manage travel arrangements.

**ENQUIRIES:** Ms N Madondile at (021) 483 9837

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

**CLOSING DATE:** 09 July 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 contact the Helpline: 086 1145 465 or Email: candidates@erecruit.co.za. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POST**

**POST 25/127:** LOCAL GOVERNMENT FINANCIAL MANAGEMENT COORDINATOR REF NO: PT 2018-23

**SALARY:** All-inclusive salary package of R657 558 per annum (Level 11)
CENTRE: Provincial Treasury, Western Cape Government

REQUIREMENTS: A 3-year National Diploma/ B-Degree qualification in Accounting/Public Finance/ Business Management/Economics; A minimum of 5 years experience in a finance department of which 3 years' must be management experience; A valid driving licence. Recommendations: Experience of process and project management; Experience in Budget & IYM analysis (preferably municipal), reviews and co-ordination; Knowledge of budget process; Strong financial background specifically in Local Government. Competencies: Acts as a catalyst for organisational change; builds a shared vision with others and influence others to translate vision to action; Deal effectively with pressure, remains optimistic and meet deadlines; Attention to detail and good interpretation of numbers, graphs and financial reporting; Excellent Communication (written and verbal) and reporting skills in at least two of the three official languages of the Western Cape; Strategic planning skills.

DUTIES: Assess municipal budgets in respect to revenue and expenditure management; Review monthly, quarterly and bi-annual in-year monitoring and assessments; Assess MFMA implementation against framework; Provide technical assistance and research to Municipalities and subordinates; Facilitate training and other support to municipalities and subordinates; Human Resource Management.

ENQUIRIES: Mr B Damons at (021) 483 6127

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: 09 July 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 contact the helpline: 086 114 5465 or Email: candidates@erecruit.co.za. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS


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. 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 : Ms M Rebe at (021) 812 0923

POST 25/129 : EDUCATION MANAGER: EDUCATION, LINDELANI REF NO: DSD 2018-70

SALARY : R334 545 per annum (Level 09)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate Honours Degree (teaching) in Education (or higher qualification); Registration with SACE; A minimum of 3 years’ experience as an Educator/Educationalist. Recommendations Experience as a manager in the Education sector. Competencies: Extensive knowledge of the following: Applicable policies and procedures; People Management Practices; Employee relations; Ability to interpret and apply policies and procedures; Planning, presentation and facilitation skills; Communication (written and verbal), influencing and interpretation skills in at least two of the official languages of the Western Province; Proven computer literacy; people management and empowerment; Information and Knowledge Management; Service delivery innovation; Problem solving and analysis.

DUTIES : Oversee and management of Educational and Development Programmes for learners with special educational needs (ELSEN); Preparing and provision of Educational and Development Programmes for learners with special educational needs (ELSEN); Management and implementation of assessment and evaluation: Baseline assessment of newly admitted learners’ academic levels; Evaluate learners’ achievement of learning outcomes; Compile quarterly school reports of each learner; Provide remedial intervention per individual learner when needed; Manage the departmental budget through the utilization of all financial and physical resources to ensure sound financial control; Manage and oversee the planning and administration: annual, quarterly, weekly and daily planning and reporting; Administration of daily attendance registers of learners, record keeping of learners; Work and achievements in learner portfolios; Effective Human Resource Management.

ENQUIRIES : Ms M Jonkerman at (021) 826 5972

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 : 09 July 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 contact the Helpline: 086 1145 465 or Email: candidates@erecruit.co.za. Please ensure that you submit your application before the closing date as no late applications will be considered.
POST 25/130: ASSISTANT DIRECTOR: STRATEGIC AND MANAGEMENT SUPPORT, REF NO: TPW 2018-113

SALARY: R334 545 per annum (Level 09)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree in Public Administration/Project and Programme Management or Development studies with a minimum of 3 years' relevant experience in Programme/Project Management/Development Management. Recommendations: Supervisory experience; A valid code EB driving licence. Competencies: Knowledge of the following: Research processes; Programme or Project Management methodologies, governance and/or software; Understanding of socio-economic environment; The built environment; Basic corporate good governance requirements; Stakeholders' interaction and/or public participation; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Leadership capability; Organising skills.

DUTIES: Co-ordinate the departmental information on the relevant systems; Co-ordinate and facilitate provincial transversal strategic priorities; Develop and maintain a programme and/or project reporting governance on transversal strategic priorities; Provide overall support for all intergovernmental programmes; Assess feedback from Departmental Monitoring and Evaluation and auditing reports; Support research on strategic priorities and governance frameworks; Develop and maintain relevant database graphs and analysis on programme activities.

ENQUIRIES: Mr J De Lora at (021) 483 4866

POST 25/131: ASSISTANT DIRECTOR: CONSTRUCTION INNOVATION, REF NO: TPW 2018-116

SALARY: R334 545 per annum (Level 09)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree with a minimum of 3 years' experience in Skills Development. Recommendations: A valid driving licence; Supervisory experience. Competencies: Knowledge in the following: National, Provincial and Departmental policies, prescripts and practices regarding EPWP and Skills Development environment; Programme/project management, research and planning procedures; Skills in supervision of staff, planning and organising, report writing, computer skills, competency in at least two languages dominant in the Western Cape.

DUTIES: General management of interventions; Identify potential ad hoc innovative EPWP Construction interventions; Conduct feasibility assessments of each intervention; Ensure the assistance with the technical planning and implementation phase of each intervention; Solicit external funding for each intervention; Monitoring and assessment of Construction Innovation interventions; Develop and monitor implementation of Construction Industry Exit Strategy policy and guidelines.

ENQUIRIES: Mr F Jacobs at (021) 483 8541

POST 25/132: STATE ACCOUNTANT: MANAGEMENT ACCOUNTING (GMT), REF NO: TPW 2018-111

SALARY: R281 418 per annum (Level 08)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Management Accounting; A minimum of 1 year experience in Management Accounting; A valid Code B driving licence. Recommendations: Experience in the following: Management accounting; Administration of a Trading Entity; Revenue and expenditure recording and control; Compiling submissions; General office administration. Competencies: Knowledge of the following: The operation of a trading entity; GMT policies; National Treasury Regulations and Provincial Treasury Instructions; Budget process; PFMA; Financial Delegations; Fleet Administration; Human Resource Management; Disciplinary and grievance
procedures; Ability to interpret relevant directives and policies; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Organisational and numerical skills; Financial reporting skills.

**DUTIES**
- Input in the GMT budget process; Business improvement; Prepare input for statutory reporting; Manage costing (EEE); Manage the asset planning cycle.

**ENQUIRIES**
- Mrs K Proctor-Fourie at (021) 467 4792

**POST 25/133**
- **ADMINISTRATION CLERK: INTERNAL CONTROL: GOVERNMENT MOTOR TRANSPORT: FLEET FINANCE, REF NO: TPW 2018-109**

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

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

**REQUIREMENTS**
- Grade 12 (Senior Certificate) with Accounting as a passed subject; A valid code B driving licence. Recommendations: 1-year appropriate experience in internal control. Competencies: Knowledge of the following: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literate, Numerical skills; GMT policies and SOP’s National Treasury Regulations; Provincial Treasury instructions; Computers: Experience in a financial environment-experience in the administration of a Trading Entity-Experience of revenue and expenditure recording and control ;Control: Compiling submissions to Provincial Treasury and Head of Department-General Office administration.

**DUTIES**
- Ensure that governance is implemented and maintained in all GMT components; Perform testing to ensure that the Accounting Officer’s system of internal control is implemented and maintained in the trading entity; Monitor the implementation of financial related systems and procedures; Perform to assurance services: Ensure that assurance services performed on account balances and totals on SCOA; Analyse the internal and external reports; Handle documents control function: Review the memorandum of agreements between various functions and the GMT scan centre; Ensure that the original batches comply with financial instructions; Handle the cashier function: Receive cash/cheques; Capture receipts; Inspect expenditure for Irregular, unauthorized, fruitless and wasteful expenditure: Review expenditure to detect Irregular, unauthorized, Fruitless and wasteful expenditure document is collated and sent to internal control (Transport and Public Works) for processing; Asset verification: Perform asset verification procedures.

**ENQUIRIES**
- Mrs K Proctor-Fourie at (021) 467 4792

**POST 25/134**
- **ACCOUNTING CLERK: DEBTS REF NO: TPW 2018-115**

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

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

**REQUIREMENTS**
- Senior Certificate (Grade 12 or equivalent qualification) with accounting or mathematics as passed subjects. Recommendations: Appropriate experience working in a Debt Management environment; Advanced MS Excel skills; A valid driving licence. Competencies: Ability to work under pressure and meet deadlines; Ability to work within a team; Organising and planning skills; Numerical skills; Problem solving skills; Systematic approach. Communication (written and verbal) and Report writing skills in at least two of the three official languages of the Western Cape.

**DUTIES**
- Revenue and receivables (debtors, sales, donations), Execute Policies and Standard Operating Procedures; Disclosure in the financial statements and reporting according to GRAP 2; Assist in the compilation of disclosure of debtors in the financial statements; System reports; Access and interpret reports on various system including BAS,PERSAL,MDA and e-Natis; Oversight bodies, committees and forums, collate responses for SCOPA,MTEC,SCOF, Audit committees and Enterprise Risk Managemet commitee.

**ENQUIRIES**
- Ms Rushana Ceasar at (021) 483 4305
POST 25/135 : ADMINISTRATIVE CLERK: CONSTRUCTION INDUSTRY INNOVATION AND EMPOWERMENT, REF NO: TPW 2018-117

SALARY : R152 862 per annum (Level 05)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12) or equivalent qualification. Recommendations: Office administration experience. Competencies: A good understanding and application of the following: National Provincial and Departmental policies, prescripts and practices regarding EPWP; Skills development environment; Research and planning procedures; Administrative and clerical procedures and systems; Office procedures and terminologies; Planning and Organising and report writing skills; Communication (written and verbal) skills in at least two of the official languages in the Western Cape; Problem solving and analytical skills.

DUTIES : Manage all office documents on behalf of the Assistant Manager; Obtain inputs, collate information and compile complex documents, reports and presentations on behalf of Assistant Manager; Conduct research; Coordinate travel arrangements; Assisting Assistant Manager with general office administration functions; Liaison with beneficiaries, communities and private sector organisation on behalf of the Assistant Manager.

ENQUIRIES : Mr F Jacobs at (021) 483 8541