PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 27 OF 2018
DATE ISSUED: 06 JULY 2018

1. Introduction

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

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

2. Directions to candidates

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

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

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

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

3. Directions to departments

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

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

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

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

AMENDMENT:

FREE STATE: ECONOMIC, SMALL BUSINESS DEVELOPMENT, TOURISM & ENVIRONMENTAL AFFAIRS: Kindly note that the posts namely: Deputy Director-General: Environment & Conservation with Ref No: DESTEA 01/06/18; Chief Director: Corporate Services with Ref No: DESTEA 02/06/18; Director: Organisational Human Resource Development with Ref No: DESTEA 03/06/18; Biodiversity Officer Control Grade B: Law Enforcement with Ref No: DESTEA 04/06/18; Senior Legal Administration Officer (MR6) with Ref No: DESTEA 05/06/18; Deputy Director: Human Resource Provisioning with Ref No: DESTEA...
06/06/18; Deputy Director: Acquisition & Contract Management with Ref No: DESTEA 07/06/18; Deputy Director: Tourism Sector & Transformation with Ref No: DESTEA 08/06/18; Deputy Director: Trade & Investment Promotion with Ref No: DESTEA 09/06/18; Environmental Officer Control Grade A: Air Quality with Ref No: DESTEA 10/06/18; Resort Manager (Sterkfonteindam Resort) with Ref No: DESTEA 11/06/18; Assistant Director: Human Resource Practice with Ref No: DESTEA 12/06/18; Assistant Director: Job Evaluation with Ref No: DESTEA 13/06/18; Assistant Director: Labour Relations with Ref No: DESTEA 14/06/18; Assistant Director: Wellness Management with Ref No: DESTEA 15/06/18; Assistant Director: Asset Management with Ref No: DESTEA 16/06/18; Assistant Director: Cooperatives Development with Ref No: DESTEA 17/06/18; Monitoring & Evaluation Specialist with Ref No: DESTEA 18/06/18; State Accountant: Budget Management with Ref No: DESTEA 20/06/18; State Accountant: Salaries with Ref No: DESTEA 19/06/18; Personnel Practitioner: Recruitment & Selection with Ref No: DESTEA 21/06/18; Biodiversity Officer Production Grade 1 with Ref No: DESTEA 22/06/18; Sign Language Interpreter with Ref No: DESTEA 23/06/18; IT helpdesk with Ref No: DESTEA 24/06/18 advertised in vacancy circular 24 dated 15 June 2018, the closing date has been extended to 13 July 2018.
## INDEX
### NATIONAL DEPARTMENTS

<table>
<thead>
<tr>
<th>NATIONAL DEPARTMENTS</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>COOPERATIVE GOVERNANCE</td>
<td>A</td>
<td>04 - 05</td>
</tr>
<tr>
<td>DEFENCE</td>
<td>B</td>
<td>06 - 08</td>
</tr>
<tr>
<td>ENVIRONMENTAL AFFAIRS</td>
<td>C</td>
<td>09 - 11</td>
</tr>
<tr>
<td>HEALTH</td>
<td>D</td>
<td>12 - 14</td>
</tr>
<tr>
<td>HIGHER EDUCATION AND TRAINING</td>
<td>E</td>
<td>15 - 20</td>
</tr>
<tr>
<td>LABOUR</td>
<td>F</td>
<td>21 - 23</td>
</tr>
<tr>
<td>RURAL DEVELOPMENT AND LAND REFORM</td>
<td>G</td>
<td>24 - 27</td>
</tr>
<tr>
<td>TRADE AND INDUSTRY</td>
<td>H</td>
<td>28 - 30</td>
</tr>
<tr>
<td>TRADITIONAL AFFAIRS</td>
<td>I</td>
<td>31 - 32</td>
</tr>
<tr>
<td>TRANSPORT</td>
<td>J</td>
<td>33 - 34</td>
</tr>
<tr>
<td>WATER AND SANITATION</td>
<td>K</td>
<td>35 - 43</td>
</tr>
<tr>
<td>PRESIDENCY</td>
<td>L</td>
<td>44 - 45</td>
</tr>
</tbody>
</table>

### PROVINCIAL ADMINISTRATIONS

<table>
<thead>
<tr>
<th>PROVINCIAL ADMINISTRATION</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>EASTERN CAPE</td>
<td>M</td>
<td>46 - 84</td>
</tr>
<tr>
<td>GAUTENG</td>
<td>N</td>
<td>85 - 89</td>
</tr>
<tr>
<td>KWAZULU NATAL</td>
<td>O</td>
<td>90 - 108</td>
</tr>
<tr>
<td>LIMPOPO</td>
<td>P</td>
<td>109 - 117</td>
</tr>
<tr>
<td>NORTH WEST</td>
<td>Q</td>
<td>118</td>
</tr>
<tr>
<td>WESTERN CAPE</td>
<td>R</td>
<td>119 - 135</td>
</tr>
</tbody>
</table>
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: 27 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 27/01: ASSISTANT DIRECTOR: CWP DATA CENTRE MANAGEMENT (COMMUNITY WORK PROGRAMME) REF NO: 24337/01

SALARY: R356 289 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: A three-year Bachelor’s degree or National diploma in Finance or equivalent qualification. A minimum of 3 to 5 years experience in financial administration. Generic Competencies: Client orientation and customer focus, financial administration, communication (verbal and written), computer literacy, problem solving and analysis. Technical Competencies: In-depth knowledge of: Basic knowledge of all labour legislation, Public Finance Management Act, Payroll Administration and EPWP/ CWP MIS System.
DUTIES: The incumbent will perform the following duties: Approve the new CWP participants to be added to the Management Information System (MIS) and amendments to the information of existing participants. Quality assure the pre-approved payment information submitted. Liaise with implementing agents on outstanding payment data for sites. Coordinate UIF, Compensation of Occupational Injuries and Diseases Act (COIDA) and IRP5 obligations. Perform monthly wage reconciliations, analyse variances and compile monthly reports.
ENQUIRIES: Mr L March, Tel No: 012 334 0990
APPLICATIONS: May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta17@ursonline.co.za; or via fax: 086 415 5709.
FOR ATTENTION: URS Response Handling, Tel No: 012 811 1900.

POST 27/02: SENIOR STATE ACCOUNTANT (COMMUNITY WORK PROGRAMME) REF NO: 24337/02

SALARY: R299 709 per annum (Level 08)
CENTRE: Pretoria
REQUIREMENTS: A three-year Bachelor’s degree or National diploma in Accounting or Financial Management. A minimum of 2 years experience in the finance field. Generic
Competences: Quality of work, reliability, initiative, communication, interpersonal relations, team work, planning and execution. Technical Competencies: Knowledge and understanding of: the Public Finance Management Act and Treasury Regulations; and General ledger reconciliation and analysis. Knowledge of travel and subsistence, Basic Accounting System (BAS) and PERSAL systems as well as data capturing and management.

**DUTIES**

The incumbent will perform the following duties: Analyse financial performance and prepare financial management reports. Prepare reconciliation of payments, accounts and other commitments. Maintain an accurate and complete filing and record management system for all payments and related financial records. Review payments/ claims to confirm calculations and compliance with legislation and policy requirements.

**ENQUIRIES**

Mr L March, Tel No: 012 334 0990

**APPLICATIONS**

May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta18@ursonline.co.za; or via fax: 086 415 5709.

**FOR ATTENTION**

URS Response Handling, Tel No: 012 811 1900.
DEPARTMENT OF DEFENCE

APPLICATIONS : Department of Defence, Finance Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria 0001 or hand-delivered to: Poynton Building, 195 Bosman Street, Pretoria CBD, where it must be placed in wooden post box number 5 at Reception (Please use reference number not Post number).

CLOSING DATE : 27 July 2018 (Applications received after the closing date and faxed copies will not be considered).

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

OTHER POSTS

POST 27/03 : DEPUTY DIRECTOR, COMPLIANCE MANAGEMENT REF NO: CFO 18/8/1
Candidates who previously applied for this post must apply as their previous applications will not be considered.
Financial Management Division
Chief Directorate Finance Management Division
Directorate Financial Control Services

SALARY : R826 053 per annum (Level 12)
CENTRE : Defence HQ, Armscor building, Erasmuskloof, Pretoria
REQUIREMENTS : A Bachelor’s Degree in Finance, Auditing and Management Accounting. Have at least five years’ experience as a minimum in ﬁnancial control, compliance and ﬁnancial misconduct at middle management level. Have knowledge in respect of the application of the Public Finance Management Act and Treasury Regulations. Well-developed verbal as well as written communication skills. Computer literate and advanced working knowledge of Word Processing, Spreadsheets and Database applications. Analytical and Innovative thinking ability. Well-developed reasoning and problem solving ability. Proven managerial capabilities at middle
management level with good communication, negotiating and presentation skills. Be able to function independently and strongly orientated towards teamwork. Must be willing and able to travel extensively at short notice. Minimum security clearance: Confidential. Must be in possession of a valid driver’s license.

**DUTIES**

Co-ordinate the development of a network based application to manage the Compliance Management function of the Department of Defence (DOD). Manage the Divisional Regulatory framework. Liaise with other sub-directorates in the Directorate Financial Control Services. Execute personnel management tasks with regards to the personnel under direct supervision. Provide a departmental financial misconduct administration service, maintenance of a data base of all reported incidents of financial misconduct reflecting the status of each incident, referral of all recorded cases of financial misconduct to appropriate line, functional, investigating and prosecuting authorities for appropriate action, monitoring of progress with investigations, prosecutions and recoveries, reporting of all incidents of financial misconduct to the appropriate authorities, conducting of Financial related investigations as tasked by higher authority. The provision of a financial management delegation administration service. The promulgation of general and functional assignment of financial management duties prescripts. The processing of application for the delegation of financial management powers by budget authorities. The reporting of non-compliance of delegations system to appropriate authorities. The provision of a departmental financial management prescripts administration service. The ability to develop, formulate and maintain departmental policy. The maintenance of a data base of all departmental prescripts relating to financial management reflecting the status of such prescripts.

**ENQUIRIES**

Ms A. Nkomo, Tel No: (012) 355 5830

**POST 27/04**

FINANCE CLERK SUPERVISOR, REF NO: CFO 18/8/3

Financial Management Division  
Chief Directorate Budget Management  
SA Army Budget Management  
Budget Management

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

SA Army Artillery Formation, Pretoria

**REQUIREMENTS**

Grade 12 certificate plus B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. More working relevant years of experience as Finance Clerk will be an added advantage. Sound knowledge of estimating, budget and expenditure control processes and related programs on the Financial Management System (FMS/BAS). Knowledge of estimating, budgeting and budget control in the Public Service will also being considered. Being qualified to operate the Financial Management System (FMS/BAS) Information Centre (IC) application and to draft reports in this regard would be a strong recommendation. Ability to correctly interpret and apply policy. Good reasoning, mathematical, analytical and innovative thinking ability as well as problem solving ability. Well-developed verbal and written communication skills. Ability to draft effective reports as well as developed presentation skill and ability to conduct effective briefings to senior management. Proven managerial skill and capabilities with good negotiating ability. Computer literate and skilled in Word Processing (MS Word), Spread Sheet (Excel) and Presentations (Power Point). Team worker, trustworthy, reliable with good interpersonal relations. Receptive to work related suggestion/ideas and decisive / persevering task finalisation. Effective HR and management skills. Valid RSA/Military driver’s license and willing and able to travel at short notice when required.

**DUTIES**

Assisting the Budget Manager in the executing of all budgeting and budget control duties and responsibilities as specified in the Public Finance Management Act (PFMA), the Treasury Regulations as well as Budget Circulars and Practice Notes addressing both the domestic and corporate budget of the SA Army Artillery formation. Preparing of Budget Management documentation required by the Chief Financial Officer (CFO) and the SA Army Budget Manager and the submission of required financial reports to GOC SA Army Artillery formation. Assisting the Budget
Manager in the formulation and managing of policy regarding the budgeting and expenditure of the SA Army Artillery formation. Managing of valid accurate and reliable Costing Database for the SA Army Artillery formation. Managing the relocation of budget allocations and income for the SA Army Artillery formation. Requisitioning of Roll over funds. Rendering of financial advice. Compile and present budget and expenditure control reports to higher management by means of Power point. Direct, orchestrate and control the execution of the Finance Governance Function within the SA Army Artillery formation. Direct orchestrate and control the Finance Non-Compliance Administration function within the SA Army Artillery formation. Effective manage all personnel, assets and material resorting under control of this post.

ENQUIRIES  :  Mr M.M Netsianda, Tel No: (012) 355 1238.
ANNEXURE C

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

APPLICATIONS: Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

FOR ATTENTION: Human Resource Management

CLOSING DATE: 23 July 2018

NOTE: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. All candidates shortlisted for SMS post 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. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 27/05: CHIEF DIRECTOR: FACILITIES MANAGEMENT REF NO: (COO02/2018)

SALARY: Remuneration package of R1 127 334 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual’s personal needs.

CENTRE: Pretoria

REQUIREMENTS: Bachelor’s Degree / Advanced Diploma in Environmental / Public Management (NQF level 7) as recognised by SAQA or an equivalent relevant qualification. Minimum of 5 years of experience at senior managerial level. Understanding of building management legislation and regulatory framework, security buildings management, security services, transport services, policy development, project management, transport policies and procedures, and Public Finance Management Act and Treasury Regulations. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, and to work individually and in team. Strategic planning management, leadership management, people management, change management skills. Sound research, analytical, organising, planning, presentation skills. Good communication (verbal and written), interpersonal, and coordination and stakeholder liaison skills.

DUTIES: The successful candidate will provide a strategic management of facilities, security, vetting and travel services to meet the operational and strategic needs of the department and perform the following key functions: Ensure that DEA security policy and directives are reviewed. Oversee the conducive and green working environment. Ensure that travel services are managed efficiently and effectively within the department. Oversee the implementation of the facilities management operations phase of the DEA new building.

ENQUIRIES: Mr Isaac Letshed, Tel No: (012) 399 8641
POST 27/06: SPECIALIST ADVISOR: CHEMICALS AND WASTE ECONOMY REF NO: (CWM01/2018)

(4 Year Contract)

SALARY:
All-inclusive annual remuneration package of R1 127 334. The package includes a basic salary (70% of package), the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual’s personal needs.

CENTRE:
Pretoria

REQUIREMENTS:
An appropriate Bachelor degree in Science (NQF level 7) as recognised by SAQA or an equivalent relevant qualification. A relevant postgraduate qualification and an understanding of the Public Service environment will be advantageous. Minimum of 5 years of experience at Senior Managerial level. Relevant and extensive work experience of project management. Knowledge and understanding of Chemicals and Waste policies and related legislative frameworks. Knowledge and experience of national, provincial and local governance processes. Financial management skills, People management skills, Proven strategic management and leadership skills, Good communication skills, Good interpersonal, Coordination and stakeholder liaison skills.

DUTIES:
The successful candidate will be responsible to manage and analyse of initiatives within Operation Phakisa Chemicals and Waste Economy and oversee the specialist support of Delivery Unit. Perform the following key functions: Provide leadership and manage the specialist support to the Chemicals and Waste economy, Manage the implementation of the Chemicals and Waste Economy initiatives across the focus areas and Delivery Units, Analyse reports and identify issues for resolution and prioritise accordingly, Provide specialist support to Delivery Units, Monitor progress report weekly, Analyse and compile consolidated progress report for high level reporting at Chemicals and Waste Economy Ministerial meetings, Cluster meetings, Cabinet, MINTECH, MINMEC and other key stakeholders, Ensure good corporate governance and sound financial management.

ENQUIRIES:
Ms J M Musekene; Tel No: (012) 399 9407

POST 27/07: DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: (COO01/2018)

SALARY:
Remuneration package of R948 174 per annum (all-inclusive salary package). The remuneration package includes a basic salary (70% of package), the State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual’s personal needs.

CENTRE:
Pretoria

REQUIREMENTS:
An undergraduate qualification in Human Resource Management/Public Management (NQF level 7) as recognised by SAQA or an equivalent relevant qualification. Minimum of 5 years of experience at middle / senior managerial level. Understanding of the Human Resource Management legislation and regulatory framework, Public Finance Management Act and Treasury Regulations. Knowledge of HR practice & procedures, administrative procedures, project management, and personnel management. Sound research, analytical, organising, planning, and presentation skills. Good communication (verbal and written), interpersonal, coordination and stakeholder liaison skills.

DUTIES:
The successful candidate will provide a strategic human resource management and administration service, implement and facilitate policy and processes on service benefits, conditions of service and remunerative allowances and perform the following key functions. Ensure that vacancy rate is reduced in the department. Oversee the development of job descriptions, grading of posts and alignment of the structure. Facilitate the development and implementation of the integrated HR plan. Manage and ensure the reduction of turnover rate in the department. Compliance with regulatory framework in respect of management of service benefits and condition.

ENQUIRIES:
Mr Isaac Letshedi, Tel No: (012) 399 8641
### OTHER POST

**POST 27/08** : PROJECT COORDINATOR REF NO: (CWM02/2018)

(4 Year Contract)

**SALARY** : All-inclusive package of R779 295 per annum. The package to be structured in accordance with the rules for MMS

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate 3-year Bachelor’s degree /National Diploma in Project Management/ Business Management or equivalent relevant qualification. Extensive experience in project management. Sound organising and planning skills. Sound knowledge of government financial management prescripts and policies. Extensive experience in administration and financial management. Sound organising and planning skills. Good communication skills. Good interpersonal, Coordination and stakeholder management skills. Good analytical skills.

**DUTIES** : The successful candidate will coordinate the project implementation of Delivery Unit initiatives and facilitation of daily processes and functions of Delivery Unit: Chemicals and Waste Economy, by performing the following key functions: Provide project implementation support to the Delivery Unit management, Analyse all progress reports from Delivery Unit Implementers, Coordination of progress review meeting and syndications, Draft progress reports for high level reporting to DG and Inter-Ministerial Committee, Oversee and render project management support and coordinate day-to-day function and operations in the Delivery Unit, Coordinate the Delivery Unit financial planning process, Oversee the procurement process, Prepare monthly and quarterly expenditure report, Provide executive support on all Delivery Unit events.

**ENQUIRIES** : Ms J M Musekene; Tel No: (012) 399 9407
ANNEXURE D

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:
23 July 2018; Time: 12:00pm Mid-Day

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

OTHER POSTS

POST 27/09
CHIEF FORENSIC ANALYST GRADE 1 - X2 POSTS
Chief Directorate: Trauma, Violence and Laboratory Services
Directorate: Forensic Pathology Services,

SALARY:
Grade 1: R459 558 – R510 042 per annum as per OSD.

CENTRE:
FCL Cape Town – Ref No: NDOH 38/2018 (X1 Post)
FCL Pretoria – Ref No: NDOH 39/2018 (X1 Post)

REQUIREMENTS:
A BSc degree with Chemistry (analytical, organic, inorganic and physical chemistry) as a major subject or Diploma in Analytical Chemistry. Honours or Higher Diploma in Chemistry will be an advantage. At least three (3) years’ proven experience at Forensic Analyst or equivalent level. Experience in rudimentary general management. Knowledge of the types and uses of analytical equipment such as gas chromatography (GC), high performance liquid chromatography(HPLC), mass spectrometer (MS), polarography, ion chromatograph, spectrophotometer, atomic absorption spectroscopy. Sound and in-depth knowledge of analyses of foodstuffs and cosmetic as per Foodstuffs, Cosmetics and Disinfectants Act, Act 54 of 1972. Sound and in-depth knowledge of analyses of biological samples for the presence of alcohol, drugs and poisons. Knowledge of Criminal Procedures Act, Health and Safety Act as well as basic knowledge of judicial systems and court procedures. Skills and knowledge in Chemistry. Knowledge of ISO17025 and its use in the laboratory. Good communication (written and verbal), interpersonal, facilitation, presentation and research skills. Ability to remain unbiased in the examination of court evidence as well as meticulous and capable of clear and logical thinking. A valid driver’s license.

DUTIES:
Preparation of samples for analysis in the Forensic Chemistry Laboratory. Record sample information such as grinding, weighing, chemical treatment, hatching, filtration, evaporation, distillation, digestion (wet, dry and microwave) and solid phase extraction. Analysis of complicated samples by means of certain processes.
and methods including: gas chromatography, high performance liquid chromatography, inductively coupled plasma atomic emission spectroscopy, visual inspection, mass spectrometry, liquid chromatography, wet chemistry, spectrophotometry. Conduct analytical service to the section, performance of statistical evaluation and interpretation of statistical data, conduct statistical analysis, review analysis and review data interpretation, issue certificates and affidavits, interpret analytical data and calculate results by means of mathematical formula. Method developing, validation and verification. Do preventive maintenance of instruments. Coordinate the administration of HR and physical assets of the sub-unit (Blood/Food/Toxicology). Training employees, allocation of work, handle queries, complaints and prioritise samples/cases, purchasing and safe-keeping of office equipment. Management of risk (scientific responsibility, integrity and research). Maintain analytical proficiency test or inter-laboratory testing program, manage the construction of standard operating procedures, create working instructions, maintain the quality system in the section and ensure filing of order forms and invoices.

ENQUIRIES : Ms AA Grove’ at Tel No: (012) 395-9361
NOTE : A practical test will be conducted on the day of the interview to determine the technical, data processing and data interpretation skills of the candidate. Please attach a copy of academic transcripts.

This is a re-advertisement
Chief Directorate: Supply Chain and Asset Management
Directorate: Supply Chain Management

SALARY : R242 475 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor’s Degree/National Diploma or equivalent NQF level 6 qualifications in Financial Accounting, Public Finance, or Supply Chain plus three (3) years’ experience in a cellular phone environment including working on voice and data contracts. Experience in working with Invoice Tracking System will be an advantage. Knowledge of Public Finance Management Act, Treasury Regulations, Government policies, LOGIS and BAS systems. Understanding of government’s procurement processes as well as transversal contract RT15-2016. Good communication (written and verbal), problem solving, computer (MS Word, MS Excel and MS PowerPoint) and accuracy skills. Ability to work under constant pressure. A valid driver’s licence.

DUTIES : Monitor opening of new cell phone and data contracts, upgrade contracts and close or delink accounts. Verify that appropriate devises are provided in terms of RT15-2016. Manage cellular and data spending. Reconcile monthly statement against invoices received from the supplier. Identify, investigate and solve balances from supplier’s statement. Monitor the flow of invoices submitted for payments. Verify correctness of documentation captured on ITS and approve/reject invoices. Manage 0-9 files. Supervisory functions.

ENQUIRIES : Ms M Moraba at Tel No: (012) 395-8998
NOTE : Coloured, Indians as well as People with Disability will be given preference and females are encouraged to apply.

POST 27/11 : SPECIALIZED AUXILIARY SERVICES OFFICER X2 POSTS
Chief Directorate: Trauma, Violence and Laboratory Services
Directorate: Forensic Pathology Services, Forensic Chemistry Laboratory

SALARY : R196 407 per annum (plus competitive benefits)
CENTRE : Pretoria: Ref No: NDOH 40/2018 (X1 Post)
Durban: Ref No: NDOH 41/2018 –(X1 Post)
REQUIREMENTS : A Senior Certificate (Grade 12) or equivalent NQF 4 certificate with a minimum of three years proven experience working in a Laboratory environment. Basic knowledge of physical science, supportive duties within the laboratory, health and safety measures, operation of scientific equipment and mathematical calculations.
Good communication (written and verbal) planning, organizational and computer (MS Word, MS Excel and PowerPoint) skills. Ability to work independently and under pressure. A valid driver's license.

**DUTIES**

Render specialized auxiliary services within Blood Alcohol Section; collecting samples from the reception for placement into cold storage and daily recording of temperature of the cold room and the laboratory. Prepare waste boxes for sample opening and waste for disposal. Prepare vials for analysts for sample analysis, keep shelves and washroom tidy where seals and labels are stored. Change location of samples on Laboratory Information Management System (LIMS) database. Assist with capturing of alcohol and fluoride results, capture changes of sample information, report any faults regarding the LIMS database. Provide specialized auxiliary functions within Toxicology Section; sorting/filing of analyst worksheets and envelopes of seals and labels, store all organs and exhibits. Adhere to health and safety measures. Render administration services. Assist with warehouse duties. Liaise with Technical and Quality Manager for removal of waste in toxicology, blood alcohol/food. Render specialized auxiliary services within Food Section; apply different methods of testing the samples; prepare samples for extraction (weighing, grinding) and perform analyses of samples less complex in nature.

**ENQUIRIES**

Ms AA Grove’ at Tel No: (012) 395-9361

**NOTE**

A test will be conducted on the day of the interview.
DEPARTMENT OF HIGHER EDUCATION AND TRAINING
KING HINTSA TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (TVET) COLLEGE

The Department and the College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

APPLICATIONS:
Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.

CLOSING DATE:
20 July 2018, applications received after the closing date.

NOTE:
Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. Emailed or faxed applications will not be considered. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.

OTHER POSTS

POST 27/12: RESEARCH AND INNOVATION MANAGER REF NO: KHC 01-06/2018
(College Council Post. 3 Year Fixed term Contract)

SALARY: R697 011 per annum (SL11)
CENTRE: Admin Centre – Butterworth
REQUIREMENTS: Grade 12, Honours Degree with Research or related field plus Five years’ relevant experience/3 year qualification in Training & Development, Enterprise Development, Incubation Management, Entrepreneurship Management, Project Management or other relevant qualification. 5-10 years experience in enterprise development. Proven experience in an innovation and technology-driven industry or organisation. Experience in assessing viability and sustainability of small enterprises. In-depth understanding of SMME and incubation industry, Project Management experience. Advance computer literacy - MS Office and MS projects. Experience starting, owning, operating and managing a small business. Knowledge of agricultural & hospitality environment. Presentation skills; Data Collection analysis; Statistical computer software program; Quantitative data sets; Qualitative data research; Communications.

DUTIES: Plan, coordinate, organise and spearhead efforts to recruit and locate office technology and industrial users, ensuring appropriate equipment and materials available for successful operations related to these efforts. To provide comprehensive research and administrative support as required by the Senior Management. Assist with the development, implementation and evaluation of College projects including: Planning, review and analysis of data during the course of the project. Developing, implementing and evaluating key stakeholder/expert interviews. Interpreting data and drafting reports based on the above. Represent the Rapid incubator/Centre of Entrepreneurship to the public and outside, Technology or industrial growth efforts, documents efforts through the College reporting system. Ensure program compliance with applicable internal and external requirements. Coordinator the development, evaluation and implementation of the incubation /Centre of Entrepreneurship. Mobilises funds for the sustainability of the centre and the incubation programs. Liaise with the Universities, Colleges and other and other institutions to learn the best practices. Prepare and maintain a variety of records and reports related to assigned programs, including financial reports. Work with the College Principal to make recommendations to the Council and government officials on programs which support the development strategy for entrepreneurial growth. Conduct research to identify emerging needs, trends services related to recruitment of incubates and affiliate members or other assigned areas of responsibility. Develop and implement
marketing material to ensure exposure of the centre and program offerings. Perform other duties of a similar nature/level, encourage innovative thinking among staff and students. Ability to work within business community. Provide inputs in planning and development phase of new projects to ensure the project meets with client expectations. Assist with the management of the day to day operational and tactical aspects of all college projects. Communicating project activity to key stakeholders, ensuring that they are appropriately informed of progress and planned activity. Effectively minimise exposure to risk adhering to risk plans associated with designated tasks. Work with team members to identify project goals, research methods. Make research schedules to monitor the activities of research teams. Review gathered research and analyse various set of data. Interpret data and writing research reports, verify information. Able to collect and analyse data. Writing research specifications. Able to liaise with customers and external researchers and also able to write research articles and papers.

ENQUIRIES
Deputy Principal: Corporate Services at Tel No: 047 401 6400 or HR Manager

POST 27/13
FINANCE MANAGER REF NO: KHC 02-06/2018
(College Council Post) 3 Year Fixed term Contract

SALARY
R697 011 per annum (SL11)

CENTRE
Admin Centre – Butterworth

REQUIREMENTS
Appropriate three (3) years degree/diploma or equivalent qualification in financial management or accounting. At least five (5) years’ experience in the financial management and accounting environment, of which at least three years should be at supervisory level. Proven computer literacy, including advanced Microsoft Office suite (Word, Excel, PowerPoint and Outlook). Experience in the use of an appropriate financial system, e.g. ITS, Caseware (for reporting). A valid driver’s licence will be an added advantage.

REQUIREMENTS
Competencies and Personal Attributes: Proven management skills and a track record in the implementation and management of strategic, operational and financial plans. Proven experience in the compilation of financial statements on Caseware. Ability to design and implement internal systems and controls to ensure sound financial management. Extensive knowledge of the applicable, financial management, regulatory and legislative framework, the Continuing Education and Training (CET) Act, Act No. 16 of 2006, as amended, the Public Finance Management Act (PFMA), Act No. 1 of 1999, as amended, Treasury Regulations, Financial Planning and Management accounting principles, methodologies and procedures as well as Public sector financial management reporting requirements. Proven report-writing and presentation skills. Relating and comparing data on operational effectiveness from different sources. Establishing goals and requirements that reflect College objectives and values, including the importance of continuous improvement. Managing staff and resources consistent with college goals, proactively negotiating and accessing resources outside ones immediate domain when necessary and Knowledge of GRAP.

DUTIES
Formulate and regularly review financial management policies. Formulate and regularly review financial management procedures. Manage the electronic financial system (ITS) to ensure security and optimal utilisation. Monitor the effectiveness of financial operations through the assessment of key financial performance indicators. Facilitate and coordinate the annual budgeting process. Compile monthly budget reports and provide them to the senior management team, unit managers and campus managers. Perform monthly budgetary and expenditure analysis. Coordinate, manage and monitor College cash flows and effect budget adjustments. Annually review College fees. Authorise and monitor employee salaries, deductions and allowances. Monitor monthly bank reconciliations. Authorise supplier and creditors payments. Compile annual financial statements for each financial year on Caseware. Co-ordinate internal and external audit. Compile and submit all reports, returns, notices and other information as may be required by the Principal and College Management, College Council, Regional Office, Department of Higher Education and Training, auditors and the Minister. Formulate job profile for all post within the Finance Unit. Conduct performance appraisals with Unit staff, arrange and monitor individual development. Manage and monitor the asset management unit, including review
of the monthly reconciliations and ensuring that the Fixed Asset Register is GRAP Compliant.

ENQUIRIES
Deputy Principal: Corporate Services at Tel No: 047 401 6400 or HR Manager

POST 27/14
EXAMINATION MANAGER REF NO: KHC 03-07/2018
(Permanent)

SALARY
R444 693 per annum (SL10)

CENTRE
King Hintsa TVET College (Butterworth)

REQUIREMENTS
Grade 12 or Senior Certificate or equivalent qualification at NQF level 4. Appropriate N diploma/Degree in Education, Teacher qualification and SACE Registration. 5 years’ experience in the relevant field at least 2 years supervisory experience.

DUTIES
In consultation with the Deputy Director: Academic Services: Manages the administering of examination and accreditation systems and services. Manages, implementation and monitoring of examination policies, guidelines and resolutions at each campus through the Campus Manager and Chief Examination Officer. Ensures and monitors the appointment of Chief invigilators at all Campuses through the Campus Managers. Ensures and manages the setting and printing of internal examination /assessment materials at all Campuses through the Campus Managers and Chief Examination Officer. Develops a policy to ensure adherence to the prescribed internal continuous assessment and examination practices and procedures in the College. Ensures the availability of all the relevant documentation, and adherence to processes and procedures required at all campuses to ensure that examinations will be conducted to meet with the requirements of Umalusi through the Chief Invigilators and Campus Managers. Ensures, through the Chief Invigilator, the processing of examination results and the provision of all the relevant statistical data and information reflecting the outcome of the performance.

ENQUIRIES
Mr MM Ndzame or MS P Soyizwapi at Tel No: 047 401 6400

POST 27/15
MANAGEMENT INFORMATION SYSTEMS OFFICER REF NO: KHC 04-06/2018
(College Council Post)

SALARY
R299 709 per annum (SL08)

CENTRE
Admin Centre – Butterworth

REQUIREMENTS
National Diploma in Information Technology. TVET sector experience and a minimum of TWO years ITS experience will be added as an advantage.

DUTIES
To be the first point of contact (first line support) for resolving MIS queries using ITS and liaising directly with college staff. Assist in end user training and supporting documentation. To document processes and procedures as required. Assist with data updates and maintenance in line with funding body regulations and guidelines to ensure college compliance. Support data validation using SQL Server Business Intelligence Reporting Services. Monitoring & Reporting on student numbers funded and current. Assisting in the configuration and administration of: Timetable; Curriculum; and registers including periods, class, room, and staff activities. Support Database Developer in Centralised Integrated Report System (CIRS) report maintenance. Maintaining and amending student learning programmes through the Programme Change, Leavers, Progression, and Completion/achievement processes. Scheduling and reporting. Assisting with Exams administration including exam entry and amendment files, downloading / processing results and ensuring exams are run in accordance with DHET regulations. Administrative support to the MIS department. Enforcing college procedures. General administration duties. To undertake any other duties commensurate with the post.

ENQUIRIES
Mr MM Ndzame or Ms P Soyizwapi at Tel No: 047 401 6400

POST 27/16
SUPPLY CHAIN MANAGEMENT OFFICER REF NO: KHC 05-06/2018
(College Council Post)

SALARY
R242 475 per annum (SL07)
**CENTRE**: Admin Centre – Butterworth  
**REQUIREMENTS**: Grade 12 or Senior Certificate, Logistics/ Purchasing Diploma or equivalent qualification at NQF level 4 with 3 years’ work experience in Supply Chain Management (Acquisition and Demand Management). Drivers licence will be added advantage. Knowledge and understanding of the PFMA, PPPFA, CIDB and its Regulations, Treasury Regulations and BBBEE ACT. Knowledge and understanding of Central Supplier Database Management. Competencies needed: Computer skills, communication (verbal and written) skills. Customer care, ability to work, under pressure, team work and independently.

**DUTIES**: Administer bids/quotations invitations, conduct tender briefings, closing of bids, evaluation and adjudication of proposals. Placement of purchase orders and follow ups on delivery from suppliers. Publication of awards. Provide administrative support to managers in particular at bid committees. Provide Administrative support to source items as per Procurement Plan. Preparation of reports. Maintain a filing system for awarded contracts, capture all awarded contracts on a contract register and update bid register (tender register). Administer validity of bids and contracts periods and any other duties that may be assigned to you by your supervisor / manager.

**ENQUIRIES**: Mr MM Ndzame or Ms P Soyizwapi at Tel No: 047 401 6400

**POST 27/17**: RISK MANAGEMENT OFFICER REF NO: KHC 06-06/2018  
(College Council Post)

**REQUIREMENTS**: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Risk Management / Commerce / Internal Auditing coupled with 2 years’ experience in Risk Management or Auditing environment. Registered as a member of a registered professional body (IRMSA/IIA) will be an added advantage. Knowledge and understanding of the Public Sector Risk Management Framework, PFMA, Treasury Regulations and COSO. Competencies needed: Computer skills, communication (verbal and written) skills, interpersonal skills, planning and organising, team worker and independently. A Valid Code B driver’s licence.

**DUTIES**: Participate in the development and or review of the College risk management strategy; Assist in researching best-practice for review and inclusion in the Risk Management Framework. Conduct continuous organisational risk assessments and assist in development of mitigation strategies. Monitor the implementation of action plans to mitigate risk. Promote risk management culture in the College. Assist in the development and implementation of Ethics and Anti-corruption implementation plan. Monitor Ethics and anti-fraud and corruption implementation plan. Conduct Ethics, Anti-fraud and corruption awareness workshops for all Campuses. Assist in the scheduling and administrative arrangements for the Risk Management Committee. Take minutes of the Risk Management Committee meetings. Assist in any administrative function of the unit when necessary.

**ENQUIRIES**: Mr MM Ndzame or MS P Soyizwapi at Tel No: 047 401 6400

**POST 27/18**: IT JUNIOR TECHNICIAN REF NO: KHC 07 -06/2018  
(Permanent)

**REQUIREMENTS**: Grade 12 /L4 (Matric), IT Qualifications Diploma/Certificate, at least 1 year experience.

**DUTIES**: Basic understanding of networking, experience in desktop support, diagnose and resolve unique, non-recurring problems associated with application software and operating systems; determine the source of problems and classify their level, priority and nature. Configure, deploy, maintain, troubleshoot and support computer workstations, laptops, printers, mobile devices, phones and other computer and telecommunications equipment. Install and support PC, laptop, tablet and mobile hardware and software. Create alternative methods of completing tasks, correcting user errors and system inconsistencies to improve the desktop team function. Maintain inventory of installed software, manage software
licensing and create policies and procedures for upgrades. Analyze and make recommendations for hardware and software standardization. Ensure desktop computers interconnect seamlessly with diverse systems including associated validation systems, file servers, email servers, computer conferencing systems, application servers and administrative systems. Document procedures, standards, best practices configurations, settings, installation sequences and back-out instructions.

ENQUIRIES : Mr MM Ndzame or MS P Soyizwapi at Tel No: 047 401 6400

POST 27/19 : CREDITORS CLERK REF NO: KHC 08-06/2018
(Permanent)

SALARY : R163 563 per annum (SL 05)
CENTRE : Admin Centre – Butterworth
REQUIREMENTS : Grade 12 or Senior Certificate or equivalent qualification at NQF level 4. Appropriate National diploma and 2 to 3 years’ experience in the relevant field, Knowledge and understanding of financial management and its Regulations, Treasury Regulations, GRAP and BBBEEA. Competencies: Must have knowledge of accrual principle, Computer skills, and communication (verbal and written) skills. Customer care, ability to work in a team and independently, ability to work under pressure to meet deadlines, previous creditors experience advantageous, Drivers licence will be an added advantage.

DUTIES : Process invoices or expenses on ITS ensuring that expenses are captured accurately and are captured in the correct accounts and reconciling the suppliers statements to the transactions processed on ITS and applying payments and credit notes, checks creditors age analysis ensuring that the reconciling items do not exceed 60 days, ensure that supporting documents for reconciling items are verified and kept on file, ensure that creditors age analysis agrees to the general ledger, prepare a summary of unpaid accounts and ensure that expenses are accounted for in the correct period, prepare monthly accrual journals, ensure that payments are properly authorised, perform petty cash reconciliations on a monthly basis, ensure that open orders are followed, attend to client/supplier queries and complaints and general administrative duties.

ENQUIRIES : Mr MM Ndzame or MS P Soyizwapi at Tel No: 047 401 6400

POST 27/20 : DEBTORS CLERK REF NO: KHC 09-06/2018
(College Council Post)

SALARY : R163 563 per annum (SL 05)
CENTRE : Admin Centre – Butterworth
REQUIREMENTS : Grade 12 or Senior Certificate or equivalent qualification at NQF level 4. Appropriate N diploma and 2 to 3 years’ experience in debt management/collection. Knowledge and understanding of financial management and its Regulations, Treasury Regulations and BBBEEA. Competencies needed: Good interpersonal skills with good communication skills, both verbal and written. Intermediate level of MS Office (Excel and Word) and time management skills (deadline driven). Customer care, ability to work in a team and independently. Drivers licence will be an added advantage.

DUTIES : Generate invoices correctly and accurately. Follow up on outstanding payments from customers and students. Capture deposits made by students for the payment of fees on ITS accurately. General administrative duties. Communicate and liaise with Campuses, students and customers regarding invoices and respond timeously to queries. Provide statement of student accounts on request. Assist in providing information to timeously address queries raised by the Debt Collectors. Problem solving. Work as a team member within the department. Work under pressure (Time limitations) Eye for detail in every aspect of the job, accuracy of information is vital. Processing of debit and credit notes. Preparation of reconciliations in relation to the Debtors of the College. Credit and reconcile student accounts and any other duties that may be assigned to you by your supervisor / manager.

ENQUIRIES : Mr MM Ndzame at Tel No: 047 401 6400
**POST 27/21** : GENERAL ASSISTANT/CLEANER REF NO: KHC 10-06/2018 (X2 POSTS)
(College Council Posts)

**SALARY** : R115 437 per annum (SL 03)

**CENTRE** : King Hintsa TVET College – Centane Campus

**REQUIREMENTS** : Standard 7 up to standard 10 qualifications is essential. Proven experience as General Assistant Cleaner (minimum of 1 year cleaning experience). Competencies: Good communication skills. Must be able to communicate in English (read, write) Ability to prioritize workload and work under pressure without supervision. Willingness to undergo further training. Recommendations: Trustworthy, Hardworking and team player.

**DUTIES** : Undertake activities associate with maintaining cleanliness of designated areas and providing support during the relocation of office furniture/equipment with laid down instructions. Receive verbal instructions from the immediate supervisor on the work program and/or priorities related to specific departments and/or communication specific cleaning material requirement. Clean ablutions facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, hand towels, etc. and checking and reporting defective items to the immediate supervisor for attention. Ensure that areas that are services are kept neat and tidy.

**ENQUIRIES** : Mr MM Ndzame or MS P Soyizwapi at Tel No: 047 401 6400
DEPARTMENT OF LABOUR

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

APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand deliver at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.

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

CLOSING DATE: 23 July 2018 at 16:00

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver’s license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representivity in line with the numerical targets as contained in our Employment Equity Plan.

OTHER POSTS


Re advert

SALARY: R299 709 per annum

CENTRE: Unemployment Insurance Fund: Pretoria


DUTIES: Facilitate and implement change management framework, strategy and interventions in the UIF. Administer Employee Engagement Strategy in the Fund.
Coordinate organisational culture diagnosis and climate to enhance service delivery. Supervise resources (Finance, Human, and Equipment) in the section.

**ENQUIRIES**: Mr. JZ Khoza, Tel No: (012) 337 1837/1472

**POST 27/23**: SENIOR PRACTITIONER: RESEARCH AND POLICY DEVELOPMENT: REF NO: HR 4/4/3/1RPD/UIF

- **SALARY**: R299 709 per annum
- **CENTRE**: Unemployment Insurance Fund: Pretoria

- **DUTIES**: Implement change management framework, strategy and interventions in the Fund. Implement employee engagement strategy in the Fund. Manage and diagnose organisational, individual culture and climate survey to enhance service delivery. Manage resources (Human, Financial, Equipment / Assets) in the section.

**ENQUIRIES**: Ms. QZ Edwards, Tel No: (012) 337 1713/1706

**POST 27/24**: SENIOR ADMINISTRATION OFFICER: RISK AND RESEARCH: REF NO: HR 4/4/3/1SAORR/UIF

- **SALARY**: R299 709 per annum
- **CENTRE**: Unemployment Insurance Fund: Pretoria


**ENQUIRIES**: Mr. LM Mokome, Tel No: (012) 337 1965/1770


- **SALARY**: R299 709 per annum
- **CENTRE**: Unemployment Insurance Fund: Pretoria
DUTIES: Provide effective security practice and compliance. Ensure protection and safety documents, Communications systems and information. Administer vetting and security clearance applications guided by the State Security Agency (SSA) and its statutory bodies. Ensure the provision of physical security services, protection and safety of employees and UIF assets. Supervise resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES: Mr. TP Lebete, Tel No: (012) 337 1749/1745


SALARY: R299 709 per annum

CENTRE: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: A three (3) year tertiary qualification in Contact Centre Management/ Public Administration/ Public Management. Two (2) years functional/working experience in Call Centre Environment. Knowledge: Telephone Etiquette, Call Centre Processes, Operational Systems, Public Finance Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Public Service Regulations (PSR), Public Service Act (PSA)

Skills: Computer Literacy, Interpersonal, Communications, Listening, Customer Focused, Telephone etiquette, Problem Solving, Planning and Organising, Analytical, Report writing, Creativity

DUTIES: Evaluate the quality of the calls received and provide advice if Standard Operational Measures are met. Retrieve, analyse and provide systematic Call Centre reports. Maintain Call Centre systems. Maintain the Call Centre equipment.

ENQUIRIES: Mr. JN Mthembu, Tel No: (012) 337 1189/1730
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: Online applications can be submitted on https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx.

CLOSING DATE: 20 July 2018 at 16:00

NOTE: DRDLR has a dual applications system where applicants can apply online via the e-Recruitment System or manually submit a Z83 obtainable from any Public Service department that should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. 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/attach those course certificates applicable to the post that you apply for. Failure to submit the requested documents may result in your application not being considered. If you manually apply for more than one post in the DRDLR, please submit a separate manual application form for each post. 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 27/27: GISC TECHNOLOGIST (REF NO: 3/2/1/2018/232)
Chief Directorate: National Geospatial Information

SALARY: R344 271 per annum (Salary in accordance with the OSD for Engineers, post registration relevant experience may be considered for a higher commencing notch)

CENTRE: Western Cape (Mowbray)

REQUIREMENTS: B. degree (NQF 7) in Geospatial Information Science or Cartography, 3 years post-qualification in technical (GISc/cartography) experience. Compulsory registration with SA Geomatics Council as a GISc Technologist. Job related knowledge: Programme and project management; GISc operational communication; Mobile equipment; Legal and operational compliance; Process knowledge and skills; Maintenance skills and knowledge; Geo-Database design and analysis knowledge; Creating high performance organizational culture; Technical consulting; GISc design and analysis knowledge; Research and development; Computer-aided survey applications; Geospatial analysis; Geospatial mapping; Web-based services; Metadata and data quality. Job related skills: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Communication; Computer literacy; People management; Planning and organizing; Conflict management; Negotiation; Change management; Report writing; Literacy; Understanding geo-spatial data and computer graphics environment; Interpersonal relations; Time management; Supervisory; Analytical; Facilitation; Resource planning; Team management; Ability to perform and apply quality control checks; Ability to work in a high production environment. A valid driver’s license (code 08).
**DUTIES**: Perform technical functions. Collect and capture of data from various formats and sources. Design and implement a spatial database to store the required datasets. Data manipulation and analysis including quality assurance. Creation and maintenance of spatial data topology and attributes, format manipulation. Apply geo-referencing, datum and projection transformations. Providing technical support relating to software and data usage to geographic information system (GISc) users. Verify spatial data and compile report as required. Design, develop and create geo-databases, maps and other related project. Supervise capture and publish metadata records. Promote and participate in stakeholder relations. Maintain GISc unit effectiveness. Develop Geographical Information Science (GISc) spatial information tools within organization process. Provide access to Spatial Information and Geographic Information Services to all clients in the Department. Train end users on skills regarding to GISc at all times. Ensure interoperability between systems to maximize efficiency. Publish data into a web based GISc system to provide Geographical Information through the internet. Ensure easy access to spatial information at all times. Document GISc processes. Render effective and efficient governance. Allocate, control, monitor and report on all resources. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Undertake GIS Implementation. Undertake system audit. Undertake requirements analysis. Undertake cost benefit analysis. Develop process model and workflows diagram; Implement GIS standards. Draft Terms of Reference for GIS projects. Undertake research. Research, investigate and advice on new GIS technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods/technologies for solving spatial data problems. Research and implement new GIS standards.

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

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

**POST 27/28**: SENIOR SUPPLY CHAIN PRACTITIONER (REF NO: 3/2/1/2018/233)
Directorate: Financial and Supply Chain Management Services

**SALARY**: R299 709 per annum (Level 08)

**CENTRE**: Western Cape (Cape Town)

**REQUIREMENTS**: National Diploma in Financial Management/Logistics/Purchasing Management/Supply Chain Management/Public Administration. 2 years' experience in procurement administration/acquisition management/provisioning administration. 2 years supervisory experience will be an added advantage. Job related knowledge: Good knowledge and experience of supply chain management with emphasis on procurement administration, and government and CIDB procurement policies; Transversal contracts and the PFMA, treasury regulations and relevant prescripts; LOGIS, ACCPAC and BAS transversal systems will be an added advantage. Job related skills: Computer literacy (Microsoft office); Good verbal and written communication; Be able to work under pressure and independently; Interpersonal relations; Analytical. A valid driver’s license (code 08) and being able to drive.

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

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

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

POST 27/29: PRINCIPAL CADASTRAL OFFICER (REF NO: 3/2/1/2018/234)
Office of the Surveyor General

SALARY: R299 709 per annum (Level 08)
CENTRE: Free State (Bloemfontein)

REQUIREMENTS: Survey Officer Certificate/National Certificate in Geomatics. 2 years relevant cadastral survey and GIS experience. Job related knowledge: Geographical information systems software and fundamentals; Surveyor General’s office procedures and processes; Cadastral surveys. Job related skills: Analysing; Report writing; Interpersonal relations; Communication. A valid driver’s license (code 08) will be an advantage.


APPLICATIONS: Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building, 2nd Floor, Bloemfontein, 9301.

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

POST 27/30: HUMAN RESOURCE OFFICER (SERVICE BENEFITS) (REF NO: 3/2/1/2018/235)
Directorate: Human Resource Management

SALARY: R163 563 per annum (Level 05)
CENTRE: Pretoria

REQUIREMENTS: Grade 12/Senior Certificate. Job related knowledge: Clerical duties, practices as well as the ability to capture data, and operate a computer; Understanding of the legislative framework governing the Public Service; Understanding the importance of document management as well as filing of documents; Understanding the work in Human Resource Benefits. Job related skills: Planning and organising; Computer literacy; Good verbal and written communication; Interpersonal relations. Working under pressure. Meeting deadlines. Ability to work in busy
working environment. Capturing of bulk leave forms and service termination applications.

**DUTIES**

Implement housing allowances. Ensure effective management of housing allowances for owners and rentals at all times. Ensure effective management on withdrawals of GEHS: ILSF. Ensure effective management on withdrawals of enrolment with GEHS. Provide technical advice on Housing allowances at all times (Home owners; Rentals; Withdrawals of GEHS: ILSF and Enrolment with GEHS). Address housing allowances (Home owners; Rentals; Withdrawals of GEHS: ILSF and Enrolment with GEHS) enquires. Implement overtime, Injury on duty, service bonus, structuring of package and medical aid benefits. Ensure effective management of overtime, injury on duty, service bonus, structuring of package and medical aid benefits at all times. Provide technical advice on overtime, injury on duty, service bonus, structuring of package and medical aid benefits at all times. Address overtime, injury on duty and service bonus, structuring of package and medical aid enquires. Implement acting allowances. Ensure effective management of acting allowances benefits at all times. Provide technical advice on acting allowances benefits at all times. Address acting allowances benefits enquires. Audit compliance on human resources benefits. Assist with the monitoring of service benefits in the Department. Audit compliance on service benefits when changes occur.

**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 African and Indian females and Persons with disabilities are encouraged to apply.
## Applications

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

## Closing Date

20 July 2018

## Note

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

## Management Echelon

### Post 27/31

**Director: Legal Support & Enforcement**  
Ref No: CRD/NLA 018

**Overview:** To provide leadership and management to liquor industries.

**Salary**

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

**Centre**

Pretoria

**Requirements**

Mandatory requirements: An undergraduate qualification (NQF Level 7) in Law / Economics. 5 years’ experience at a middle/senior managerial level in the private or public sector in a Law / Economics environment. Key requirements: Experience in policy development and implementation. Experience in monitoring compliance and enforcement. Experience in stakeholder management, project management, financial management, people management and change management. Knowledge of Public Service Regulation, Public Service Act and PFMA. Strategic capability and leadership skills. EB driver’s licence.

**Duties**

Manage the process of developing and implementing legal services and enforcement policies and strategies. Reduce regulatory compliance costs by improving the regulation of the liquor industry. Provision of legal services and litigation support to the NLA. Manage the consolidation of recommendation for the amendment of the Liquor Regulations. Compliant resolutions – Development of the compliant regulations procedure and turnaround times. Ensure that compliant resolutions are analyzed and allocated to inspectors. Stakeholder management – Create platforms for continuous engagements with key stakeholders, including divisions within the dti, other government departments and tiers of government, key SOEs, organized business and labour. Represent the department in all forums and focus groups addressing the sector challenges. Monitoring compliance and enforcement – Manage the review of policies and methodologies and benchmark against international best practices. Provide support with the implementation of programmes. Direct and management of the directorate – Manage strategic planning for the directorate, including budgets and human resource. Provide directorate’s inputs for the MTSF, MTEF and Budget Adjustment Estimates. Provide inputs into IPAP reporting structures, departmental reporting structures (including ENE reporting, Annual reports and MTSF).

**Enquiries**

Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.
NOTE: In terms of the dti's EE requirements, preference will be given to Coloured and White candidates as well as African and Indian male candidates. Please note that this is a re-advertisement and people who applied before may apply.

OTHER POSTS

POST 27/32: DEPUTY DIRECTOR: COMPETITIVENESS INVESTMENT CLUSTER (CIC) REF NO: IDAD/M & E 006
Overview: To plan, implement and manage incentives monitoring and evaluation frameworks. To provide thought leadership on the qualitative and quantitative aspects of the monitoring and evaluation framework and to ensure that useful results are delivered and presented so that incentives can be improved to achieve the intended impact.

SALARY: All-inclusive remuneration package of R826 053 per annum, Level 12
CENTRE: Pretoria
REQUIREMENTS: Mandatory requirements: A three-year National Diploma/B Degree in Economics and/or Financial studies, or equivalent qualification. 3-5 years' relevant managerial experience in areas of investment, development finance and monitoring and evaluation. Key requirements: Experience in quantitative modelling and research, and monitoring & evaluation. Experience in monitoring and evaluation report writing. Experience in research and data analysis. Experience in Project management and Stakeholder management. Presentation skills and Analytical skills. Communication skills (Verbal and written). Coaching skills. Proficient in Ms Packages.
DUTIES: Research and Analysis: Develop Indicators for incentive programmes in MCI. Develop Performance Monitoring Plans for incentive programmes in MCI. Compile and analyse monthly, quarterly and annual data of incentive programmes in MCI. Compile and produce monthly, quarterly and annual monitoring reports for incentive programmes in MCI. Conduct macro-economic simulations and analysis of the impact of incentive programmes in MCI. Conduct of cost benefit analysis of incentive programmes in MCI. Develop study proposals for monitoring and evaluation studies. Develop Terms of Reference for monitoring and evaluation studies and facilitate the procurement process thereof. Lead and manage all projects including evaluation studies outsourced to consultants and reports thereof. Lead and manage monitoring site visits. Stakeholder Management: Prepare briefing documents/memos in response to ad-hoc queries from Parliament, Portfolio Committee on Trade and Industry and any other Stakeholders. Develop and maintain credible and reliable database for incentive performance for stakeholders when it’s requested. Initiate and maintain the working relations between key stakeholders including incentive administration. Ensures that database for stakeholders is regularly updated and maintained. Coordinate all administrative functions of the unit: Provide inputs on divisional budget and operational plans and reports thereof. Compile progress reports on a monthly basis on the projects with regard to timelines and budgets. Provide inputs into the strategic direction of the unit and other departmental documents. Provide guidance and supervision to Assistant Directors in the cluster.
ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.
NOTE: In terms of the dti's EE requirements, preference will be given to Coloured candidates, Indian females, White males and people with disabilities will be preferred.

POST 27/33: ASSISTANT DIRECTOR: ICT PROCUREMENT & SUPPLIER MANAGEMENT REF NO: GSSSD/CIO 005
Overview: To provide procurement services, ICT asset management, and supplier management within the Office of the Chief Information Officer.

SALARY: Commencing salary of R356 289 per annum, excluding benefits, Level 09
CENTRE: Pretoria
REQUIREMENTS: Mandatory requirements: A three - year National Diploma / B Degree in Business Management and/or Financial Management. 3-5 years' relevant experience in

**DUTIES:**


**ENQUIRIES:**

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

**NOTE:**

In terms of the dti’s EE requirements, preference will be given to Coloured female and White male candidates as well as people with disabilities.
DEPARTMENT OF TRADITIONAL AFFAIRS

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: 10 August 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.

MANAGEMENT ECHELON

POST 27/34: DIRECTOR: COMMUNICATIONS: MEDIA LIASON REF NO: 2018/03

SALARY: An all-inclusive remuneration package of R948 174 per annum (Level 13) (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor's Degree or equivalent qualification (NQF level 7) in Communications/Public Relations/Marketing plus 5 years experience at middle/senior management level. Relevant experience in communications. A valid driver's licence. Core competencies: Strategic capacity and leadership, people management and empowerment, programme and project management, change management and Financial Management. Technical competencies: Government communication and Information System. Corporate and development communications. Develop communication ICTs. Process competencies: Knowledge management. Service delivery innovation, Problem solving and analysis, Client orientation, customer focus and communication.

DUTIES: The successful candidate will perform the following duties: Develop and manage the communication and media liaison policy and strategy. Develop, implement and monitor liaison strategies, plans and programmes. Provide media liaison services for the Department in order to promote traditional leadership. Coordinate media campaigns aimed at profiling Departmental programmes and projects. Contribute information and content in the production of Departmental internal and external platforms. Support the DTA and the National House of Traditional Leaders. Establish, manage and coordinate relations with relevant stakeholders. Attend and follow up on decisions taken at meetings between the Department and external stakeholders. Management of staff.
ENQUIRIES : Ms R.S Mogaladi Tel No: (012) 334 4972

OTHER POST

POST 27/35 : ADMINISTRATIVE ASSISTANT REF NO: 2018/04
National House of Traditional Leaders
(12 Months contract post)

SALARY : R196 407 per annum

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 Certificate. Sound experience of the institution of traditional leadership and the operations of the National House of traditional leaders. Generic Competencies: Client orientation and customer focus, communication, honesty and integrity. Technical Competencies: Office management and administration, secretarial functions and office administrative systems.

DUTIES : The successful candidate will perform the following duties: Develop and manage an efficient filing system and flow of documents in the unit. Receive and distribute documents. Record documents in the appropriate registers. File and manage the paperwork of the unit. Establish effective document tracking systems. Provide secretarial support services: Co-ordinate and prepare documentation for meetings/workshops. Compile minutes/reports. Draft memoranda and any other correspondence. Manage the program of the committees: Provide administrative support services: Arrange logistics and related activities for travel, meetings, workshops and conferences. Manage the telephone and communication systems in the office. Purchase and order stationery and equipment. Manage inventory and equipment within the unit. Make copies, fax and email documents as required, travel with the committee as and when required, conduct research as required by the committee.

ENQUIRIES : Mr S Khandlela, Tel No: (012) 336 5855
FOR ATTENTION : Ms L Motlhala
CLOSING DATE : 20 July 2018
DEPARTMENT OF TRANSPORT

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

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

CLOSING DATE:
23 July 2018

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

OTHER POSTS

POST 27/36:
ASSISTANT DIRECTOR: TRANSPORT STATISTICS (REF NO: DOT/HRM/45)
(Branch: Integrated Transport Planning)
(Chief Directorate: Modelling and Economic Analysis)
(Directorate: Statistical Analysis)
(Sub-Directorate: Transport Statistics)

SALARY:
R444 693 per annum. (Level 10)

CENTRE:
Pretoria

REQUIREMENTS:
A Bachelor’s Degree in Statistics or Mathematics. At least three to four (3-4) years’ relevant experience in the transport sector which coupled with exposure to data collection and analysis. Note: The following will serve as strong recommendations: Statistical and research methods. Broad understanding of statistical systems. Practical knowledge of statistical analysis. Experience in analyzing survey data. Intermediate working knowledge and experience in spreadsheets, Excel in particular, and statistical software packages such as SAS and SPSS. Experience and knowledge of survey questionnaire design and statistical methodology. Database development skills. Knowledge of Government policies and processes. Programme and project management experience. Proven good organizational skills and experience. Good written and verbal communication skills. Excellent interpersonal skills. Willingness to travel and work irregular hours.

DUTIES:
The incumbent will be responsible to: Offer a statistical service by collecting primary and secondary data on passenger, freight and related sectors for all modes of transport. Provide statistics in the form of monthly, quarterly and annual statistical bulletins. Identify, compile, analyze and publish strategic transport statistics. Develop data collection programmes. Provide assistance in the organization and coordination of meeting, workshops, conferences and seminars relating to data collection programmes and results in the transport sector. Develop a comprehensive and accessible database on transport statistics. Perform tasks that may be assigned from time to time as necessary. Participate in multi-disciplinary teams and functions.

ENQUIRIES:
Mr H Mlotsa, Tel No: (012) 309-3190
POST 27/37 : SENIOR STATE ACCOUNTANT: INTERNAL CONTROL AND COMPLIANCE
(REF NO: DOT/HRM/46)
(Branch: Administration (Chief Financial Officer)
(Chief Directorate: Budget and Compliance)
(Directorate: Internal Control and Compliance)

SALARY : R299 709 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : A recognised NQF Level 6/7 qualification in Accounting or Finance with two (2) years relevant working experience. Note the following key competencies and attributes are essential: Knowledge of the PFMA and Treasury Regulations; Knowledge of Internal Control framework; Knowledge of Internal Control framework; Knowledge of BAS; Communication skills (verbal and written); Good computer skills (Microsoft Word, Excel and PowerPoint); Analytical skills, Planning and organizing skills; Project Management.

DUTIES : The incumbent will be responsible to: Assist in review of financial policies and procedures; Perform internal checking process in line with policies and procedures; Assist in preparation of report on payment batches reviewed; Distribution of internal and external audit queries; Assist in conducting compliance review with PFMA and Treasury Regulations and other relevant prescripts; Coordination of Loss Control Committee meetings; Assist in the process for safekeeping of payment batches; Render general office administration.

ENQUIRIES : Ms A Ngombane; Tel No: (012) 309 3869
ANNEXURE K

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 Li Mable

Bellville, George and Worcester: Please forward your applications quoting the relevant reference number to the Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blaekenberg Road, and Bellville. For attention: Ms K Melelo

Eastern Cape Region: Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X7485, King William’s Town, 5600 or hand deliver at No. 2 Hargreaves Avenue, King William’s Town. For Attention: Ms T Solwandle

Gouritz River / Villerdorp (Theewaterkloop Dam): Please forward your applications: 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 Ms N Ngele

CLOSING DATE:

20 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.

ERRATUM: Kindly note that the post of Administration Clerk with Ref No: 060718/35 advertised in vacancy circular 25 dated 22 June 2018, the duties has been amended. The correct duties read as follows: Render clerical support services, record, organise, store and capture and retrieve correspondence and data. Update registers and statistics. Make photocopies and receive or send fascimiles. Distribute documents/packages to various stake holders. Keep and maintain the filling system for the component. Keep and maintain the coming and outgoing documents register of the component. Provide supply chain management support within the component. To do any other related duties. And also the closing date has been extended to the 20 July 2018.

MANAGEMENT ECHELON

POST 27/38:

DIRECTOR: INSTITUTIONAL ESTABLISHMENT REF NO: 200718/01
Branch: Operational Integration: Western Cape
Directorate: Institutional Management

SALARY:

R948 174 per annum (all Inclusive package), (Level 13)

CENTRE:

Bellville
REQUIREMENTS : A Bachelor of Science Degree or Business Management (NQF 7). Five (5) to ten (10) years relevant experience in the Water Resource Management environment of which five (5) years should be at middle or senior management level. Knowledge and experience of the water sector and water related legislation including relevant policies preferably in Integrated Water Resource Management. Knowledge and experience of business management principles. Knowledge of Public Service Act and Regulations. Knowledge and experience of strategic planning, resource allocation and Human Resources. Problem solving and analytical skills. Appropriate experience in the establishment and management of Water Management Institutions. Ability to develop policies and strategies in terms of key performance areas in the Region. Good understanding of Integrated Water Resource Management and water use efficiency. Proven managerial and leadership abilities. Ability to interact at a high level both nationally and internationally. Excellent communication (verbal and written) skills. Good financial management skills, negotiation skills problem solving skills, interpersonal and decision-making skills. Knowledge of project and programme management. A valid driver’s licence (certified copy must be attached).


ENQUIRIES : Ms L Peter, Tel No: 021 941 6207
APPLICATIONS : For purposes of response handling, kindly forward applications for this post to Centre: Head Office (Pretoria) 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.

OTHER POSTS
POST 27/39 : DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 200718/02
Branch: Operational Intergration: Western Cape
SD: Financial Management: WTE
SALARY : R697 011 per annum (all inclusive package), (Level 11)
CENTRE : Bellville
REQUIREMENTS : A National Diploma or Degree in Financial Administration. Three (3) to five (5) years management experience in Public Financial Administration. Working experience on SAP and Persal. Knowledge and experience of Assets management, Supply Chain Management, Expenditure Management and Revenue Management. Practical knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and all applicable legislation, policies, practices and procedures. Practical knowledge and understanding of Public Service Anti-corruption Strategy and fraud prevention measures. Knowledge of affirmative action guidelines and laws. Knowledge and understanding of principles and practices pertinent to Financial Accounting. Practical knowledge and understanding of Standard Chart of Accounts (SCOA). Be computer literate and have sound knowledge of Microsoft Office. Ability to write reports and submissions. Ability to compile presentations and excellent presentation skills. Excellent problem solving and analytical skills. People and
diversity management. Client orientation and customer focus. Excellent verbal and written communication skills. A valid Driver’s License is required (certified copy must be attached).

**DUTIES**

Manage accounts receivable and revenue collection. Manage payments - supply chain and assets management services. Manage integrated budget planning and expenditure. Provide financial system support and reporting. Monitor and revise steps to recover debt. Manage resources (human, financial, equipment/assets). Monitor and advise on budget and expenditure for the Directorate. Analysis of Trial Balance information (e.g. suspense accounts, loans accounts, asset accounts, identify problematic accounts). Analyse annual financial statements. Monitor policy implementation. Evaluate strategic plans. Evaluate business plans and budget. Provide professional expertise according to the financial requirements in Head Office and Regions. Provide annual and interim financial statements. Analysis of audit reports. Attend to management instructions and requests. Establish and maintain strong relationships with key stakeholders internally and externally. Build financial capacity, transfer of knowledge/skills and empower financial staff on policies, procedure guides and training i.e. formal and informal. Develop and implement a financial inspection plan to address high risk areas.

**ENQUIRIES**

Mr. MJ Murovhi, Tel No: 021 941 6237

**POST 27/40**

CONTROL ENGINEERING TECHNICIAN CIVIL GRADE A REF NO: 200718/03

Branch: Operational Integration: Western Cape
DIV: Data Management

**SALARY**

R422 139 per annum, (OSD)

**CENTRE**

George

**REQUIREMENTS**

A National Diploma in Engineering or relevant qualification. Six (6) years post qualification technical Engineering experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician (attach proof of registration). A valid driver’s license (certified copy must be attached). Good computer literacy and computer programming skills. Good communication skills (verbal and written) and negotiation skills. Experience in project management. Technical design and analysis knowledge. Knowledge of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing and technical consulting skills. Problem solving, analysis, decision making and team work skills. Creativity, financial management, customer focus and responsiveness skills. Good planning, organising and people management.

**DUTIES**

Manage and Co-ordinate an effective data collection component within the Gouritz Water Management Area. Manage and Co-ordinate an effective calibration component within the Gouritz Water Management Area. Manage technical services and support in conjunction with engineers, technologists and associates in the field. Ensure compliance with regard to Occupational Health and Safety Act (OHS) in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorise/make recommendations for approval by the relevant authority. Manage budgeting processes, cash flow projections and expenditure management. Compile and submit budgetary reports as and when required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation, maintenance and integrity of all databases including but not limited to the Hydstra database. Manage personnel and assets. Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on engineering-related matters. Travel extensively as and when required.

**ENQUIRIES**

Ms Z Bila-Mupariwa, Tel No: 021-941 6089
POST 27/41: ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 200718/04
Branch: Corporate Management
DIR: Human Resource Management

SALARY: R356 289 per annum, (Level 09)
CENTRE: Head Office, Pretoria
REQUIREMENTS: A National Diploma or Degree in Public Administration or relevant qualification. 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 organizational skills.

DUTIES: Render support pertaining to logistical arrangements in the Component. Prepare for HR Management meetings. Minute taking at HR Management meetings. Arrange transport and accommodation for officials. Monitor expenditure in the Chief Directorate. Manage incoming and outgoing correspondence i.e. maintain document flow in the Chief Director’s office. Manage workflow within the unit. Establish and maintain a records management system. Monitor the budget in the unit. Assisting the Deputy Director: Strategic Support in compiling reports and other related documents.

ENQUIRIES: Ms T. Maliha, Tel No: 012-336 7198

POST 27/42: SENIOR STATE ACCOUNTANT REF NO: 200718/05
Branch: Operational Integration: Western Cape
DIV: Financial Accounting

SALARY: R299 709 per annum, (Level 08)
CENTRE: Bellville
REQUIREMENTS: A National Diploma or Degree in Financial Management or relevant qualification. Two (2) to three (3) years’ experience in Financial Management. Working experience on government financial systems (BAS, Logis and Persal). Knowledge of the PFMA, Treasury Regulations, DORA and HRM policies. Computer literacy is essential which is inclusive of Advanced MS Excel. Experience in accounts payable and receivable as well as the review of aging accounts. Strong analytical and problem solving skills. Supervisory skills. Ability to clearly and firmly enforce departmental deadlines. Ability to perform scheduled tasks with minimal supervision. Interpersonal and organizing skills. Good mathematical and number expertise. Ability to work long hours and under pressure. Problem solving skills. Strong sense of responsibility and ability to work independently and in a team. A valid driver’s licence (certified copy must be attached).

DUTIES: Ensure compliance with management of invoices. Manage creditors by ensuring major accounts are reconciled with supplier statements. Monitor compliance with 30 day payments, administration of payroll management, authorise BAS, LOGIS and PERSAL payments and journals. Monitoring of petty cash and Revenue (weekly and monthly). Supervise banking and cash management. Overseign safeguarding of state monies. Ensure proper document control pertinent to financial documents. Compliance with monthly reporting on payables/accruals, 30 day reports, creditor reconciliation reports, petty cash reconciliation and suspense account reconciliation. Supervision of team members.

ENQUIRIES: Ms S. Kapela, Tel No: 021 941 6318

POST 27/43: SENIOR COMMUNITY DEVELOPMENT OFFICER: SECTOR COLLABORATION (IGR) REF NO: 200718/06
Branch: Operational Integration: Western Cape
Sub-Directorate: Sector Collaboration

SALARY: R299 709 per annum, (Level 08)
CENTRE: Bellville
REQUIREMENTS: A National Diploma or Degree in Human Sciences. Three (3) to five (5) years relevant experience. Knowledge and experience in strategic and operational plan

ENQUIRIES

Mr N Phillip Tel No: 021 941 6145

POST 27/44: ARTISAN FOREMAN CIVIL GRADE A REF NO: 200718/07
Branch: Operational Integration: Western Cape

SALARY: R286 500 per annum, (OSD)

CENTRE: Worcester

REQUIREMENTS: An appropriate Trade Test Certificate (certified copy must be attached). Five (5) years post qualification experience as an Artisan. A valid driver’s license (A certified copy must be attached). A minimum of five (5) years’ experience in staff supervision will serve as a recommendation. Good computer literacy in MS Word, Excel and Outlook. Must be prepared to work away from the office and camp in the field for long periods of time. Good communication skills, both verbal and written. Ability to work in a team.

DUTIES: Supervise and quality assure hydrological gauging stations. Inspect electronic equipment and facilities for technical faults. Repair equipment where necessary and facilities according to standards. Supervise maintenance at gauging stations as well as the upstream of pools. Supervise small to medium construction jobs when and where necessary. Service sites and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Update register of maintained and repaired faults. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Planning of resources. Schedule work, small construction works and general maintenance on canals, weirs and dams. Clean and maintain gauging station pools and access roads. Ensure compliance with the Occupational Health and Safety Act of 1993. People management and administration.

ENQUIRIES: Mr C. Botma, Tel No: 023 342 6271
POST 27/45: SENIOR SUPPLY CHAIN PRACTITIONER (CONTRACT MANAGEMENT) REF NO: 200718/08

Branch: Finance (WTE)

SALARY: R299 709 per annum, (Level 08)

CENTRE: Head Office Pretoria

REQUIREMENTS: A National Diploma/ Degree in Supply Chain Management / Logistics / Purchasing Management or relevant qualification. Three (3) to five (5) experience in Supply Chain Management. Knowledge of policies relating to Supply Chain Management and Systems, Public Finance Management Act (PFMA), National Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Government SCM Framework. SAP system knowledge will be an advantage. Interpersonal skills, good communication skills (verbal and written). Excellent planning, organizing and people management skills. Good computer literacy skills.


ENQUIRIES: Ms S Sajini Tel No: 012 336 8916 / Mr S Mahapa, Tel No: 012 336 8017

POST 27/46: PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: 200718/09

Branch: Finance

SALARY: R242 475 per annum, (Level 07)

CENTRE: Head Office, Pretoria

REQUIREMENTS: A National Diploma or Degree in Economics / Business Economics / Financial Management Accounting. One (1) year experience in Asset Management. Treasury Regulation and other relevant legislation. Knowledge of PFMA, BAS and LOGIS, Ms Office suite preferably Excel. Good client orientation and customer focus 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. Good interpersonal relations and communication skills.

DUTIES: Assist with performing monthly asset reconciliation for both assets and finance lease and reconcile Bas with Asset register on monthly basis. Assist with the updating of the asset register (Historic and Additions), movement of assets, updating inventory lists, updating disposal database and loss register. Bar-coding of assets and Perform quarterly asset count. Conduct Bi-annual physical asset verification of movable, finance lease asset Quality assurance of asset management processes.

ENQUIRIES: Ms GM Makapane, Tel No: 012 336 8844

POST 27/47: REGISTRY CLERK REF NO: 200718/10

Branch: Operational Integration: Western Cape
DIV: Auxiliary Services

SALARY: R163 563per annum, (Level 05)

CENTRE: Bellville

REQUIREMENTS: A Senior Certificate. Knowledge of Registry Procedures, processes, applicable prescripts and Acts. Knowledge of file management. Basic computer literacy skills. Knowledge of filing, registered mail, priority mail and the sorting of mail. Problem solving, analysis, client orientation and customer focus skills. Good communication skills. Accountability and ethical conduct skills. Good interpersonal skills.

DUTIES: Efficient running of the registry office. Open post and parcels. Accurate filing of all correspondences on a daily basis. Open and close files. Assist with the execution of functions attached to the registry office. Maintain a register of documents
received and delivered. Receiving and dispatching of courier items. Ensure that there is no backlog on documents to be filed. Ensure that there is no file that leaves registry without being recorded. Issue and collect files from officials. Replace file covers and ensure that registry is efficient and effective. Deal with all registry related queries on a daily basis, in accordance with Batho Pele Principles.

ENQUIRIES
: Ms Z Matiso, Tel No: 021 941 6098

POST 27/48
: ADMINISTRATION CLERK: WARMES REF NO: 200718/11
Branch: Operational Integration: Western Cape
Sub-Directorate: Water Use License Authorisation

SALARY
: R163 563 per annum, (Level 05)

CENTRE
: Bellville

REQUIREMENTS

DUTIES
: Implement administrative procedures for the component. Implement policies. Implement action plan for the section. Adhere to the financial procedures in the section. Compile monthly reports. Advise management on good administrative practices. Provide feedback on identified administrative gaps. Serve as the main interface between the clients and other functions in the national water use registration process including the handling of enquiries from clients. Handle all aspects relating to the filing and retrieval of water use files. General office administration.

ENQUIRIES
: Ms H Khoza Tel No: 021- 941 6083

POST 27/49
: ADMINISTRATION CLERK REF NO: 200718/12
Branch: Operational Integration: Western Cape
DIV: Water Quality Related Water Use Management

SALARY
: R163 563 per annum, (Level 05)

CENTRE
: Bellville

REQUIREMENTS
: Grade 12 certificate. Be computer literate and have sound knowledge of Microsoft Office. Knowledge of administrative functions, practices as well as the ability to capture data, operate a computer and collate administrative statistics. Basic knowledge of Human Resource prescripts, basic financial management. 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. Client orientation and customer focus. Good verbal and written communication skills.

DUTIES
: Implement administrative procedures for the component. Implement policies. Implement action plan for the section and adhere to the financial procedures. Compile section monthly report assist management on good administrative practices. Provide feedback to identified administrative gaps. Update registers and statistics. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Keep and maintain the coming and outgoing document register of the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation for the section. Coordinate section meeting with clients. Support the catchment manager with the coordination of the sections projects. General office administration.

ENQUIRIES
: Ms T Torch, Tel No: 021 941 6236
<table>
<thead>
<tr>
<th>POST 27/50</th>
<th>ACCOUNTING CLERK REF NO: 200718/13</th>
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<td>Branch: Operational Integration: Western Cape</td>
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<tr>
<td>DIV: Financial Accounting (Main Account)</td>
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**SALARY**: R163 563 per annum (Level 05)

**CENTRE**: Bellville

**REQUIREMENTS**: Grade 12 certificate. Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS). Knowledge Management. Problem solving and analysis. Client orientation and customer focus. Good communication skills. Be computer literate. Accountability and ethical conduct.

**DUTIES**: Receive invoices and record on invoice register, check and capture transactions on Persal; Check and capture Sundry Payments, receipts, Journals on BAS. Request reports on Persal and BAS. Monitor outstanding Subsistence and Travel advances. Be responsible for cashier functions. Safekeeping of cash and checking of Petty cash issued. Replenish Petty Cash when required. Be responsible for Payroll administration. Distribution of salary and supplementary payslips to officials, update registers, compile sundry payments for big creditors; assist with clearing and monthly reporting of suspense accounts. Ensure monthly statements for creditors are reconciled. Compile monthly reports.

**ENQUIRIES**: Ms S Kapela Tel No: 021 941 6318

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<tr>
<th>POST 27/51</th>
<th>WATER CONTROL AID REF NO: 200718/14</th>
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<td>Branch: NWRI Southern Operations</td>
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**SALARY**: R136 800 per annum (Level 04)

**CENTRE**: Gouritz River

**REQUIREMENTS**: A Grade 12 Certificate or equivalent ABET Certificate. Relevant work experience will be an added advantage. The ideal candidate should not be afraid of heights and confined spaces. Knowledge in Occupational Health and Safety, Public Administration, Flood Controlling and in supporting water utilization and water resource strategy. Basic understanding of Government legislation.

**DUTIES**: Opening and closing of sluices according to schedule indicated on order form. Do routine maintenance, clear water plants, grass and algae in canals and remove sand and stones on water canals. Water will be distributed to water users according to approved application. Maintain gauge blade clean. Ensure new feeder charts be affixed to the notice board at the prescribed times and the old feeder charts be removed. Report holes and stagnant water on the embankment. Monitor the canal daily for obstructions. Ensure that sluice numbers are clearly painted. Keep grids clean and repair minor wash outs.

**ENQUIRIES**: Mr JJ Raats, Tel No: 023 348 5600

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<tr>
<th>POST 27/52</th>
<th>TRADESMAN AID III REF NO: 200718/15</th>
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<td>Branch: Operational Integration Eastern Cape</td>
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**SALARY**: R115 437 per annum, (Level 03)

**CENTRE**: Eastern Cape: Mthatha

**REQUIREMENTS**: Applicants must be in possession of an Abet certificate (Ability to read and write). One (1) to two (2) years relevant experience in Drilling Services. Willingness to travel. Good Interpersonal skills. Must be prepared to work away from the office and camp in the field for long periods of time. Able to work under pressure and independently. Basic knowledge in maintenance of structures and managing the water distribution for all Government Waterworks within the Area Office’s jurisdiction. Basic disciplinary knowledge in Occupational Health and Safety. Basic disciplinary knowledge in Public Administration. Basic knowledge in supporting water utilization and water resource strategy. Basic knowledge of flood controlling. Basic understanding of government legislation. Knowledge of administration in relation to the correct completion of forms.
**DUTIES**: Maintenance of hydrological gauging sites, power tools and equipment at dam sites and workshop. Do maintenance in the Departmental offices including construction of survey services structures (gauging stations). Assist with the maintenance at hydrology offices. Adhere to all occupational Health and Safety regulations and ensure that protective equipment is used appropriately. Safe keeping of power tools, equipment and property. Do routine maintenance of power tools and equipment. Do maintenance and construction at hydrological gauging sites. Clean the working area. Attend to all problems on gauging site and in the workshop. Maintain departmental houses. Cut grasses around gauging stations. Paint gauging stations regularly. Keep inlet hole to measuring box open. Look for cracks in measuring structures and report defects. Paint a mark above gauge plate. Do maintenance of hydrological gauging structures. Keep structures and their surroundings clean. Keep embankments in good condition. Holes on embankments must be reported. Stagnant water on the embankments must be reported. Ensure that Occupational Health and Safety is maintained. Keep grids clean. Clean the area around the recorder hut and cabinet. Ensure that recorder hut and cabinet are locked. Repair minor wash outs. Keep equipment in the stores safe. Keep grids clean. Keep the store rooms locked always. Repair equipment when necessary. Update administration records. Fill in the necessary information on records daily. Keep register up to date.

**ENQUIRIES**: Mr H Botha, Tel No: 043 701 0376

**POST 27/53**: GENERAL WORKER REF NO: 200718/16
Branch: NWRI Southern Operations

**SALARY**: R90 549 per annum (Level 02)

**CENTRE**: Villierdorp (Theewaterkloop Dam)

**REQUIREMENTS**: Applicants must be in possession of an Abet certificate. Knowledge of gardening equipment and appliances. Knowledge of lawn care process. Knowledge of the pruning and trimming process and techniques. Willing to work shifts, overtime and perform standby duties including on weekends and public holidays.

**DUTIES**: The successful candidate will be responsible for cleaning and maintaining grounds and repair tools and structure such as building, fences using hand and power tools. Mix spray or spread fertilizers using hands or automatic sprayers or spreaders. Provide proper maintenance of sidewalks, driveways, parking lots, fountains, planters and other grounds features. Maintain existing grounds / gardens by caring for sod, plants and trees. Rake and mulch leaves irrigate plants and lawns. Sweep parking lots walkways, ground clean buildings by sweeping washing floors and cleaning windows.

**ENQUIRIES**: Mr J Raats 082 805 9838
THE PRESIDENCY

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

APPLICATIONS: The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings
FOR ATTENTION: Ms Kefilwe Maubane
CLOSING DATE: 20 July 2018
NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Short-listed candidates for SMS post will be required to undergo competency-based assessment and they will also be required to enter into a performance agreement and sign a financial disclosure annually. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POST

POST 27/54: CATERING MANAGER
Directorate: Accommodation & Households

SALARY: R356 289 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS: A senior Certificate plus an appropriate Bachelor’s degree/ National Diploma or equivalent qualification on NQF level 6 in Catering Management or related field in Culinary Studies. Minimum of three (3) years’ relevant experience working in a Hotel, boutique Guest House, Game Reserve or Up Market Restaurant environment. Must be a good communicator (both oral and writing), client orientated, and customer focused, honest, have integrity and be innovative and creative. Must be willing to work extended hours when necessary and working under pressure. Should be able to execute healthy, delicious and beautifully presented meals, in very short notice. Should have knowledge of Health and Safety within the Hospitality Industry. Candidate should be up to date with the latest food trends and be able to execute these menus. Should be able to teach, develop and inspire subordinates. Develop a focus on food and excellent service.

DUTIES: The successful candidate will be responsible for the co-ordination and execution of cooking and catering for functions i.e. Banquets, formal events. Responsible for all catering needs of the residence. Liaise with Household Manager, discuss menus and special arrangements and do planning of daily catering requirements at the residence with regard to functions and meetings of the Principals. Determine how food should be presented and create decorative food displays. Collaborate with staff to plan and develop recipes and menus, taking into account such factors as seasonal availability of ingredients and likely number of guests. Attend to Principals and guests personal preferences, dietary restrictions and requirements. Setting the standard for preparation of food and beverages and ensure that the general objectives of the household are achieved. Demonstrate new cooking techniques and equipment to staff. Managing and co-ordinating the preparation and service of food, beverages, setting up of tables and room or venue in accordance with standards and specifications (menu, type of function and preferences of the Principal). Contribute in overall event planning. Obtain guest lists and make logistical arrangements. Coordinate and monitor time lines and ensure deadlines are met. Establish, implement and maintain an acceptable catering standard and ensure a healthy environment. Conduct routine environment
analysis and spot checks. Practice self-hygiene to the highest standard. Ensure that all security regulations are followed and adhered to. Liaise, report and follow up all maintenance requests to the Department of Public Works relating to catering equipment and in Catering area. Responsible for supervision of subordinates, delegation of duties. Coordinating administration duties in respect of the Catering section, ensuring the unit adheres to Human Resources/Financial/Procurement policies and procedures. Coordinating planning, budgeting and purchasing of all items and ingredients needed for daily operation in the unit. Responsible to compile monthly catering expenditure reports. Assisting with managing of Household petty cash and accounting. Manage stores and track inventory and order new supplies when necessary. Supervise the Household catering personnel.

ENQUIRIES

: Mr J Human, Tel No: (012) 342 4000
**ANNEXURE M**

**PROVINCIAL ADMINISTRATION: EASTERN CAPE**  
**COORDINATE GOVERNANCE AND TRADITIONAL AFFAIRS**  

The department of Cooperative Governance is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

**APPLICATIONS**

The Head Of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered applications will be received at Foyer.

**FOR ATTENTION**

Ms S Shugu

**CLOSING DATE**

20 July 2018

**NOTE**

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

**OTHER POSTS**

**POST 27/55**

CHIEF ENGINEER GRADE A: MUNICIPAL INFRASTRUCTURE SERVICES  
**REF NO:** COGTA (01/07/2018)

**SALARY**

R991 281 – R1 133 427 commencing salary package R991 281 (OSD)

**CENTRE**

Bhisho

**REQUIREMENTS**

A recognised BSc degree or B Tech degree in Quantity Surveying or Civil Engineering, with (5) five years’ experience preferable in the local government sector/municipalities after attaining the degree. Registration as a professional Quantity Surveyor or Engineer or Technologist. Programme or Project Management courses will be added advantage. Knowledge of municipal infrastructure development programme would also be an added advantage, Computer literacy; presentation; communication; liaison; coordination; planning and organising skills are considered. Code EB driver’s license is compulsory.

**DUTIES**

Programme and Project manage the departmental allocations transferred to municipalities or allocations in-kind to municipalities. Evaluate projects Technical reports and Business Plans for approval by the MIG Provincial Programme manager. Appraise feasibility studies, preliminary and final Design reports for monitoring during implementation by the District Appraisal committee (DAC). Monitor whether the projects are implemented by municipalities or service providers in terms of engineering norms and standards. Monitor, evaluate and analyse municipal monthly financial and non-financial reports in line with the expected outcomes of the conditional grants. Analyse site visit reports to audit the physical progress against reported expenditure. Provide technical support to technically challenged municipalities, monitor the implementation of capacitation programmes, and professionalization of the technical units. Coordinate Inter - Governmental Relations between all spheres and tiers of government. Programme and project manage departmental funded electrification projects. Oversee that municipalities do comply as required by relevant pieces of legislation. Management
of subordinates by providing on the job support, guidance and coaching after assessing performance and taking the appropriate steps to resolve issues.

ENQUIRIES
Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE
Preference will be given to Coloured Males.

POST 27/56
CONTROL INDUSTRIAL TECHNICIAN GRADE A: MUNICIPAL INFRASTRUCTURE SERVICES REF NO: COGTA (02/ 07/ 2018) 2X POSTS

SALARY
R422 139 – R482 676 commencing salary package R422 139 (OSD)

CENTRE
Bhisho

REQUIREMENTS
National diploma (Civil engineering) or relevant qualification with three (3) years working experience preferable in the local government sector/ municipalities after attaining the diploma. Registration with ECSA as a candidate engineering technician and Programme or project management course will be an added advantage. A valid driver’s license. Computer literacy.

DUTIES
Facilitate appraisal feasibility studies, preliminary and final design reports for monitoring during implementation by the District Appraisal Committee (DAC). Monitor whether the projects are implemented by municipalities or service providers in terms of engineering norms and standards. Follow up on the MIG MIS submission of project registrations from municipalities to province and national. Facilitate the submission of project close out reports by municipalities for all completed MIG projects. Consolidate municipal monthly financial reports for submission to Provincial Programme Manager. Facilitate to validate and verify the physical progress against reported expenditure

ENQUIRIES
Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE
Preference will be given to African Males and African Females.

POST 27/57
CONTROL SURVEY TECHNICIAN: LAND SURVEY & CADAstral INFORMATION MANAGEMENT REF NO: COGTA (03/ 07/ 2018)

SALARY
R422 139 – R482 676 commencing salary package R422 139 (OSD)

CENTRE
Bhisho

REQUIREMENTS
An undergraduate qualification (NQF level 7) in Land Surveying or Geomatics recognised by South African Geometrics Council (SAGC). Registration as a Survey Technician with SAGC plus 4 years post registration experience. Competencies: knowledge of Local Government environment, and other relevant Land Survey and Land Use Legislation Management and development procedures. Have strong project management knowledge and experience. Have good financial management, interpersonal & self-leadership skills. Knowledge of Geographic Information System (GIS) will be an added advantage. Have valid driver’s licence.

DUTIES
Support Municipalities in monitoring the execution of Cadastral Surveys and Mapping Services. Assist in interpretation of Land Survey and Planning legislation and processes. Assist in the efficient execution of functions of the division, maintenance of discipline, promotion of sound labour relations, and proper use of state resources. Assist in rendering technical support in relation to Land Survey services across Municipalities without capacity. Provide information on Land Survey related issues to the municipalities and other clients.

ENQUIRIES
Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE
Preference will be given to African Females.

POST 27/58
OFFICE MANAGER: CORPORATE SERVICES REF NO: COGTA (04/ 07/ 2018)

SALARY
R356 289 – R419 679 commencing salary: R356 289 per annum

CENTRE
Bhisho

REQUIREMENTS
An undergraduate qualification (NQF level 7) in Social Sciences with Public Administration or Office Management or Human Resource Management coupled with five years’ experience at supervisory level. A major subject/module in English language or Communication will be an added advantage. A valid Code 8 or above driver’s licence. Five (5) years’ experience in office support or coordination in the corporate services or general administration in the Public Sector environment and experience in the local government/traditional affairs environment will also be an

**DUTIES**

- To provide office management services to the Office of the Chief Director: Corporate Services. To co-ordinate planning and reporting in the office of the Chief Director. To develop and monitor action plans and project plans for the Office of the Chief Directorate. To coordinate Audit, MPAT and Portfolio Committee reports in the Office of the Chief Director: Corporate Services. To develop analytical reports on reports received in the office. To coordinate the Calendar of the Corporate Services Chief Directorate. To manage the budget for the Office of the Chief Director: Corporate Services. To coordinate Personal Assistants in Corporate Services. To follow-up on decisions in the Chief Directorate. To assist in complying with stakeholder/oversight institutions’ requirements. To manage the budget of the Office of the Chief Director.

**ENQUIRIES**

Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

**NOTE**

Preference will be given to African Females.

**POST 27/59**

**OFFICE MANAGER: MUNICIPAL PUBLIC PARTICIPATION & RAPID RESPONSE REF NO: COGTA (05/ 07/ 2018)**

**SALARY**

R356 289 – R419 679 commencing salary: R356 289 per annum

**CENTRE**

Bhisho

**REQUIREMENTS**

- An undergraduate qualification (NQF level 7) in Public Administration/Public Management/Social Sciences. Five (5) years working experience at a supervisory level. Valid driver’s code 8 (EB) licence.

**DUTIES**

- To provide office management services to the Office of the Chief Director. Coordination and consolidate of Branch reports/ budget/ Ec 5.1’s, processing of documents to admin and financial components etc. To prepare memorandum, reports for the Chief Director. To make PowerPoint presentations for the Chief Director. To prepare budget for the office of the Chief Director. To consolidate financial and non-financial reports for the Chief Directorate. To assist in expenditure control and spending trends within the Chief Directorate. To assist with shifting and virement of funds with the Chief Directorate. To assist in the preparation of the In-Year Monitoring for submission to Budget Planning and Management. Attend management meetings and prepare minutes of meetings and make follow up on decisions taken. Liaise and communicate with other Directorates/Branches within the Department and liaise with outside clientele. To assist the Office of the Chief Director in the preparation of the Annual Reports to be submitted to the Legislature. To act as Risk Champion for the Chief Directorate. Follow up resolutions and implementation thereof. Responsible for efficient management of the Chief Director’s office.

**ENQUIRIES**

Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

**NOTE**

Preference will be given to Coloured Females.

**POST 27/60**

**OFFICE MANAGER: TRADITIONAL GOVERNANCE & FINANCE REF NO: COGTA (06/ 07/ 2018)**

**SALARY**

R356 289 – R419 679 commencing salary: R356 289 per annum

**CENTRE**

Bhisho

**REQUIREMENTS**

- An undergraduate qualification (NQF level 7) in Public Administration/Public Management/Social Sciences. Five years working experience at a supervisory level. Computer Literacy (with expert knowledge of Excel, PowerPoint in addition to other computer programmes). Valid driver’s code 8 (EB) license.

**DUTIES**

- To provide office management services to the Office of the Chief Director. Coordination and consolidate of branch reports/ budget/ Ec 5.1’s, processing of documents to admin and financial components etc. To prepare memorandum, reports for the Chief Director. To make PowerPoint presentations for the Chief Director. To prepare budget for the office of the Chief Director. To consolidate
financial and non-financial reports for the Chief Directorate. To assist in expenditure control and spending trends within the Chief Directorate. To assist with shifting and virement of funds with the Chief Directorate. To assist in the preparation of the In-Year Monitoring for submission to Budget Planning and Management. Attend management meetings and prepare minutes of meetings and make follow up on decisions taken. Liaise and communicate with other Directorates/Branches within the Department and liaise with outside clientele. To assist the Office of the Chief Director in the preparation of the Annual Reports to be submitted to the Legislature. To act as Risk Champion for the Chief Directorate. Follow up resolutions and implementation thereof. Responsible for efficient management of the Chief Director’s office.

**ENQUIRIES**
Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

**NOTE**
Preference will be given to African Males.

**POST 27/61**

**OFFICE MANAGER: DALINDYEBO OFFICE REF NO: COGTA (07/07/2018)**

**SALARY**
R356 289 – R419 679 commencing salary: R356 289 per annum

**CENTRE**
Bhisho

**REQUIREMENTS**
An undergraduate qualification (NQF level 7) in Public Administration/Public Management/Social Sciences. Five years working experience at a supervisory level. Computer Literacy (with expert knowledge of Excel, PowerPoint in addition to other computer programmes). Valid driver’s code 8 (EB) license.

**DUTIES**
To provide office management services to the Office of the Chief Director. Coordination and consolidate of branch reports/ budget/ Ec 5.1’s, processing of documents to admin and financial components etc. To prepare memorandum, reports for the Chief Director. To make PowerPoint presentations for the Chief Director. To prepare budget for the office of the Chief Director. To consolidate financial and non-financial reports for the Chief Directorate. To assist in expenditure control and spending trends within the Chief Directorate. To assist with shifting and virement of funds with the Chief Directorate. To assist in the preparation of the In-Year Monitoring for submission to Budget Planning and Management. Attend management meetings and prepare minutes of meetings and make follow up on decisions taken. Liaise and communicate with other Directorates/Branches within the Department and liaise with outside clientele. To assist the Office of the Chief Director in the preparation of the Annual Reports to be submitted to the Legislature. To act as Risk Champion for the Chief Directorate. Follow up resolutions and implementation thereof. Responsible for efficient management of the Chief Director’s office.

**ENQUIRIES**
Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

**NOTE**
Preference will be given to African Males.

**POST 27/62**

**SENIOR ADMIN OFFICER: TRADITIONAL LEADERSHIP INSTITUTION SUPPORT COORDINATION REF NO: COGTA (08/07/2018)**

**SALARY**
R299 709 - R353 043. Commencing salary: R299 709 per annum

**CENTRE**
Bhisho

**REQUIREMENTS**
An undergraduate qualification (NQF level 6) in Public Management/ Social Sciences/ Administration/ Management with (3) years supervisory experience or Senior Certificate with seven (7) years supervisory experience. Knowledge: Broad understanding of Traditional Affairs matters. Knowledge of computer and understanding of finances for Traditional Council would be an added advantage.

**DUTIES**
Check books of accounts in respect of Traditional Council. Assist in processing of claims and disputes related to Traditional Leadership and Commission on Traditional Leadership Claims & Disputes. Provide administrative support to district offices and Traditional Councils. Coordination of activities related to Traditional Leaders and Institutions. To facilitate the recognition and termination of services of Traditional Leaders. Responsible for the management of service conditions of Traditional Leaders. To identify training needs of Traditional Leaders.

**ENQUIRIES**
Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

**NOTE**
Preference will be given to African Females.

SALARY : R299 709 - R353 043. Commencing salary: R299 709 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Public Management/ Social Sciences/Administration/ Management with three (3) years supervisory experience in Administration, Research & Policy Development environment. Qualification or Senior certificate with 7 years supervisory experience in Administration, Research & Policy Development environment. Computer literacy, Code 08 (EB) Drivers Licence. Personality traits: Ability to work well with people. Client orientated. Ability to work under pressure meeting deadlines. Good communication, report writing and presentation skills. Willingness to travel and willingness to work beyond working hours.


ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to African Females.

POST 27/64 : COMMUNITY DEVELOPMENT OFFICERS: TRAD. LEADERSHIP RURAL DEVELOPMENT FACILITATION REF NO: COGTA (10/07/2018) X2 POSTS

SALARY : R299 709 - R353 043. Commencing salary: R299 709 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Development studies or relevant qualification three (3) years' supervisory experience in Community Development or relative field/ Senior certificate with 7 years' supervisory experience. Rural Development experience will be an added advantage. A Valid code 8 (EB) Drivers' License. Computer Literacy.

DUTIES : Assist in facilitating the involvement of Traditional Leaders in development initiatives. Assist in promoting co-operative relations with developmental partners and Government Departments. Facilitate and co-ordinate trainings for projects/developmental programmes in Traditional Communities. Assist and facilitate the involvement of donors in Traditional Communities development.

ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to African Males & African Females.

POST 27/65 : PERSONAL ASSISTANT TO DIRECTOR: URBAN DEVELOPMENT AND SMALL TOWN REGENERATION REF NO: COGTA (11/07/2018)

SALARY : R242 475 – R285 630. Commencing salary: R242 475 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Office Administration or relevant qualification or Senior Certificate plus a secretarial course. Computer literacy (Microsoft Word, MS Excel, Power Point) are all mandatory. Relevant experience in this field will be an added advantage.

DUTIES : Facilitate the smooth running of the Directors’ office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where required. Type correspondences delegated by the Director. Manage the diary of the Director. Manage the resources of the office of the Director. Provide support in the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in meetings of the Director. Facilitate travelling arrangements for the Director.

ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to Coloured Females
POST 27/66 : PERSONAL ASSISTANT TO DIRECTOR: PROVINCIAL HOUSE ADMINISTRATION REF NO: COGTA (12/07/2018)

SALARY : R242 475 – R285 630. Commencing salary: R242 475 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Office Administration or relevant qualifications or Senior Certificate plus a Secretarial course. Computer literacy (Microsoft Word, MS Excel, MS Outlook, Project and Power Point) are mandatory. Relevant experience in this field will be added Advantage. Competencies: Ability to work independently. Good communication (verbal and written) skills with reasonable proficiency English. Competence in meetings preparations and minute taking. Preparedness to work extended hours. Honesty and integrity.

DUTIES : Facilitate the smooth running of the Directors office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where is required. Type correspondences delegated by the Director. Manage the diary of the Director. Manage the resources of the office of the Director. To manage correspondence and information security in the office of the Director. To provide support in the coordination of submissions from directorates. To keep records of documents flow in the office of the Director. To provide support in the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in meetings of the Director. To facilitate travelling arrangements for the Director. To maintain the neatness in the office of the Director. To ensure overall administration of the Office of the Director.

ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to African Males.

POST 27/67 : PERSONAL ASSISTANT TO: HEAD OF DEPARTMENT REF NO: COGTA (13/07/2018)

SALARY : R242 475 – R285 630. Commencing salary: R242 475 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Office Administration or relevant qualifications or Senior Certificate plus a Secretarial course. Computer literacy (Microsoft Word, MS Excel, MS Outlook, Project and Power Point) are mandatory. Relevant experience in this field will be added Advantage. Competencies: Very good writing and presentation skills. Good communication skills. Paying attention to details. Ability to work long hours. Exceptional communication skills. Exceptional understanding of government processes. Possess analytical and observation. Possess exceptional reading skills. Very organised and structural person. Understanding of how government works across the three spheres of government.

DUTIES : Facilitate the smooth running of the HOD’s office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where required. Type correspondences delegated by the HOD. Manage the diary of the HOD. Manage the resources of the office of the HOD. Provide support in the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in meetings of the HOD. To facilitate travelling arrangements for the HOD. Manage budget and reporting for HOD.

ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to African Males.

POST 27/68 : PERSONAL ASSISTANT TO DIRECTOR: MUNICIPAL DEVELOPMENT FINANCE REF NO: COGTA (14/07/2018)

SALARY : R242 475 – R285 630. Commencing salary: R242 475 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Office Administration or relevant qualifications or Senior Certificate plus a Secretarial course. Computer literacy (Microsoft Word, MS Excel, MS Outlook, Project and Power Point) are mandatory. Relevant experience in this field will be added Advantage. Competencies: Ability to work independently. Good communication (verbal and written) skills with reasonable proficiency English. Competence in meetings preparations and minute taking. Preparedness to work extended hours. Honesty and integrity.

DUTIES : Facilitate the smooth running of the Directors office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where required. Type correspondences delegated by the Director. Manage the diary of the Director.
 Manage the resources of the office of the Director. Provide support in the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in meetings of the Director. Facilitate travelling arrangements for the Director.

**ENQUIRIES**
Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

**NOTE**
Preference will be given to African Males.

**POST 27/69**
PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION & RRU REF NO: COGTA (15/07/2018)

**SALARY**
R242 475 – R285 630. Commencing salary: R242 475 per annum

**CENTRE**
Bhisho

**REQUIREMENTS**
An undergraduate qualification (NQF level 6) in Office Administration or relevant qualifications or Senior Certificate plus a Secretarial course. Computer literacy (Microsoft Word, MS Excel, MS Outlook, Project and Power Point) are mandatory. Relevant experience in this field will be added Advantage.

**DUTIES**
Facilitate the smooth running of the Chief Directors office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where required. Type correspondences delegated by the Chief Director. Manage the diary of the Chief Director. Manage the resources of the office of the Chief Director. Provide support in the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in meetings of the Chief Director. Facilitate travelling arrangements for the Chief Director.

**ENQUIRIES**
Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

**NOTE**
Preference will be given to African Males.

**POST 27/70**
STATE ACCOUNTANT: GENERAL PAYMENTS REF NO: COGTA (16/07/2018)

**SALARY**
R242 475 – R285 630. Commencing salary: R242 475 per annum

**CENTRE**
Bhisho

**REQUIREMENTS**
An undergraduate qualification (NQF level 6) in Commerce/Accounting/ Financial Management or equivalent qualification coupled with 2 years' experience in the field of Payments Section as senior accounting clerk or Matric with 4 years' experience in the field of general payments office. Computer skills (MS Word, Excel, Competencies: Knowledge of Basic Accounting System (BAS), logistical Information system (LOGIS). Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/instruction Notes/practice Notes, determinations, financial policies and procedures. Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills.

**DUTIES**
Compiling of creditors and sundry payments. Capturing of payments on Bas and Logis. Resolution of queries raised by suppliers. Print, fax, file all payment stubs for various suppliers after each run within a month. Print, fax, file all payment stubs for various suppliers after each run within a month. Prepare Monitoring Tool after each run. Monthly compilation of Instruction note 34 and submission thereof to Provincial Treasury. Monthly performance of creditors reconciliation.

**ENQUIRIES**
Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

**NOTE**
Preference will be given to African Males.

**POST 27/71**
COMMUNITY DEVELOPMENT WORKERS REF NO: COGTA (17/07/2018): (X6 POSTS)

**SALARY**
R196 407 – R231 351. Commencing salary: R196 407 per annum

**CENTRE**
King Sabata Dalindyebo (ward 7, 19 & 31)
Mhlontlo (ward 20&26)
Walter Sisulu (ward 3)

**REQUIREMENTS**
An undergraduate qualification (NQF level 6). Understanding of the Community Development work and other development processes will be an added advantage. Knowledge: Knowledge of the Community Development Facilitation and Community participation processes at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude
towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects. Added advantages: Computer literacy, research skills, a valid code 8 (EB) drivers licence.

**DUTIES**: Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on public works programmes. Assist communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improved integration. Maintain ongoing and liaison and collaboration with various community-based organisations and other cadres of community-based workers. Promote the principles of Batho Pele and community participation. Alert communities and other service providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and private sector donors, monitor and evaluate the development impact government projects and programmes have on communities and submit a report to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.

**ENQUIRIES**: Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

**NOTE**: Preference will be given to African Males.

**POST 27/72**: SENIOR ACCOUNTING CLERK: BOOKKEEPING REF NO: COGTA (18/07/2018)

**SALARY**: R163 563 - R192 666. Commencing salary: R163 563 per annum

**CENTRE**: Bhisho

**REQUIREMENTS**: An undergraduate qualification (NQF level 6) in Commerce/Accounting/ Financial Management or equivalent qualification. Computer literacy. Competencies: Knowledge of Basic Accounting System (BAS), Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/instruction Notes/practice Notes, determinations, financial policies and procedures.

**DUTIES**: Perform daily bank reconciliations on an online functionality. Draw, attend and analyse BAS reports and effect necessary adjustment entries for the clearance of bank exceptions / misallocations. Arrange proper record keeping and filing of source documents. Attend to general office duties and queries. Provide the required financial information for audit purposes as and when needed.

**ENQUIRIES**: Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

**NOTE**: Preference will be given to African Males.

**POST 27/73**: SENIOR ACCOUNTING CLERK: GENERAL PAYMENTS REF NO: COGTA (19/07/2018)

**SALARY**: R163 563 - R192 666. Commencing salary: R163 563 per annum

**CENTRE**: Bhisho

**REQUIREMENTS**: An undergraduate qualification (NQF level 6) in Commerce/Accounting/ Financial Management or equivalent qualification. Computer literacy. Competencies: Knowledge of Basic Accounting System (BAS), logistical Information system
Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/instruction Notes/practice Notes, determinations, financial policies and procedures.

**DUTIES**
- Compile and capture Logis & Sundry payments on both systems. (BAS & LOGIS).
- Put paid stamp on all payment batches/vouchers and file them in numerical per payment number and file them in boxes, cabinets or strong room for their safety.
- Retrieve and avail payment batches requested by Auditor General, Internal Auditor, SCM and any other directorate within the department and keeping to date register for outgoing payment vouchers. Any other Administrative work (i.e. faxing payment stubs, photocopying).
- Assist in the monthly preparation of payment monitoring tool (PMT).

**ENQUIRIES**
Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

**NOTE**
Preference will be given to African Males.

**POST 27/74**
SENIOR ADMIN CLERK: MUNICIPAL FINANCE ASSISTANCE REF NO: COGTA (20/07/2018)

**SALARY**
R163 563 - R192 666. Commencing salary: R163 563 per annum

**CENTRE**
Joe Gqabi District Support Centre

**REQUIREMENTS**
An undergraduate qualification (NQF level 6) in Accounting or financial related studies or equivalent qualification. Computer literacy.

**DUTIES**
- Collect and collate information on revenue collection of municipalities, determine trends and advise accordingly. Maintain database on payment of creditors by municipalities. Collect and collate information on debt owed to municipalities by consumers and rate payers, determine trends and advise accordingly. Assist municipalities in the update of books and accounts. Assist in the assessment of adequacy of responses on issues raised in audit reports of municipalities. Assist in monitoring the implementation of audit improvement plans of municipalities. Monitor the appropriate use of grant funding and progress on implementation of projects.

**ENQUIRIES**
Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

**NOTE**
Preference will be given to African Males.

**POST 27/75**
SENIOR ADMIN CLERKS REF NO: COGTA (21/07/2018) (X20 POSTS)

**SALARY**
R163 563 - R192 666. Commencing salary: R163 563 per annum

**CENTRE**
Qaukeni Region: Gunyeni T/C
Traditional Leadership Inst Support: Dalindyebo Region
Dalindyebo Region: Sidindi T/C, Dalindyebo Region
Dalindyebo Regional office: Ngcobo District, Baziya T/C
Fingoland Region: Amabhele T/C, Western Tembuland: Qwebeqwebe T/C, Ndungwana T/C
Emboland Region: Bele T/C, Basotho T/C, Sterkspruit Regional Office
Nyandeni Region: Mhlanga T/C

**REQUIREMENTS**
An undergraduate qualification (NQF level 6) in Accounting or financial related studies or equivalent qualification. Computer Literacy.

**DUTIES**

**ENQUIRIES**
Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

**NOTE**
Preference will be given to African Females/ People with disability- Gunyeni T/C
Preference will be given to African Females/ People with disability Traditional Leadership Inst Support: Dalindyebo Region
Preference will be given to African Males: Sidindi T/C
Preference will be given to African Males Dalindyebo Regional office: Ngcobo District
Preference will be given to African Females Baziya T/C
Preference will be given to African Females Amabhele T/C
Preference will be given to African Males/ People with disability Qwebeqwebe T/C
Preference will be given to African Females Ndungwana T/C
Preference will be given to African Males Thembu T/C
Preference will be given to African Males Tyhume T/C
Preference will be given to African Males Amagwali T/C
Preference will be given to African Females/ people with disability Amagasela T/C
Preference will be given to African Males Imiqhayi T/C
Preference will be given to African Males Basotho T/C
Preference will be given to African Males Bele T/C
Preference will be given to African Males Sterkspruit Regional Office
Preference will be given to African Males Gwadana T/C
Preference will be given to African Males Ngangengqili T/C
Preference will be given to African Males Imiganu T/C
Preference will be given to African Males Ngqwangele T/C
Preference will be given to African Males Nyandeni Region: Mhlanga T/C

POST 27/76 : SENIOR PERSONNEL OFFICER: CONDITIONS OF SERVICE: HRM REF NO: COGTA (22/07/2018)

SALARY : R163 563 - R192 666. Commencing salary: R163 563 per annum
CENTRE : Bhisho
DUTIES : Implement conditions of services and service benefits inclusive of: service termination. Termination of service on PERSAL. Processing of withdrawal of pension benefits for exited employees. Processing of funeral benefit claims in cases of death. Service Benefits: Processing of relocation benefits for appointed officials, incidental expenses, private accommodation and school going children claims. Request quotations for Interim accommodation and Transportation of personal effects and when the need arises. Processing of applications for Housing Guarantees. Increase and decrease requests for Home owner deduction on PERSAL. Processing of applications for Housing Allowances: Rental/Home Owners/Paid-up and Withdrawals from GEHS and submit to Financial Accounting Services for processing of payments on PERSAL. Leave of absence: Receive and capture approved applications for leave of absence on PERSAL. Auditing Attendance Registers and Leave Reconciliation monthly. Processing of payment of the Health Risk Manager Invoices for service rendered on Temporary Incapacity Leave.
ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to Coloured Females

POST 27/77 : SENIOR ADMIN CLERK: FLEET MANAGEMENT REF NO: COGTA (23/07/2018)

SALARY : R163 563 - R192 666. Commencing salary: R163 563 per annum
CENTRE : Bhisho
DUTIES : Responsible for issuing and inspection of departmental vehicles. Responsible for effective and full maintenance of departmental vehicles. Responsible for accidents and repairs of departmental vehicles.
ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to Coloured Males
POST 27/78

SENIOR ADMIN CLERK: AUXILIARY SERVICES REF NO: COGTA (24/07/2018)

SALARY : R163 563 - R192 666. Commencing salary: R163 563 per annum
CENTRE : Bhisho
DUTIES : Facilitate and administer office space for the department. Monitor and maintain cleanliness of departmental facilities. Render maintenance services to departmental facilities and equipment. Administer telecommunication services to departmental employees. Supervise and monitor cleaning services.
ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to Coloured Females

POST 27/79

SENIOR ADMIN CLERK: FIXED ASSETS REF NO: COGTA (25/07/2018)

SALARY : R163 563 - R192 666. Commencing salary: R163 563 per annum
CENTRE : Bhisho
DUTIES : Recording of all state assets. Conduct asset verification and barcode all new procured assets at Head Office, Regions and Traditional Councils. Write report after asset verification is done. Facilitation of asset movement, updating of inventory form and ensure that the movement is recorded on the asset movement form. Identify lost and redundant assets during asset verification. Assist in facilitating disposal of redundant/ unserviceable assets. Ensure asset in the department are monitored on a daily basis.
ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to Coloured Females

POST 27/80

RECEPTIONIST: PROVINCIAL HOUSE ADMINISTRATION REF NO: COGTA (26/07/2018)

SALARY : R163 563 - R192 666. Commencing salary: R163 563 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Public Administration/ Office Management. Computer literacy (Microsoft Office Skills). Competencies: Exposure to the secretariat / receptionist duties Good written and verbal communication skills, Telephone etiquette, Customer service skills, Organisational skills.
DUTIES : Answering phone calls and refer to relevant offices. Welcome visitors by greeting them in person or on the telephone and escort them to specific destinations. Sorting and forwarding incoming and outgoing correspondence. Provide administrative support when required. Ability to understand key responsibilities of organisation for appropriate referrals. Provision of information regarding House services and availability of the personnel. Responding to general enquiries of the House. Update employee attendance and visitor’s records. Assist visitors in filling out claims & disputes forms. Keep work area clean and tidy on constant basis.
ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to African Males

POST 27/81

DATA-CAPTURER: MUNICIPAL INFRASTRUCTURE SERVICES REF NO: COGTA (27/07/2018)

SALARY : R163 563 - R192 666. Commencing salary: R163 563 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Public Administration/ Office Management computer literacy certificate. Ability to type at an agreed typing speed (Computer skills test might be applied). Experience with different data managing systems.

ENQUIRIES: Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

NOTE: Preference will be given to Coloured Females

POST 27/82: CUSTOMER CARE CLERK: CUSTOMER CARE SERVICES REF NO: COGTA (28/07/2018)

SALARY: R163 563 - R192 666. Commencing salary: R163 563 per annum

CENTRE: Bisho

REQUIREMENTS: An undergraduate qualification (NQF 6) in Graphic Design with 1 years’ experience in the graphic design field in government/ private sector/ a newspaper environment. Valid drivers licence. Competencies: Must be proficient Adobe illustrator, Photoshop, and In-Design in CSS (Web and 3-D skills are a bonus). Strong design skills and thorough knowledge of reprography and printing. Good organizational and communication skills. The ability to work under pressure and meet deadlines. Should be highly motivated with an eye for detail.

DUTIES: Design and layout of Cogta’s website to ensure that the general appearance is in accordance with the guidelines of the department of Cogta’s branding. Work as a graphic designer on various product as per briefs. Conceptualize and design of media products, newsletters, brochures, publications for internal and external public in line with the corporate identity and image of the department. Support of communication initiatives including advertising, media campaigns, and the website. Ensure overall quality control of all designed products.

ENQUIRIES: Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

NOTE: Shortlisted candidates will be required to bring their portfolio. Preference will be given to African Males.

POST 27/83: MESSENGER DRIVER: WESTERN TEMBULAND KINGDOM REF NO: COGTA (29/07/2018)

SALARY: R115 437 – R135 981 (Level 03). Commencing salary: R115 437 per annum

CENTRE: Bisho

REQUIREMENTS: Senior Certificate. Valid code 08 driver’s license. Five (5) years’ experience in driving for high risk profile / institution will be an added advantage.

DUTIES: Provide messenger driving services to Kingdom of Western Tembuland. Assisting on protocol, security and safety of the Principal. Proper maintenance of vehicle. Submission of the logbook returns to the department. Submission of officials / correspondences to Traditional councils, governments and other stakeholders.

ENQUIRIES: Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

NOTE: Preference will be given to African Males.

POST 27/84: MESSENGER DRIVER: GCALEKA KINGDOM REF NO: COGTA (30/07/2018)

SALARY: R115 437 – R135 981 (Level 03). Commencing salary: R115 437 per annum

CENTRE: Bisho

REQUIREMENTS: Senior Certificate. Valid code 08 driver’s license. Five (5) years’ experience in driving for high risk profile / institution will be an added advantage.

DUTIES: Provide messenger driving services to Kingdom of Gcaleka. Assisting on protocol, security and safety of the Principal. Proper maintenance of vehicle. Submission of the logbook returns to the department. Submission of officials / correspondences to Traditional councils, governments and other stakeholders.

ENQUIRIES: Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

NOTE: Preference will be given to African Males

POST 27/85: GENERAL WORKER: OFFICE SERVICES REF NO: COGTA (31/07/2018 (X2 POSTS)

SALARY: R96 549 – R113 730 (Level 02). Commencing salary: R96 549 per annum
CENTRE: Bisho
REQUIREMENTS: Senior Certificate.
DUTIES: Responsible for cleaning the grounds at COGTA buildings using variety of tools such as spade etc. Assist in removing refuse and other unwanted goods from the buildings. Loading, off load goods and any material to the relevant destinations and delivering moving of office equipment and other delegated duties.
ENQUIRIES: Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE: Preference will be given to Coloured Males


SALARY: R96 549 – R113 730 (Level 02). Commencing salary: R96 549 per annum
CENTRE: Alfred Nzo
REQUIREMENTS: Senior Certificate.
DUTIES: Provide cleaning services for the Alfred Nzo Office. Take care of cleaning resources / equipment. Responsible for requesting cleaning material.
ENQUIRIES: Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE: Preference will be given to Coloured Females

POST 27/87: CLEANER: CHRIS HANI REF NO: COGTA (33/07/2018)

SALARY: R96 549 – R113 730 (Level 02). Commencing salary: R96 549 per annum
CENTRE: Chris Hani
REQUIREMENTS: Senior Certificate.
DUTIES: Provide cleaning services for the Chris Hani Office. Take care of cleaning resources / equipment. Responsible for requesting cleaning material.
ENQUIRIES: Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE: Preference will be given to Coloured Females

POST 27/88: CLEANER: JOE GQABI REF NO: COGTA (34/07/2018) X2 POSTS

SALARY: R96 549 – R113 730 (Level 02). Commencing salary: R96 549 per annum
CENTRE: Joe Gqabi
REQUIREMENTS: Senior Certificate.
DUTIES: Provide cleaning services for the Joe Gqabi Office. Take care of cleaning resources / equipment. Responsible for requesting cleaning material.
ENQUIRIES: Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE: Preference will be given to Coloured Females & Coloured Females

POST 27/89: CLEANER: OFFICE SERVICES REF NO: COGTA (35/07/2018) X3 POSTS

SALARY: R96 549 – R113 730 (Level 02). Commencing salary: R96 549 per annum
CENTRE: Bisho
REQUIREMENTS: Senior Certificate.
DUTIES: Provide cleaning services at the Head Office, ensuring the carpets, furniture, equipment and dishes are clean. Take care of cleaning resources / equipment.
ENQUIRIES: Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE: Preference will be given to African Males, African Females & Coloured Females

POST 27/90: CLEANER: WESTERN TEMBULAND REF NO: COGTA (36/07/2018)

SALARY: R96 549 – R113 730 (Level 02). Commencing salary: R96 549 per annum
CENTRE: Western Tembuland
REQUIREMENTS: Senior Certificate.
DUTIES: Provide cleaning services for the Western Tembuland Office. Take care of cleaning resources /equipment. Responsible for requesting cleaning material.
ENQUIRIES: Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE: Preference will be given to Males
POST 27/91 : CLEANER: DALINDYEBO KINGDOM REF NO: COGTA (37/07/2018)

SALARY : R96 549 – R113 730 (Level 02). Commencing salary: R96 549 per annum
CENTRE : Dalindyebo Kingdom
REQUIREMENTS : Senior Certificate.
DUTIES : Provide cleaning services for the Dalindyebo Kingdom Office. Take care of cleaning resources /equipment. Responsible for requesting cleaning material.
ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to African Females

DEPARTMENT OF EDUCATION

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

APPLICATIONS : Should be directed to Eastern Cape Department of Education, Private Bag X 0032, Bisho 5605; or Hand deliveries at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha.

All applications for schools should be forwarded to the following address in the districts. All enquiries must be addressed to the districts:

Alfred Nzo East: Mbizana: P/B X 504 Bizana 4800. Enquiries may be directed to Mr A Mmpu Tel No: 039 – 2510279/ 0063 Fax: 039 – 2510976.

Alfred Nzo West: Mount Frere: P/B X 9001 Mount Frere 5090. Enquiries may be directed to Mr. L Mtatyana Tel No: 039 - 2550005 Fax: 039 – 2550005.

Amathole East: Butterworth: P/B X 3019 Butterworth. Enquiries may be directed to Ms P Futhane Tel No: 047- 4911070/ 0064 Fax: 047-4910655.

Amathole West: Fort Beaufort: P/B X 2041 F.B.T. Enquiries may be directed to Mr AT Fetsha Tel No: 047-5481004/1099 Fax: 047-4880027.

Buffalo City Metro: East London: P/B X 9007; East London; 5200. Enquiries may be directed to Mr EG Klaasen Tel No: 043-7600682/542.

King William’s Town: P/B X 0055; K.W.T. Enquiries may be directed to Mr EG Klaasen Tel No: 043- 6043218/ 3221 Fax: 043- 6425896.

Chris Hani East: Ngcobo: P/B X 214; Engcobo; 5050. Enquiries may be directed to Mr AT Fetsha Tel No: 047-4818004/1099 Fax: 047-4811393.

Cofimvaba: P/B X 1229; Cofimvaba. Enquiries may be directed to Mr AT Fetsha Tel No: 047- 8740744 Fax: 047-4880027.

Chris Hani West: Queenstown: P/B X 7053; Queenstown; 5320. Enquiries may be directed to Mr H.N. Godlo Tel No: 045-8083000 Fax: 045-8083030.

Lady Frere: P/B X 1152; Lady Frere; 5410. Enquiries may be directed to Mr. HN Godlo Tel No: 047 –8780009/0229 Fax: 047-8780224.

Cradock: P/B X 82; Cradock; 5880. Enquiries may be directed to Mr. HN Godlo Tel No: 048 –8018639 Fax: 048- 8813189.

Joe Gqabi: Sterkspruit: P/B X 5026; Sterkspruit; 9762. Enquiries may be directed to Mr N Magadu Tel No: 051-6111380/ 0064 Fax: 051-110043/ 6342009.

Mount Fletcher: P/B X 1133; Mount Fletcher. Enquiries may be directed to Mr N Magadu Tel No: 039-2570963 Fax: 039-2570956.

Nelson Mandela Bay: Port Elizabeth: P/B X 3915; North End; Port Elizabeth; 6056. Enquiries may be directed to Mr Gorgonzola Tel No: 041-4034402 / 434 Fax: 041-4538660.

Uitenhage: P/B X 64; Uitenhage; 6200. Enquiries may be directed to Mr Gorgonzola Tel No: 041-9954000/2 Fax: 041-9227659.

OR Tambo Coastal: Libode: P/B 518; Libode; 5160. Enquiries may be directed to Mr V Joseph Tel: 047-5324704 Fax: 047-5323505.

Lusikisiki: P/B X 1010; Lusikisiki; 4820. Enquiries may be directed to Mr V Joseph Tel No: 039 - 2531065 Fax: 039 – 2531079.

OR Tambo Inland: Mthatha: P/B X 5003; Mthatha; 5100. Enquiries may be directed to Ms LN Dyodo Tel No: 047- 5024272/4225 Fax: 047-5323339.
FOR ATTENTION : Mrs. NT Sipahlanga
CLOSING DATE : 20 July 2018
NOTE : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf Z83 which must be fully completed and signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as originally SAPS certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). NB: It is the departments objective to achieve equitable representation across race and gender. Females and Disabled persons are strongly encouraged to apply to SMS positions.

MANAGEMENT ECHELON

POST 27/92 : CHIEF DIRECTOR: DISTRICT COORDINATION (REF NO: DOE 01/06/2018) (X2 POSTS)

SALARY : R1 127 334 – R1 347 879 per Annum (Level 14)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : B-Degree (NQF 7) qualification with five (5) years’ experience in senior management service level. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on PFMA, DORA, Treasury Regulations and DPSA Directives. Driver’s licence a requirement.
DUTIES : Ensure the coordination of consistent implementation of a standard/uniform mode of operation for schools at cluster level. Ensure coordination of consistent implementation of corporate service in the Cluster. Management of the allocated resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
ENQUIRIES : Mr R Tywakadi Tel No: (040-6084236)

POST 27/93 : DISTRICT DIRECTOR: EDUCATION DISTRICT OFFICE (REF NO: DOE 02/06/2018) (X8 POSTS)

SALARY : R948 174 – R1 116 918 per annum (Level 13)
REQUIREMENTS: B-Degree (NQF 7) qualification with five (5) year experience in middle management service level. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on PFMA, DORA, Treasury Regulations and DPSA Directives. Driver’s licence a requirement.

DUTIES: Ensure and account for the provisioning of quality teaching and learning in the District. Ensure and direct District Planning, Monitoring, Evaluation and Planning processes. Ensure District IGR and Stakeholder processes. Ensure the operations of district information systems and account for the reliability thereof. Manage the allocated resources of the district in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES: Mr R Tywakadi Tel No: (040-6084236)

POST 27/94: DIRECTOR – INCLUSIVE EDUCATION (REF NO: DOE 03/06/2018)

SALARY: R948 174 – R1 116 918 per Annum (Level 13)
CENTRE: Head Office – Zwelitsha
REQUIREMENTS: Post graduate Degree in a relevant field of specialised intervention support in the areas of therapeutic and psychological services. Register with the Health Profession Council of South Africa (HPCSA) within the area of specialization. Minimum 5yrs middle management relevant experience in the field of specialization and knowledge of Inclusive Education System and related policies. Knowledge and experience of the PFMA, Conditional Grants and Financial Management and development of Business Plans will be an added advantage. Valid Driver’s Licence, MS Word, PowerPoint skills is essential. Project management and ability to manage programmes and people on a larger scale. Proven experience of Intersectoral collaboration / governmental partnership. Proven leadership experience and ability to work to work under pressure.

DUTIES: To develop, maintain and facilitate the implementation of Inclusive directives related to funding and finances, budget management, and financial reporting of all Special Schools, Full Service schools and Schools of Skills. To develop, maintain and implement Inclusive Education Policy directives across all spheres in the Departments. To respond to all-inclusive education matters with relevant stakeholders, public concern raised as well as inter and intra-direcotrate concerns. To improve the quality of life of learners and educators in the education system. Promotion of an Inclusive Education Systems dealing with the diverse barriers that learners experience. Coordinate, develop and facilitate appropriate intervention strategies to address all forms of barriers to ensure access to quality teaching and learning. To provide learners with opportunities and skills to enter the job market and becoming productive citizen of societies irrespective of their barriers to learning. To facilitate social cohesion and stakeholder involvement to ensure learner accessibility, retention and improve learner performance. To monitor, evaluate and report on the performance of Inclusive Education directives and programmes. To achieve departmental operational objectives as it relates to addressing barriers to learning.

ENQUIRIES: Ms S Maasdorp Tel No: (040-6084776)

OTHER POSTS

POST 27/95: DEPUTY DIRECTOR – TRANSFER PAYMENTS (REF NO: DOE 04/06/2018)

SALARY: R657 558 – R774576 per Annum (Level 11)
CENTRE: Head Office – Zwelitsha
REQUIREMENTS: B-Degree in Accounting/Financial Management with 4-5 years relevant experience at Assistant Manager Level. Proficiency in the transversal systems: BAS and LOGIS. Proficient in the application of MS Office Package. Valid driver’s license. Knowledge of Financial and School Management.

DUTIES: Responsible for the management of the Transfer Payments and conditional grant of the Department including reconciliations and providing related inputs for the financial statements. Monitor compliance with PFMA, SASA and Norms and Standards for School Funding (NSF). Manage and monitor compliance monthly and quarterly by schools. Prepare monthly compliance reports and execute month-end closure procedures. Compile and execute the management plan of the
Finance Branch to the extent that it is applicable on the functions of the sub-directorate. Identify, record, rate and manage risks as it is applicable in the sub-directorate.

ENQUIRIES
: Ms BC Biko Tel No: (040-6084415)

POST 27/96 : ASSISTANT DIRECTOR – DISTRICT HRA

SALARY : R334 545 - R404 121 per annum (Level 09)
CENTRE : Alfred Nzo East Ref No: DOE 05/06/2018 (X1 Post)
          Amathole West Ref No: DOE 06/06/2018 (X1 Post)
          Chris Hani West Ref No: DOE 07/06/2018 (X1 Post)

REQUIREMENTS : B-Degree in Human Resource Management/Public Management with 5 years' related experience of which 3 years' experience must be at supervisory level. Good communication skills (written and verbal skills) and a good command of English language. Clear understanding of the legislative framework that governs the Public Service. Working knowledge of PERSAL. Experience in project and financial management is advantage. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing, and computer literacy skills are required. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite. The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills.

DUTIES : Administer Recruitment and Selection process. Render human resource conditions of services for District officials. Provide support in the development of Human Resource Plan in the district office. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES
: Mr Q Luthuli Tel No: (040-6084298)

POST 27/97 : ASSISTANT DIRECTOR – LABOUR RELATIONS

SALARY : R334 545 - R404 121 per annum (Level 09)
CENTRE : Alfred Nzo East Ref No: DOE 08/06/2018 (X1 Post)
          Amathole East Ref No: DOE 09/06/2018 (X1 Post)
          Chris Hani East Ref No: DOE 10/06/2018 (X1 Post)
          OR Tambo Inland Ref No: DOE 11/06/2018 (X1 Post)
          Sarah Baartman Ref No: DOE 12/06/2018 (X1 Post)
          Alfred Nzo West Ref No: DOE 13/06/2018 (X1 Post)

REQUIREMENTS : A Degree/National diploma in Human Resource Management or Labour Relations / Industrial Relations or Labour Law plus five (5) years' experience in the field of labour relations of which 3 years must be at supervisory level. A post degree qualification on the above will be an added advantage. The applicant should have basic computer literacy, skills in Microsoft Word, PowerPoint and Excel. A valid driver's license with minimum code 8. Sound knowledge of the South African Labour Legislation, grievance and dispute resolution procedures, applicable to both public service act employees and educators. Should be able to demonstrate sound knowledge of departmental policies, leadership, communication, conflict resolution and decision-making capabilities.

DUTIES : Handling of grievances, representing the employer in arbitration and disciplinary hearings. Conduct training workshops for employees on policies that have a bearing on enhancing good employer / employee relations. Work with HR, relevant units and all unions on all matters concerning conditions of employment of employees.

ENQUIRIES
: Mr S Mnguni Tel No: (040-6084210)

POST 27/98 : ASSISTANT DIRECTOR – LABOUR RELATIONS & COLLECTIVE BARGAINING (REF NO: DOE 14/06/2018)

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

REQUIREMENTS : A national diploma or degree in Human Resource Management or Labour Relations / Industrial Relations or Labour Law plus five (5) years’ experience in the
field of labour relations of which 3 years must be at supervisory level. A post degree qualification on the above will be an added advantage. The applicant should have basic computer literacy, skills in Microsoft Word, PowerPoint and Excel. A valid driver’s licence with minimum code 8. Sound knowledge of the South African Labour Legislation, grievance and dispute resolution procedures, applicable to both public service act employees and educators. Should be able to demonstrate sound knowledge of departmental policies, leadership, communication, conflict resolution and decision-making capabilities. Bargaining and mediating skills are an added advantage.

**DUTIES**

Prepare for collective bargaining by ensuring that clear mandates are obtained from the employer prior to bargaining. Compile reports on bargaining issues. Conduct training on collective agreements. Be responsible for all administration pertaining to bargaining, including coordination, communication and filing. Facilitate interactions and dialogue between management and labour unions. Work with HR, relevant units and all unions on all matters concerning conditions of employment of employees.

**ENQUIRIES**

Mr S Mnguni Tel No: (040-6084210)

**POST 27/99**

**ASSISTANT DIRECTOR – CONDITIONAL GRANT ADMINISTRATION (REF NO: DOE 15/06/2018)**

**SALARY**

R334 545 - R404 121 per annum (Level 09)

**CENTRE**

Head Office – Zwelitsha

**REQUIREMENTS**

B-Degree in Accounting/Financial Management with at least four years’ experience of which 2 year’s must be at supervisory level or National Diploma in Accounting/Financial Management with 6 years’ related experience of which 4 years’ experience must be at supervisory level. Proficiency in the transversal systems: BAS and LOGIS. Proficient in the application of MS Office Package. Valid driver’s license. Knowledge of School Management.

**ENQUIRIES**

Ms BC Biko Tel No: (040-6084415)

**POST 27/100**

**ASSISTANT DIRECTOR – CONDITIONAL SUNDRY AND TRANSFER PAYMENTS (REF NO: DOE 16/06/2018)**

**SALARY**

R334 545 - R404 121 per annum (Level 09)

**CENTRE**

Head Office – Zwelitsha

**REQUIREMENTS**

B-Degree/National Diploma in Accounting/Financial Management with at least 5 years’ experience of which 3 year’s must be at supervisory level. Proficiency in the transversal systems: BAS and LOGIS. Proficient in the application of MS Office Package. Valid driver’s license. Knowledge of School Management.

**DUTIES**

Oversee the process of the Transfer payments of the Department including reconciliations and providing related inputs for the financial statements. Monitor compliance with PFMA, SASA and Standards for School Funding (NSF). Manage and monitor compliance monthly and quarterly by schools. Prepare monthly compliance reports and execute month-end closure procedures. Implement, manage and monitor the sections Audit Intervention Plan (AIP). Compile and execute the management plan of the Finance Branch to the extent that it is applicable on the functions of the sub-directorate. Identify, record, rate and manage risks as it is applicable in the sub-directorate.

**ENQUIRIES**

Ms BC Biko Tel No: (040-6084415)
POST 27/101: ASSISTANT DIRECTOR – STRATEGIC MANAGEMENT, MONITORING AND EVALUATION (STRATEGIC PLANNING & STANDARD BENCHMARKING & TOOLS) (REF NO: DOE 17/06/2018) (X2 POSTS)

SALARY: R334 545 - R404 121 per annum (Level 09)
CENTRE: Head Office – Zwelitsha
REQUIREMENTS: B-Degree/National Diploma in Public Administration or equivalent area. Five (5) years’ experience working in the relevant area of which 3 year’s must be at supervisory level. Knowledge of Public Service Act 105 of 1994, Service Delivery policy prescripts, SA Constitution Act 108 of 1996. Excellent communication skills and strong command of English. Strong leadership qualities as well as skills in practical computer Microsoft programmes.

DUTIES: Interact with relevant Legislation in order to comply with due dates. Develop planning templates in accordance with prescripts. Interact with various managers in the department explaining procedures and contents of plans. Supervise, scrutinize and monitor planning to ensure relevance with the planning documents. Supervise compilation of planning documents. Organize workshops according to prescripts. Quality assure and present plant to management for ratification. Submit and attend to feedback given by statutory offices.

ENQUIRIES: Ms Kanyana Tel No: (040-6084537)

POST 27/102: ASSISTANT DIRECTOR – CUSTOMER SERVICE (REF NO: DOE 18/06/2018) (X3 POSTS)

SALARY: R334 545 - R404 121 per annum (Level 09)
CENTRE: Head Office – Zwelitsha
REQUIREMENTS: B-Degree/National Diploma in Public Administration/Communication Management. Five (5) years’ experience working in the relevant area of which 3 year’s must be at supervisory level. Excellent communication skills and strong command of English. Strong leadership qualities as well as skills in practical computer Microsoft programmes.

DUTIES: Implement of client care processes in the Department. Provide support in the development and maintenance of departmental client care policy frameworks and instruments. Implement the Departmental client care policy framework and instruments. Conduct client needs analysis and satisfactory surveys, report thereon and develop mitigation measures. Provide client care services. Provide client care services. Manage the handling of received enquiries (HR/Finance/General Enquiries), inclusive of education related enquiries. Lead the team in management of departmental stakeholder complaints logging and referral system. Administer the stakeholder complaints/issues dashboard. Coordinate the resolving of enquiries forwarded from the Provincial Hot Line and/ Presidential Hot Line. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: Ms V Mkona Tel No: (040-6084027)

POST 27/103: ASSISTANT DIRECTOR – SKILLS DEVELOPMENT (REF NO: DOE 19/06/2018)

SALARY: R334 545 - R404 121 per annum (Level 09)
CENTRE: Head Office – Zwelitsha
REQUIREMENTS: B-Degree/National Diploma in Human Resource Management/ Training and Skills Development. Five (5) years’ experience working in the relevant area of which 3 year’s must be at supervisory level. Excellent communication skills and strong
command of English. Strong leadership qualities as well as skills in practical computer Microsoft programmes. Valid Code B Driver’s license.

**DUTIES**

To facilitate the development of departmental skills development plan. Coordinate the implementation of skills development programmes. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**

Ms L Sidiya Tel No: (040-6084253)

**POST 27/104**

ASSISTANT DIRECTOR – POLICY AND RESEARCH COORDINATION (REF NO: DOE 20/06/2018)

**SALARY**

R334 545 - R404 121 per annum (Level 09)

**CENTRE**

Head Office – Zwelitsha

**REQUIREMENTS**


**DUTIES**

Coordinate and provide all research initiatives on all policies for Human Resource Management. Coordinate policy formulation and implementation thereof. Review and check policy procedure. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**

Ms S Nieuwenhuys Tel No: (040-6084513)

**POST 27/105**

CHIEF PERSONNEL OFFICER: PERSAL RESTORATION - PERSAL RECORD RESTORATION PROJECT (REF NO: EDU21/06/2018) X7 POSTS

Document Management

(One-Year Contract Posts)

**SALARY**

R226 611 per annum (Level 07)

**CENTRE**

East London

**REQUIREMENTS**


**DUTIES**

Supervise the work of data capturers responsible for the updating of employee biographical data on PERSAL. Quality assure the employee information files created on PERSAL as part of the restoration project. Facilitate processes to obtain SAQA verification for employee qualification certificates submitted. Supervise data capturing procedures inclusive of maintaining high production levels.

**ENQUIRIES**

Ms S Wilson (087-8131148)

**POST 27/106**

CHIEF PERSONNEL OFFICER: CUSTOMER CARE (REF NO: EDU22/06/2018)

**SALARY**

R226 611 per annum (Level 07)

**CENTRE**

Head Office – Zwelitsha

**REQUIREMENTS**

Degree/National Diploma in Human Resource Management/Public Administration/Public Management. Five years’ experience in the HRM/Customer service environment. Matric with 7 years’ experience in the HR field. Must be able to express yourself fluently. Good planning, organizing, coordinating and administrative skills. Ability to engage with both internal and external stakeholders. Continuous improvement, problem solving and decision making, client orientation and customer focus, communication and information management. Background in the call Centre environment will be an added advantage. Reasonable experience
in computer applications in the office management including MS Word, MS Excel, PowerPoint and Outlook. Knowledge and application of Batho Pele Principles. Must be able to work independently and work with a team. Have well developed interpersonal communication (both verbal and written) skills.

**DUTIES**
- Handle HR related enquiries. Provide expert advice relating to HR related responses. Implement HR prescripts and policies in the Customer Care Unit. Implement relevant personnel administration, personnel practices and procedures. Resolve queries immediately. Answering calls relating to confirmation of employment, Garnishee enquiries, Legal enquiries, etc. Maintain and administer Persal information including leave applications. Prepare Human Resources reports based on the queries received and captured in the system. Deal with HR related queries that comes through the Presidential Hotline, for the entire Education Province (in the 12 Circuit Management Centers).

**ENQUIRIES**
- Ms V Mkona Tel No: (040-6084027)

**POST 27/107**
- **SECURITY OFFICERS (X14 POSTS)**
  - Various Schools in province

**SALARY**
- R107 886 - R127 086 per annum (Level 03)

**CENTRE**
- Buffalo City Metro: De Vos Malan HS (200200252) – Ref No: EDU23/06/2018 (X1 Post)
- Buffalo City Metro: Nomfuneko JPS (200200606) – Ref No: EDU24/06/2018 (X1 Post)
- Buffalo City Metro: JM Mvebeza SSS (200200290) - Ref No: EDU25/06/2018 (X1 Post)
- Buffalo City Metro: Zanempucuko SSS (200200925) - Ref No: EDU26/06/2018 (X1 Post)
- Buffalo City Metro: Mnxesha SPS (200200490) - Ref No: EDU27/06/2018 (X1 Post)
- Buffalo City Metro: Athenkosi L/HP School (200200024) - Ref No: EDU28/06/2018 (X1 Post)
- Amathole East: Gcina JSS (200300107) - Ref No: EDU29/06/2018 (X1 Post)
- Amathole East: Willowale SSS (200300764) - Ref No: DU30/06/2018 (X1 Post)
- Amathole East: Ngwenze SSS (200300449) - Ref No: EDU31/06/2018 (X1 Post)
- Amathole East: Enoch Mamba (200300086) - Ref No: EDU32/06/2018 (X1 Post)
- Amathole East: Fort Malan JSS (200300098) - Ref No: EDU33/06/2018 (X1 Post)
- Amathole East: Mbobothi SSS (200300256) - Ref No: EDU34/06/2018 (X1 Post)
- Amathole East: Ndabankulu SSS (200300420) - Ref No: EDU35/06/2018 (X1 Post)
- NMM: Bergsig Special School (200100060) - Ref No: EDU36/06/2018 (X1 Post)

**REQUIREMENTS**
- Basic Security officers course and basic education and training. Good communication skills, good customer care. An understanding of Public Service principles. Knowledge of the access control procedures, Knowledge of measures for the control and movement of equipment stores. Knowledge of prescribed security procedures and the authority of security officers under these documents, acknowledge and accept of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Good communication skills (written and verbal skills) and a good command of English language.

**DUTIES**
- Has a responsibility to identify officers /employees, learners and visitors. Draw up menu under the guidance of the School Management Team. Patrol school grounds, buildings and fenced off areas. Escort visitors in the premises where necessary. Ensure that facilities, premises vehicles learners and staff are safe. Assist in the implementation of school safety policy. Apply basic communication skills in interacting with the children. Keep the necessary visitors register. Issue admission control cards to visitors and receive them back. Good communication skills and Good Customer Care. Open gates on arrival and departure of visitors at the Institution. Check supplies, articles and objects where necessary before allowing visitors in. Have patience and willingness to support learners unconditionally. Promote and uphold the rights of children. Report on breakages, theft and damages to school property to the Principal /School Management Team (SMT).
POST 27/108  :  CARETAKER/GROUNDSMAN (X17 POSTS)
Various Schools in province

SALARY  :  R90 234-R106 290 per annum (Level 02)
CENTRE  :  Buffalo City Metro: Ekuphumleni PS (200200146) - Ref No: EDU37/06/2018 (X1 Post)
          Buffalo City Metro: Metiele Primary (200200465) - Ref No: EDU38/06/2018 (X1 Post)
          Buffalo City Metro: B Kat SSS (200200028) - Ref No: EDU39/06/2018 (X1 Post)
          Buffalo City Metro: Balasi PS (200200029) - Ref No: EDU40/06/2018 (X1 Post)
          Buffalo City Metro: Qongqotha L/HP (200200720) - Ref No: EDU41/06/2018 (X1 Post)
          Buffalo City Metro: Emncotsho (2002000160) - Ref No: EDU42/06/2018 (X1 Post)
          Buffalo City Metro: Ngxwalane (200200580) - Ref No: EDU43/06/2018 (X1 Post)
          Buffalo City Metro: Fort Murray JS (200200185) - Ref No: EDU44/06/2018 (X1 Post)
          Buffalo City Metro: Qongqotha L/HP (200200720) - Ref No: EDU45/06/2018 (X1 Post)
          Buffalo City Metro: Uviwe HS (200200024) - Ref No: EDU46/06/2018 (X1 Post)

REQUIREMENTS  :  Abet level 4 with 0 – 6 month’s experience Good communication skills. Ability to
                learn Willingness to work with learners and staff members. Good communication
                skills (written and verbal skills) and a good command of English language.

DUTIES  :  Moving around the premises identifying broken materials. Giving direction to the
              visitors on relevant office around the premises. See to it that broken tables and
drawers are maintained. Looking for broken windows and report them. Mending
broken brooms and look for all assets.

POST 27/109  :  GENERAL WORKERS/CLEANERS (X46 POSTS)
Various Schools in province

SALARY  :  R90 234 - R106 290 per annum (Level 02)
CENTRE  :  Buffalo City Metro: Zabalaza Primary (200200914) - Ref No: EDU54/06/2018 (X1 Post)
          Buffalo City Metro: Metiele Primary (200200465) - Ref No: EDU55/06/2018 (X1 Post)
          Buffalo City Metro: Ekuphumleni Primary (200200146) - Ref No: EDU56/06/2018
          Buffalo City Metro: Breidbach Secondary School (200200058) - Ref No: EDU57/06/2018 (X1 Post)
          Buffalo City Metro: Breidbach PS (200200057) - Ref No: EDU58/06/2018 (X1 Post)
          Buffalo City Metro: Mlakalaka (200200484) - Ref No: EDU59/06/2018 (X1 Post)
          Buffalo City Metro: Zanempucuko SSS (200200925) - Ref No: EDU60/06/2018 (X1 Post)
          Buffalo City Metro: De Vos Malan HS (200200252) - Ref No: EDU61/06/2018 (X2 Posts)
          Buffalo City Metro: Nomfuneko JPS (200200606) - Ref No: EDU62/06/2018 (X1 Post)
          Buffalo City Metro: Balasi PS (200200029) - Ref No: EDU63/06/2018 (X1 Post)
          Buffalo City Metro: Mnxesha SPS (200200490) - Ref No: EDU64/06/2018 (X1 Post)
          Buffalo City Metro: Luytenville L/HP (200200720) - Ref No: EDU65/06/2018 (X1 Post)
Buffalo City Metro: Qongqotha LHP (200200065) - Ref No: EDU66/06/2018 (X1 Post)
Buffalo City Metro: Bulembu L/HP (200200727) - Ref No: EDU67/06/2018 (X1 Post)
Buffalo City Metro: Rayi PS (200200040) - Ref No: EDU68/06/2018 (X1 Post)
Buffalo City Metro: Madakeni PS (200200266) - Ref No: EDU69/06/2018 (X1 Post)
Buffalo City Metro: Iitha SPS (200200018) - Ref No: EDU70/06/2018 (X1 Post)
Buffalo City Metro: Andile Ntsepe L/HP School (200200160) - Ref No: EDU71/06/2018 (X1 Post)
Buffalo City Metro: Emncotsho (200200580) - Ref No: EDU72/06/2018 (X1 Post)
Buffalo City Metro: Ngxwalane (200200849) - Ref No: EDU73/06/2018 (X1 Post)
Buffalo City Metro: Embekweni PS (200200018) - Ref No: EDU74/06/2018 (X1 Post)
Buffalo City Metro: Tolofiyeni PS (200200730) - Ref No: EDU75/06/2018 (X1 Post)
Buffalo City Metro: Richard Varha HS (200300764) - Ref No: EDU76/06/2018 (X2 Posts)
Amathole East: Willowvale SSS (200300449) - Ref No: EDU77/06/2018 (X1 Post)
Amathole East: Ngwenze SSS (200300107) - Ref No: EDU78/06/2018 (X1 Post)
Amathole East: Gcina JSS (200100012) - Ref No: EDU79/06/2018 (X1 Post)
Amathole East: J.S. Skenjana (200300153) - Ref No: EDU80/06/2018 (X1 Post)
Amathole East: LM Malgas SSS (200300202) - Ref No: EDU81/06/2018 (X1 Post)
Amathole East: Caley JSS (200300042) - Ref No: EDU82/06/2018 (X1 Post)
Amathole West: Adelaide Gymnasium (200100942) - Ref No: EDU83/06/2018 (X1 Post)
Amathole West: Fort Beaufort Special School (200200684) - Ref No: EDU84/06/2018 (X2 Posts)
Amathole West: Phandulwazi Agricultural School (200200816) - Ref No: EDU85/06/2018 (X1 Post)
Amathole West: St Matthews High School (200100014) - Ref No: EDU86/06/2018 (X1 Post)
Amathole West: Adelaide Primary School (200200817) - Ref No: EDU87/06/2018 (X2 Posts)
Amathole West: Upper Cata Primary School (200200128) - Ref No: EDU88/06/2018 (X1 Post)
Amathole West: Douglas Ross Primary School (200200922) - Ref No: EDU89/06/2018 (X1 Post)
Amathole West: Zamukukhanya Primary School (200200787) - Ref No: EDU90/06/2018 (X1 Post)
Amathole West: Sivuyile Primary School (200200817) - Ref No: EDU91/06/2018 (X1 Post)
Amathole West: St Matthews Primary School (200200914) - Ref No: EDU101/06/2018 (X1 Post)
Amathole East: Mbobothi SSS (200300256) - Ref No: EDU102/06/2018 (X1 Post)
NMM: Bergsig Special School (200100060) - Ref No: EDU103/06/2018 (X2 Posts)

REQUIREMENTS:

Abet with no experience. Good communication skills (written and verbal skills) and a good command of English language. Acceptance of responsibility and be able to identify learner needs and strengths. Acceptance of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Ability to learn. Willingness to work with learners. An understanding of Public Service principles. Appropriate experience will be an added advantage.

DUTIES:

Has a responsibility to clean hostels, classrooms, grounds school facilities and ablution facilities blocks. Ensure that all facilities i.e. Buildings, grounds, gardens are well maintained and kept neat and tidy. In the garden dig, fertilize soil, plant seeds or transplant seedlings by hand, cultivate, spray, harvest fruits and vegetables. Responsible for the removal of refuse for both hostel and school premises. General domestic duties, like fixing of broken windows, taps, gutters, doors, lights etc. Request, purchase and control of cleaning material. Undertake inspections daily on the neatness of buildings and premises. Report any damages to property. Promote and uphold the rights of children. Have patience and willingness to support learners unconditionally.
DEPARTMENT OF HUMAN SETTLEMENTS

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

APPLICATIONS: Post to: The Director: Human Resources Management, Department of Human Settlements, Private Bag X13008, Cambridge, 5206. Hand Delivery: Human Resources Section, Room 1, Steve Tshwete Building, 31 – 33 Phillip Frame Road, Chiselhurst, 5206.

FOR ATTENTION: Mr Z. Ntozini

CLOSING DATE: 20 July 2018

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

OTHER POSTS

POST 27/110: DEPUTY DIRECTOR: EMERGENCY HOUSING: REF NO: ECDHS01/07/2018

SALARY: R826 563 - R973 047 An all-inclusive package (Level 12)

CENTRE: Head Office

REQUIREMENTS: Formal Qualifications: A three year degree/diploma in Emergency/ Disaster Management/Public Management/NQF6 relevant qualification in the built environment (Civil, Quantity Surveying/Architecture/Building) with 3 years working experience in the relevant field or a Senior Certificate coupled with ten (10) years working experience in the relevant field. 2 years working experience as an Assistant Director. Proven ability and exposure in working with project management tools. Knowledge of the National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of relevant legislation including the Human Settlements Code, Housing Act of 1997. Proven experience in Project Planning and Project Management. Expertise in executing disaster response and recovery in a quick and proper manner. Knowledge of principles and processes in providing customer services, assessing customer needs, meeting quality standards for services, and evaluating customer satisfaction. Expertise in managing multiple tasks simultaneously without compromising the quality of work. Knowledge of financial management principles and prescripts. Knowledge of Microsoft applications. Ability to work independently. A valid driver’s licence is compulsory. Skills and Competences: Knowledge and application of the following: Monitoring and evaluation systems, report writing, interpersonal relations, government policies, planning frameworks, conflict
management, presentation skills, public service regulatory framework. Research, negotiation, communication, leadership, financial management.

**DUTIES**

Manage the execution of disaster response and recovery within a co-ordinated joint operating system. Manage professional advisory and support services including development of tender documents. Assist service providers in developing project implementation plans with realistic cash flow forecast and ensure compliance thereof. Ensure project planning, design and implementation for both temporary and permanent solution. Prepare reports and participate in National and Provincial Disaster / Emergency Housing Forums. Manage the development and review of relevant policy frameworks. Co-ordinate and manage the development, implementation and review of Provincial Disaster Recovery Plan. Ensure functionality of existing programme related systems and development of new systems where necessary. Ensure effective management of the sub-directorate including compliance to the relevant regulations and prescripts.

**ENQUIRIES**

can be directed to Mrs W.L. Hartzenberg at 043 - 7119685

**POST 27/111**

**DEPUTY DIRECTOR: TECHNICAL QUALITY ASSURANCE: REF NO: ECDHS02/07/2018**

Purpose: To ensure adherence to set quality standards

**SALARY**

R826 053 - R973 047 (All-inclusive package) (Level 12)

**CENTRE**

Head Office

**REQUIREMENTS**

Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification with five years working experience in the relevant field or Senior Certificate coupled with ten years working experience in the relevant field. Knowledge of the applicable legislations and prescripts, government programmes and policies and procedures. Good verbal and written communication skills. Ability to work independently. Ability to work under pressure and difficult timelines. A valid driver's licence is compulsory. Skills And Competencies: Knowledge of applicable legislation and prescripts. Facilitation, research, report writing, networking, interpersonal relations, computer literacy and presentation skills.

**DUTIES**

Develop quality standards and ensure adherence in the construction industry. Ensure proper inspection, assurance, legal compliance and close out of projects. Evaluate progress in terms of contractual agreements with relevant stakeholders. Keep abreast of new, innovative developments and continuous improvement in the construction industry in order to ensure improved standards. Have the ability to identify deviations and implement reasonable solutions. Evaluate project claims and recommend for payments. Ensure housing projects meet all building regulations, norms and standards. Manage and advice regions with best practise in the construction industry. Manage the allocated resources of the directive. Ensure timeously development of job descriptions and implementation of work plans and personal development plans (PDP's) for all employees in the Sub-Directorate.

**ENQUIRIES**

can be directed to Mrs W.L. Hartzenberg at 043 - 7119685

**POST 27/112**

**CONSTRUCTION PROJECT MANAGERS GRADE A (X2 POSTS)**

Purpose: To manage and oversee all aspects of the projects in support of management of capital and technical projects.

**SALARY**

R679 338 - R728 400 (All-inclusive package) (Level 11 OSD)

**CENTRE**

OR Tambo Region (Ref No: 03/07/2018)

Amathole Region (Ref No: 04/07/2018)

**REQUIREMENTS**

Formal Qualifications: A three year degree/diploma/ NQF level 6 relevant qualification in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) with five years' work experience in human settlements development. Solid proven experience in Project Planning and Project Management. Must have a valid registration certificate with South African Council for Project and Construction Management professionals (SACPCMP). Three (3) years ‘working experience as a Control Works Inspector or equivalent. MS projects and MS office experience essential. Good communication skills (verbal and written). A valid drivers’ licence is compulsory and must be willing to travel. Computer literacy. Ability to work under pressure and meet tight deadlines. Ability
to work independently and within team setup. Skills And Competencies: Planning and organisation. Problem analyses and solving skills. Project management. Ability to pay attention to detail. Excellent interpersonal and communication skills (verbal and written). Experience in facilitating work sessions and giving presentations.

DUTIES

Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Project accounting and financial management. Report project progress to Chief Construction Project Manager. Office administration. Liaise and interact with service providers, client and management. Research and development. Keep up with new technologies and procedures. Visit sites for quality checks.

ENQUIRIES

can be directed to Mrs W.L. Hartzenberg at 043 711 9685

POST 27/113

CONTROL WORKS INSPECTORS (X2 POSTS)

Purpose: To ensure that inspectorate services are provided through the investigation of customer complaints, identification of new services, needs and requirements of new work and repairs and the management of the inspectorate component in line with relevant legislations, regulations and standards.

SALARY

R444 693 - R523 818 Level 10

CENTRE

O.R Tambo Region (Ref No: DHS 05/07/2018)
Alfred Nzo Region (Ref No: DHS 06/07/2018)

REQUIREMENTS

Formal Qualifications: A three year degree/diploma/relevant NQF level 6 qualification in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) with five years working experience in human settlements development or a Senior Certificate/N3 coupled with eight years working experience in human settlements development. Registration with SACPCMP will be an added advantage. Proven ability and exposure in working with project management tools. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. A valid drivers’ licence is compulsory. Skills and Competencies: Strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment, problem solving and analysis, financial management and programme and project management. Knowledge of public finance management act and applicable legislations and prescripts.

DUTIES

Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up. Inspects, evaluate and provide input on approval of all phases of project planning life cycle, construction and improvement on work contracted by Human Settlements Departments, as requested to ensure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations, issues correction notices as required. Performs routine semi-skilled and technical construction inspection work for environmental, water, sewer, internal roads and other regional projects and programs. Assures compliances with federal, state and local codes and standards and contractual provisions. Inspects and approves construction and installation of streets, curb, gutter, sidewalk, storm drains, sewers and waterlines, water meters, hydrants, service line, fire lines, cross connection control devices and related utilities and structures as assigned. Inspection and certification of construction works on various project sites in the Region. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance through inter alia. Ensure that the relevant project documentation for new and existing structures is compiled through inter alia. Ensuring delivery of quality and quantity on each assigned project site. Compilation of progress and quality control related reports.

ENQUIRIES

can be directed to Mrs W.L. Hartzenberg at 043 711 9685

71
**POST 27/114**

**ASSISTANT DIRECTOR: ENHANCED PEOPLES HOUSING PROCESS (EPHP)**

**REF NO:** ECDHS07/07/2018

**Purpose:** To assist in the facilitation, co-ordination and provision of administrative support in the implementation of Enhanced Housing Subsidy Programmes.

**SALARY:** R444 693 - R523 818 Level 10

**CENTRE:** Head Office

**REQUIREMENTS:**

- Formal Qualifications: A three year degree/diploma/NQF level 6 relevant qualification in Social Science/Development Studies/Public Management with five years’ working experience in the relevant field or a Senior Certificate coupled with eight years’ working experience in the relevant field. 2 years at supervisory level. Knowledge and experience in social facilitation in particular, on human settlements development. Knowledge of relevant legislation including the Human Settlements Code, Housing Act of 1997 as amended, Provincial Human Settlements legislation. Understanding of Enhanced People’s Housing Process (EPHP). Knowledge and experience in the field of Human Settlements and community development. Sound experience in the Public Sector Governance issues. Computer literacy. A valid drivers’ licence is compulsory. Project management expertise will be an added advantage.

- Skills and Competencies: Knowledge of monitoring and evaluation, government policies and planning systems, public service regularity framework. Research, report writing, negotiation, interpersonal relations, communication, conflict management, presentation and working in a team.

**DUTIES:**

- Assist in administering the Beneficiary Administration Programme for efficient and effective Human Settlements delivery. Implement business plan. Assist in the administration of Individual Subsidy Programme. Facilitate the approval of potential beneficiaries. Assist in the management of the directorate. Assist in the compilation of both DORA and IYM reports by providing accurate figures for expenditure and targets. Assist in programme planning for effective implementation of the planned monthly, quarterly and annual targets. Compilation and submission of monthly and quarterly reports.

**ENQUIRIES:** can be directed to Mrs W.L. Hartzenberg at 043 711 9685

**POST 27/115**

**OFFICE MANAGER TO CHIEF DIRECTOR: DISTRICT CO-ORDINATION AND PROJECT MANAGEMENT**

**REF NO:** ECDHS 08/07/2018

**Purpose:** To provide sound administrative and executive support to the Chief Director

**SALARY:** R356 289 - R419 679 (Level 09)

**CENTRE:** Head Office

**REQUIREMENTS:**

- Formal Qualifications: A three year degree/diploma in Office Administration/NQF level 6 relevant qualification with five years working experience in the relevant field or a Senior Certificate with eight years’ working experience in the relevant field. 2 years at supervisory level. Computer literacy with strong and sound typing skills (Excel is compulsory with MS Word and PowerPoint. Excellent communication skills (verbal and written). Excellent filing skills and to keep record of flow of documents. Experience in office administration and coordination. Flexible and adaptable. Ability to work under pressure and adhere to strict timeframes. Ability to take initiative and work independently. Ability to identify and handle confidential matters. A valid driving licence will be an added advantage.

- Skills And Competencies: In depth knowledge of monitoring and evaluation, government policies and planning systems, public service regularity framework, information management performance management. Good facilitation, report writing, research, interpersonal relations, computer literacy, negotiation, presentation, analysing, communication, conflict management and working in a team.

**DUTIES:**

- Responsible for overall management and administration of the office at all times. Assist in compiling the budget of the office. Consolidate in-year monitoring and Dora reports. Monitor the expenditure of the programme and consolidate expenditure reports. Prepare weekly, monthly, quarterly and annual reports. Manage the assets of the office. Request and consolidate reports. Analyse the information provided, consolidate and submit the final report. Compile internal and external reports and memos. Prepare memorandum, reports, speeches etc. Provide strategic support to the Chief Director. Ensure follow up of the Chief
Director’s appointments. Ensure that the diary is managed effectively. Ensure proper planning and organising in the office of the Chief Director. Ensure that events are planned, coordinated and organised. Provide administrative executive support to the Chief Director. Attend the Chief Director meetings and take minutes. Attending meetings on behalf of the Chief Director and report back. Make follow-up on the implementation of the resolutions of the meetings. Follow up on tasks assigned to directorates. Receive correspondence from inside and outside the Chief Directorate and guide correspondence to relevant directorates, including making necessary follow-ups. Liaise and communicate with other directorates/branches within the department and also with outside clientele.

ENQUIRIES: can be directed to Mr M. Kana at 043 711 9743

POST 27/116: ASSISTANT DIRECTOR: GRANT MANAGEMENT: REF NO: ECDHS: 09/07/2018
Purpose: To assist housing finances.

SALARY: R356 289 - R419 679 (Level 09)
CENTRE: Head Office
REQUIREMENTS: Formal Qualifications: A three year degree/diploma/NQF level 6 relevant qualification in financial management/accounting with five years working experience in the relevant field or a Senior Certificate coupled with eight years’ working experience in the relevant field. 2 years at supervisory level. Sound knowledge of policies and prescripts that are applicable to grant management. Good communication skills and analytical skills. Knowledge of Basic Accounting System (BAS), Extensive knowledge of PFMA. Computer literacy. A valid driver’s licence is compulsory. Skills and Competencies: Knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, public service regularity framework, information management and performance management. Research, report writing, negotiation, interpersonal relations, communication, analysing, conflict management, presentation and working in a team.

DUTIES: Assist in the management of the Provincial Housing Funds (Conditional Grant). Prepare and submit project list to budget office. Verification of budget loaded on BAS to the approved conditional grant business plan. Processing of housing project payments and related transactions in the provincial financial system (BAS) and ensure that they are properly recorded. Verify all claims to ensure compliance with the prescribed legislation. Verify data captured on BAS against the supporting documentation on the claims and authorize on BAS. Management of Trust Accounts. Risk Management. Ensure that all claims are fully compliant with all prescripts. Prevent the possible risks on payments such as payments to incorrect entities, over payments and under payments.

ENQUIRIES: can be directed to Mr M. Kana at 043 711 9743

POST 27/117: SYSTEMS DEVELOPER: REF NO: ECDHS10/07/2018
Purpose: To provide applications and systems support and develop and enhance systems and software.

SALARY: R356 289 - R419 679 (Level 09)
CENTRE: Head Office
REQUIREMENTS: Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification in computer science/Information Technology with five years working experience in the relevant field or a Senior Certificate coupled with eight years working experience in the relevant field. Experience in systems and software or web-based development. Relevant Microsoft certification (Microsoft Technology Associate (MTA), or Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE) or Microsoft Certified Solutions Developer (MCSD). A driver’s licence is compulsory. A minimum of two years’ experience as a developer/analyst programmer in the software development environment using the following: NET programming in ASP.net, C-Sharp (C#), ASP.net MVC, Microsoft Visual Studio. NET; Microsoft Sharepoint development; PHP; Drupal; WordPress, Joomla, Database Administration in either Microsoft SQL Server or MySQL or other relevant relational databases. Skills and Competencies: Knowledge of
government policies and planning systems, knowledge management and problem solving and analysis. Research, report writing, negotiation, interpersonal relations, communication, facilitation, conflict management, presentation skills and working in a team.

**DUTIES**

Provide applications and systems support. Distribute surveys of user requirements. Facilitate outsourcing of needs and requirements. Maintain effective usage of software licensing. Provide advisory services to users. Assist in troubleshooting software application issues. Develop and enhance systems and software. Regularly assets and evaluate systems and software performance and institute reviews and renewal. Analyse data contained in the corporate database and identify data integrity issues with existing and proposed systems and implement solutions. Support the implementation and ongoing management of Departmental Systems. Responsible for a safe and secure work environment. Follow appropriate business control practices and ensure compliance to all governmental standards relative to application support and development and implementation of application system changes.

**ENQUIRIES**

can be directed to Mr M. Kana at 043 711 9743

**POST 27/118**

**SENIOR ADMINISTRATIVE OFFICER REF NO: ECDHS 11/07/2018**

**Housing Programmes Facilitation and Administration**

Purpose: To promote the effective and efficient programmes facilitation and administration.

**SALARY**

R299 709 - R353 043 (Level 08)

**CENTRE**

OR Tambo Region

**REQUIREMENTS**

Formal Qualifications: A three year degree/diploma/NQF level 6 relevant qualification in Public Management/Social Science with three years working experience in the relevant field or Senior Certificate with seven years’ working experience in the relevant field. Human settlements development experience will be an added advantage. Knowledge and understanding of the subsidised housing environment. Thorough knowledge and understanding of all policies, guidelines and other legislative framework that governs the administration of government subsidised housing. Good communication skills (verbal and written). Computer literate. A valid drivers’ licence is compulsory. Skills and Competencies: Knowledge of Public Finance Management Act, applicable legislation and prescripts and policies and procedures. Report writing, computer literacy and communication skills.

**DUTIES**

Beneficiary Administration. Liaise with all the relevant stakeholders involved in the housing development i.e. ward councillors, ward committees, traditional leaders, municipal housing officials, community development workers and identified beneficiaries. Consumer Education. Conduct consumer education to communities where projects have been awarded. Filling in forms and commissioning. Social Facilitation. Liaise with all the relevant stakeholders involved in the housing development. Establish project steering committee on approved beneficiaries. Conduct training on elected members. Perform any adhoc duties assigned by supervisor or manager. Door to door verification destitute. Attend to meetings, workshops and trainings.

**ENQUIRIES**

can be directed to Mr M. Kana at 043 711 9743

**POST 27/119**

**SENIOR PROVISIONING ADMINISTRATIVE OFFICER PROCUREMENT REF NO: ECDHS 12/07/2018**

Purpose: To administer the departmental purchase services.

**SALARY**

R299 709 - R353 043 (Level 08)

**CENTRE**

Head Office

**REQUIREMENTS**

Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification in Supply Chain Management/Logistics/Purchasing/Public Management/ Finance with three years working experience in the relevant field or Senior Certificate coupled with seven years working experience in the relevant field. Knowledge of supply chain processes especially in procurement. Knowledge of PFMA, Treasury Regulations. Good interpersonal and organisational skills. Ability to work under pressure. Computer literate. Good communication skills (verbal and written).
Knowledge of Logis and BAS System. Skills and Competencies: Knowledge of SCM practices, procurement and purchasing procedures required, government policies and planning systems, public service regularity framework, information management and performance management. Good communication skills, multitasking skills, computer literacy and supervisory skills.

**DUTIES**: Render provisioning services. Check correctness of input document. Check, verify supplier details. Ensure that supplier and price is cost effective. Process request on Logis. Check validity before authorisation. Maintain weekly, monthly and quarterly reports. Ensure that necessary documents are attached before issuing an order. Ensure the effective and efficient use of funds. Maintain and update accruals. Checking of outstanding commitments. Supervision of staff.

**ENQUIRIES**: can be directed to Mr M. Kana at 043 711 9743

**POST 27/120**: **ADMINISTRATIVE OFFICER: REF NO: ECDHS12/07/2018**

Beneficiary Management
Purpose: To facilitate co-ordination and provision of administrative support of housing projects

**SALARY**: R242 475 - R285 630 (Level 07)

**CENTRE**: Head Office

**REQUIREMENTS**: Formal Qualifications: A three year degree/diploma/NQF level 6 relevant qualification in Public Management/Social Science with 2 years of working experience in the relevant field or Senior Certificate coupled with six years working experience in the relevant field. Knowledge and understanding of housing policies and procedures. Good interpersonal skills. Good communication skills. Ability to work as a team. Computer literate. Skills and Competencies: Knowledge of housing subsidy systems policies and procedures, government policies and planning systems, public service regularity framework, performance management. Be able to handle confidential matters, ability to work under pressure.

**DUTIES**: Processing individual subsidy applications. Receive, capture and verify subsidy application forms. Edit applications. File approved applications. Processing of individual subsidy claims. Received, capture claims on housing subsidy system (HSS). Attend to subsidy enquiries.

**ENQUIRIES**: can be directed to Mr M. Cimela at 043 711 9774

**POST 27/121**: **INTERNAL AUDITOR: REF NO: ECDHS 13/07/2018**

Purpose: Execute internal audit assurance and consultancy engagements to support the implementation of Internal Audit Operational Plan; providing assurance on governance, risk management and internal control processes in accordance with the IIA Standards and legislatives framework.

**SALARY**: R242 475 - R285 630 (Level 07)

**CENTRE**: Head Office

**REQUIREMENTS**: Formal Qualifications: A three year degree/diploma/NQF 6 relevant qualification in Internal Auditing with two years working experience in relevant field. Extensive knowledge of relevant legislations such as Public Finance Management Act 1999 as amended (PFMA), Public Service Act 1994 and Professional Practices such as the Standards for the Professional Practices of Internal Auditing (SPPIA) issued by the Institute of Internal Auditors (IIA). Good communication skills. Computer Literate. A valid drivers’ licence is compulsory and willing to travel. Skills and Competencies: Knowledge of PFMA and accompanying Treasury Regulations. Research, report writing, negotiation, interpersonal relations, communication, facilitations, analysing, conflict management, presentation, working in a team.

**DUTIES**: Contribute to the development of strategic audit plans. Participate in the identification of the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Assist the Accounting Officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department’s controls/objectives, determine their effectiveness and efficiency through internal audits according to the internal audit plan. Participate in the development of proposals to determine the scope of allocated internal audit engagements. Collect information and participate in the compilation of reports to the Accounting Officer.
and Audit Committee. Progress report against audit plan. Quarterly reports. Annual reports. Keep up to date with new developments in the internal audit environment.

ENQUIRIES: can be directed to Mr M. Cimela at 043 711 9774

POST 27/122: ADMINISTRATIVE OFFICER: TECHNICAL QUALITY ASSURANCE: REF NO: ECDHS: 14/07/2018
Purpose: To maintain appropriate records for the efficient operation of the departments Technical Quality Assurance and to provide administrative support to the Technical Quality Assurance Team.

SALARY: R242 475 - R285 630 (Level 07)
CENTRE: Head Office
REQUIREMENTS: Formal Qualifications: A three year degree/diploma/NQF6 qualification in Public Administration/Social Sciences/ Development Studies with 2 years’ working experience in the relevant field or Senior Certificate coupled with six years’ working experience in the relevant field. Good communication skills. Computer literate. Ability to work under pressure. Skills and Competencies: Knowledge of administrative procedures, Public Service Regularity Framework, performance management, interpersonal relations skills, ability to work in a team. Be able to handle confidential matters.

DUTIES: Provide administrative support to the unit. Make preparations for Unit events and meetings. Reconcile section accounts and report deviations. Advise the Deputy Director on expenditure trends Develop and maintain database for external verification. Liaise with both internal and external stakeholders on quality assurance standards. Receive quality assurance and monitoring reports and file them. Analyse and check legitimacy of documentations. Analyse and check legitimacy of documentation submitted by regions relating to technical aspects of a project.

ENQUIRIES: can be directed to Mr M. Cimela at 043 – 711 9774

POST 27/123: ADMINISTRATIVE CLERK: LAND ACQUISITION: REF NO: ECDHS15/04/2018
Purpose: To ensure that land ownership and security of tenure is facilitated in respect of all housing subsidy programmes.

SALARY: R163 563 - R192 666 (Level 05)
CENTRE: Head Office
REQUIREMENTS: Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification in Public Management/Social Sciences/Property Management with one year working experience in relevant field or Senior Certificate coupled with four years working experience in the relevant field. Understanding of the relevant acts/prescripts and legislations. Ability to collect and collate data. Ability to work under pressure. Computer literate. Sound knowledge of the land administration. Experience in working with various stakeholders. Good communication skills and conflict management. A valid drivers’ licence is compulsory. Skills and Competencies: Knowledge of service delivery (Batho Pele). Sound knowledge and understanding of transfer and land ownership. Computer literacy, interpersonal relations skills, communication skills, ability to work in a team, personal effectiveness and customer orientated.

DUTIES: To assist with housing subsidy system for verification of beneficial approval. Do deeds searches. Prepare consent certificates of pre-emptive and mortgage bonds certificates, special power of attorney and endorsement of title deed in terms of section 10A and 10B of Housing Act 107 of 1997 as amended. Ensure transfer of housing units qualifying beneficiaries in conjunction with conveyancers and municipalities.

ENQUIRIES: can be directed to Mr M. Cimela at 043 – 711 9774

POST 27/124: ADMINISTRATIVE CLERK: HOUSING PROPERTY MANAGEMENT: REF NO: ECDHS 16/07/2018
Purpose: To provide clerical support in the completion and submission of subsidy application form.

SALARY: R163 563 - R192 666 (Level 05)
CENTRE: OR Tambo Region

REQUIREMENTS:
Formal Qualification: A 3 year degree/diploma/NQF6 relevant qualification in Public Management/Social Sciences with one year working experience in the relevant field or Senior Certificate coupled with four years working experience in the relevant field. Knowledge of relevant prescripts and legislations. Computer literate. Good communication skills. Knowledge of Housing Subsidy Systems. Skills and Competencies: Knowledge of government prescripts and legislations. Knowledge of housing subsidy policies and procedures. Problem solving, workplace relations, self-organising, informal utilisation, effective communication. Provide clerical support in the process of completing subsidy application forms. Collect and receive completed subsidy application forms. Verify the completeness and attachments on each subsidy application forms. Capture subsidy application forms on HSS. Compile list of captured subsidy application forms and refer to Had Office for verification and approval. Check subsidy application forms on HSS for approval or disapproval. Establish project steering committee on approved beneficiaries.

ENQUIRIES:
can be directed to Mr M. Cimela at 043 – 711 9774

POST 27/125:
ADMINISTRATIVE CLERK; REBATES; REF NO: ECDHS 18/07/2018
Purpose: To render effective and efficient rebates services.

SALARY:
R163 563 - R192 666 (Level 05)

ENQUIRIES:
can be directed to Mr M. Cimela at 043 – 711 9774

DEPARTMENT OF SOCIAL DEVELOPMENT

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

Alfred Nzo: The District Coordinator, Department of Social Development, Private Bag X0309, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at 043 605-5049 / Ms A. Njaba 043 605-5101/ Mr M. Madonci 0436055110.

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

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

Chris Hani: The District Coordinator, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden
Joe Gqabi: The District Coordinator, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Mzinjana at (045) 808-3709.

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

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

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

CLOSING DATE : 20 July 2018
NOTE : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). The Department of Social Development in the Eastern Cape is an equal opportunity, affirmative action employer. Females, Whites and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

OTHER POSTS

POST 27/126 : SENIOR LEGAL ADMIN OFFICER: MR6 REF NO: DSD 01/

SALARY : R448 269 – R1 084 437 per annum
CENTRE : Head Office
REQUIREMENTS : Standard 10/ Grade 12 plus an LLB or recognised four-year legal degree. At least 8 years’ appropriate post qualification advisory / civil high court litigation experience. Admission as an Attorney / Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law/ Labour Law / Contracts Management will be an added advantage. A valid South African driver's license is a prerequisite. Computer literacy and proficiency is essential.

DUTIES : To render legal advisory services to the Department of Social Development (Eastern Cape Province) related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislation services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil
litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise on research that will provide information and case law relevant to the legal matter at hand. Present on and advise on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome. Draft legal documents and advise on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Unit.

ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110

POST 27/127 : SOCIAL WORK SUPERVISOR GR 1 (X2 POSTS)

SALARY : R363 507 per annum
CENTRE : Alfred Nzo: Mbizana Local Service Office (X1 Post)
Matatiele Area Office (X1 Post)

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

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

ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110

POST 27/128 : ASSISTANT DIRECTOR: PMDS

SALARY : R356 289 per annum
CENTRE : Head Office: (X1 Post)

REQUIREMENTS : Standard 10/ Grade 12 plus a degree/National Diploma in Social Science/Public Management/Human Resource Management or an NQF 6 relevant qualification with 5 years’ relevant experience, including 3 years at supervisory level OR a Senior Certificate with 10 years’ experience in the field of Performance Management and Development Systems with 3 years’ at a supervisory level. Computer literacy. A valid South African driver’s licence is a prerequisite. Competencies: Knowledge of PMDS policy, protocols and committees. Knowledge of stakeholders in Social Development. Sound knowledge of Human Resource Development policies and programmes. Good communication and presentation skills.

ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110

POST 27/129: SOCIAL WORKERS Gr1

SALARY: R242 553 per annum

CENTRE: Nelson Mandela: Uitenhage Local Service Office (X1 Post)

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

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

ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110

POST 27/130: ADMINISTRATIVE OFFICER (TO THE FOLLOWING DISTRICTS)

SALARY: R242 475 per annum (Level 07)

CENTRE: Sarah Baartman: Humansdorp Local Service Office (X1 Post)
Joe Gqabi: District Office (X1 Post)


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

ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/5101/5110

POST 27/131: STATE ACCOUNTANT

SALARY: R242 475per annum (Level 07)
CENTRE: Sarah Baartman: District Office (X1 Post)
REQUIREMENTS: Standard 10/ Grade 12 plus a B Degree/ National Diploma in Finance or Internal Auditing with two years’ relevant experience OR Senior Certificate (Matric) with at least 10 years’ relevant experience working in finance administration. Computer Literacy. A valid South African driver’s license is an added advantage. Competencies: Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Proven knowledge of BAS and PERSAL.
DUTIES: Manage and effect employee deductions. Draw Persal exceptions and identify reconciling items Perform Peral/Bas reconciliation. Approve Bas / Persal transaction. Maintain proper filling of documentation. Clear and reconcile suspense accounts. Render tax administration and distribution services for the department. Prepare monthly and yearly tax reconciliations. Render distribution of payrolls and pay slips also supervise subordinates.
ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/5101/5110

POST 27/132: PROVINCIAL ADMINISTRATIVE OFFICER

SALARY: R242 475 per annum (Level 07)
CENTRE: Sarah Baartman: District Office (X1 Post)
REQUIREMENTS: Standard 10/ Grade 12 plus a B Degree in Administration or equivalent qualification with two (2) year’s relevant working experience OR Matric with 10 years’ relevant experience. Computer literacy. Knowledge of MIS procurement process. A valid South African driver’s license is an added advantage. Competencies: Good reading and writing skills. Administration skills. Ability to work under pressure. Knowledge of the Public Service Legislations, policies and procedures such as PFMA, PPPFA, GIAMA.
DUTIES: Monitor and reconcile all payments weekly. Retrieve reports on MIS and BAS. Conduct records and document management on both manually and electronically. Monitor budget expenditure against the cash flow projections weekly. Capture data on Infrastructure Reporting Module, Commit funds and payment of service providers on MIS, Consolidate monthly and Quarterly reports of the unit. Responsible for variety of duties related to Infrastructure and Facilities management.
ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/5101/5110

POST 27/133: ADMINISTRATIVE OFFICER: OFFICE OF THE HOD

SALARY: R242 475per annum (Level 07)
CENTRE: Head Office (X1 Post)
REQUIREMENTS: Standard 10/ Grade 12 plus a B Degree/National Diploma in Administration/Accounting/equivalent qualification plus a minimum of 2 years’ practical experience OR Grade 12/equivalent qualification with 10 years’ relevant experience in administration environment. A valid South African driver’s license is an added advantage. Competencies: Knowledge of administration and business administration. Knowledge of Public sector policies. Knowledge of procurement
systems, PFMA, PSA regulations and Supply Chain Management. Excellent communications skills. Analytical ability.

**DUTIES**: Conduct records and document management both manually and electronically. Be responsible for variety of administration duties related to provisioning services. Monitor and manage provisioning process at operational level. Supervise staff. Provide logistic support functions such as transport administration, travel and accommodation arrangements of officials for the Office. Monitor budget expenditure patterns as well as monthly projections for the Local Service Office. Monitor submissions, memorandums and orders. Supervise the ordering of stationery, office supplier, courier services and deliveries.

**ENQUIRIES**: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110

**POST 27/134**: STATE ACCOUNTANT: FINANCIAL PLANNING

**SALARY**: R242 475 per annum (Level 07)

**CENTRE**: Head Office (X1 Post)

**REQUIREMENTS**: Standard 10/ Grade 12 plus a B.Degree/National Diploma in B. Com Degree/National Diploma with Financial Accounting with 2 years relevant experience as one of the majors or Diploma in Finance with Accounting III or Internal Auditing III, OR Senior Certificate (Matric) with ten years relevant experience. A valid South African driver’s license is an added advantage. Competencies: Knowledge of PFMA and Treasury Regulations. Knowledge of BAS and Persal. Advanced knowledge of MS, Excel, Ms Word and PowerPoint and Presentation skills. Good communication skills (verbal and written). Ability to work under pressure and meet tight deadlines.

**DUTIES**: To maintain and perform reconciliation of ledge accounts. To clear suspense accounts and reports to the Assistant Director on unclear suspense accounts monthly. Effectively and efficiently manage interdepartmental claims. To perform month and year end closure. Assist in compilation of Pro forma and Annual Financial Statements. To ensure that information on AFS is supported by accurate supporting documentation. To ensure that the Department complies with the requirements of Circular 1 of 2009 and submission thereof as prescribed by Provincial Treasury.

**ENQUIRIES**: can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110

**POST 27/135**: PERSONAL ASSISTANT (X5 POSTS)

(1 Year Contract)

**SALARY**: R242 475 per annum (Level 07)

**CENTRE**: (Ref) Head Office: Office of DDG (X1 Post)
Chief Director: Social Welfare Services (X1 Post)
Chief Director: Specialist Social Services (X1 Post)
Director: HRA (X1 Post)
Director: Women Development (X1 Post)

**REQUIREMENTS**: An appropriate Degree/Diploma coupled with three (2) years relevant experience OR Senior Certificate (Matric) with ten (10) years relevant experience. Computer literacy. A valid South African driver’s license is an added advantage. Competencies: Knowledge of Public Service policies and procedures. Good communication skills. Innovative thinking ability as well as problem solving skills. Sound personal values in terms of honesty, integrity and confidentiality. Excellent personal and organisational skills.

**DUTIES**: Record appointment and events and manage the Director’s diary. Scrutinize incoming and outgoing documents to determine actions/information/other documents required. Prepare documents, memorandums, letters and presentations for the Director. Compile agenda and take minutes during Directorate meetings. Follow up on resolutions take in the meetings. Liaise with travel agencies to make travel and related arrangements (flight, care rental, accommodation etc.) Process travel and subsistence claims for the Director. Create and maintain a filing system in line with the Departmental filing system.
Execute procurement processes, follow – ups invoices, compile GRV’s and clear outstanding commitments

ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba / Mr M Madonci Tel No: 043 605 5049/ 5101/5110

POST 27/136: ADMINISTRATIVE CLERK (X2 POSTS)

SALARY: R163 563 per annum (Level 05)
CENTRE: Sarah Baartman: Humansdorp Local Service Office (X1 Post)
Camdeboo Local Service Office (X1 Post)


DUTIES: Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District.

ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba / Mr M Madonci Tel No: 043 605 5049/ 5101/5110

POST 27/137: SOCIAL AUXILIARY WORKER GR 1 (X3 POSTS)

SALARY: R139 563 per annum
CENTRE: OR Tambo: Libode Local Service Office (X2 Posts)
KSD Area Office (X1 Post)

REQUIREMENTS: Grade 12 plus Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/ current year of proof of registration). Computer literacy. A valid South African driver’s license is a prerequisite. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

DUTIES: Be responsible for crime prevention programmes to young persons at risk in and out of school. Assist the Community Development Practitioner in the implementation of diversion programmes by gathering information for report writing, and life skills programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prison or residential care facilities. Provide supervision services to those young persons’ placed by court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.

ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba / Mr M Madonci Tel No: 043 605 5049/ 5101/5110

POST 27/138: HR REGISTRY CLERK (X2 POSTS)

SALARY: R163 563 per annum (Level 05)
CENTRE: Head Office (X2 Posts)

REQUIREMENTS: Grade 12/ Matric or equivalent qualification plus 2 years relevant experience. Computer Literacy. Competencies: Knowledge of Registry procedures, policies and exposure to general office administration. Excellent interpersonal relations and communication skills. Ability to maintain high level of professionalism, confidentiality and reliability. Ability to work under pressure, independently and a team. Good office practice.

DUTIES: Open, Close and Record files according to the Archives instruction. Assist the Department with obtaining of information pertaining to Audit. Keep file index according to the NIMR standard. Ensuring that the sorting and filing of correspondence is up to date on a daily basis. Ensure availability of files or documents where necessary. Doing general filing according to the filing index.

ENQUIRIES: can be directed to Ms Z Moyeni / Ms A Njaba / Mr M Madonci Tel No: 043 605 5049/ 5101/5110
POST 27/139 : CHILD AND YOUTH CARE WORKER GR 1

SALARY : R132 729 per annum
CENTRE : Alfred Nzo: Maluti Local Service Office (X1 Post)
DUTIES : Establish trusting and meaningful one-to-one relationships with children, youth and their families. Implement strategies such as planned daily activities, coordinated treatment interventions structured environments, and organized recreational and social activities. Help individuals and families identify personal strengths and resources for positive change. Help develop and implement individual and group treatment programs. Respond effectively to acts of aggression and depressive, destructive or self-injurious behaviours Act as a resource for individuals and their families. Engage in behaviour management, safety and security programming for young people in the centre. Perform administrative work relevant to the job.
ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110

POST 27/140 : DATA CAPTURER

SALARY : R163 563 per annum (Level 05)
CENTRE : OR Tambo: Lusikisiki Local Service Office
REQUIREMENTS : Senior Certificate (Matric) with two (2) years relevant experience. Computer Literacy. Competencies: The ability to use computer, fax machine, photocopier, scanner and telephone. Communication skills. The ability to work independently, prioritise work activities and use time efficiently. The ability to maintain confidentiality. Ability to work under pressure and stressful conditions.
DUTIES : Type letters and memorandum and monitor the flow of documents within the Service office. Handle general administration duties and record keeping. Perform all other duties as assigned. Perform other clerical duties such as sorting, filing and e-mailing.
ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110

POST 27/141 : GENERAL ASSISTANT

SALARY : R96 549 per annum
CENTRE : Nelson Mandela: Enkuselweni Secure Care Centre (X1 Post)
REQUIREMENTS : Grade10 or equivalent qualification. Competencies: Poses good communication skills. Be able to work as a team.
DUTIES : Provide effective office and property care support services. Control the access of office accommodation. Oversee and prepare boardrooms and offices for meetings and gatherings. Provide routine general work, compliance and maintenance services: open windows everyday for hygiene and infection control purposes. Damp and dry dusting. Empty dustbin in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110
ANNEXURE N

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF ECONOMIC DEVELOPMENT

APPLICATIONS : Apply online to the http://professionaljobcentre.gpg.gov.za website only.
CLOSING DATE : 20 July 2018
NOTE : application form should be accompanied by a recently updated CV as well as originally certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). 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. Kindly note that: successful candidates will be subjected to a security clearance in terms of a criminal record check, verifications of qualifications. All short-listed candidates may be subjected to a technical exercise that intends to test relevant technical elements of the job, for which the logistics will be communicated by the department.

OTHER POSTS

POST 27/142 : DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT
Directorate: Organisation Efficiency
SALARY : R697 011 - R821 052 (Level 11) per annum all-inclusive package
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12, National Diploma or Degree in Work-study, Management Services, Organisation and Industrial Psychology, Operations Management, Production Management or related qualification. A minimum of 3-5 years’ experience in Organisational Development and Job Evaluation or related field. Language: English Driver’s Licence: code EB.
DUTIES : Facilitate the development and implementation of organisational design approach and methodology framework. Facilitate the development and implementation of job evaluation policies and DPSA Directives. Manage the determination of appropriate remuneration (Job Evaluation processes). Manage the development of job description for all job categories. Manage PERSAL Establishment. Manage organisational design and redesign processes (mandate and functional analysis, alignment of structure to strategy and service delivery model). Facilitate the development and review of the service delivery model. Development and implementation of organisational development initiatives (change management and climate / employee satisfaction survey). Conduct workload analysis (determine post provisioning norms). Facilitate and conduct business process improvement initiatives. Manage. Conduct organisational functionality assessments of department’s internal systems and processes, and manage the implementation of MPAT.
ENQUIRIES : Summaya Khan Tel No: 011 355 8108

POST 27/143 : DEPUTY DIRECTOR- BOARD SECRETARIAT
Directorate: Liquor Affairs
SALARY : R697 011 - R821 052 (Level 11) per annum all-inclusive package
CENTRE : Umnotho House Johannesburg
DUTIES : Facilitate the development of liquor licensing strategies, policies, programmes and the implementation thereof. Ensure alignment of national, provincial and local government policies and initiatives liquor affairs. Gather information and align
provincial strategy and programmes with the national framework. Consolidate inputs towards the development of the liquor licensing strategies. Lead the entourage that briefs the Premier on legislative changes. Manage and organise all activities of the Liquor Board, provide guidance, advice and support to the Liquor Board. Provide secretarial services to the Board and its Committee. Ensure provision of facilities for inspection of Board documents. Schedule Board meetings, draw notices and agendas of meetings. Management of all logistical arrangements (relating to claims and queries). Ensure that all meetings are electronically recorded for future transcribing where necessary. Prepare and distribute documents and minutes of meetings. Liaise with external shareholders on issues relevant to the Board. Design and implement interventions to conduct best practice. Conducts a Board audit to evaluate its effectiveness. Analyse internal and external environmental factors. Provide advice on the provision of the Code of Corporate Practices and Conduct. Manage the orientation of all Board members and oversee, Incorporates all changes to the Board’s memoranda. Maintain all statutory forms and required register.

ENQUIRIES: Siphiwe Nhlapho Tel No: 011 355 8540

POST 27/144: ASSISTANT DIRECTOR: ECONOMIC POLICY AND PLANNING
Directorate: Economic Policy and Planning

SALARY: R356 289 - R419 679 per annum (Level 09) plus benefits
CENTRE: Umnotho House Johannesburg
REQUIREMENTS: Honours degree in Economics with Econometrics and Statistics as subjects within the undergraduate degree at least up to 2nd year level, a Masters Degree will be an added advantage. Understanding and knowledge of government-wide economic policy. Experience in conducting research and data analysis using advance tools such as Econometrics, and SPSS. Experience in conducting surveys with huge sample sizes. Experience in preparing visual power-point and graphic presentations. Experience of working with different stakeholders from all walks of life and across the level of seniority. Code 10


ENQUIRIES: Siphiwe Nhlapho 011 355 8540

DEPARTMENT OF EDUCATION

APPLICATIONS: Applications must be delivered or posted to: Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg. Postal address: The Director: Recruitment and Selection, Gauteng Department of Education, P.O. Box 7710, Johannesburg, 2000.

CLOSING DATE: 20 July 2018
NOTE: Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on
the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

MANAGEMENT ECHelon

POST 27/145 : CHIEF DIRECTOR: DISTRICT OPERATIONS MANAGEMENT – JOHANNESBURG REGION (REF NO: HO2018/07/01
Branch: Curriculum Management Delivery
5 Years Fixed Term Contract Performance Based)

SALARY : R1 127 334 per annum (All-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate NQF level 7 qualification in management/administration, with at least a minimum of 5 years’ senior management experience. Proven management skills in education management or equivalent. Knowledge of advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver’s license is essential. Ability to work under pressure.

DUTIES : Manage the provision of support to districts. Ensure proper coordination for all support and activities to and with districts. Ensure proper coordination and collection of information and statistics to facilitate classroom support. Oversee expenditure programmes of district offices. Oversee staffing levels at district offices to ensure effective support to institutions. Managing and monitoring of district performance. Promote social transformation, justice and cohesion in the education system. Manage the integrated support programmes through the facilitation of interface between the department and stakeholders. Manage the strategic support direction and planning in the districts. Formulate strategies for efficient support programmes to districts. Ensure the implementation, monitoring and evaluation of departmental policy and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the Branch as expected in the relevant Public Service Acts and policies. Supervise and manage subordinates and other participants in the Branch activities. Responsible for the financial management of the component’s activities. Plan, organise and control activities pertaining to functions of the component. Disseminate information to all stakeholders (team, managers, etc.) and report activities. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks. Report to and participate in all appropriate national, provincial, departmental and other structures and processes.

ENQUIRIES : Mr. Hector Tsosane Tel No: 011 843 6533

POST 27/146 : DIRECTOR: INFRASTRUCTURE PLANNING AND PROPERTY MANAGEMENT (REF NO: HO2018/07/02)
Chief Directorate: Physical Resources Planning and Property Management

SALARY : R948 174 per annum (All-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate NQF level 7 Degree in the Built Environment qualification, with at least a minimum of 5 years’ middle/ senior management experience. Proven management skills in design and delivery of infrastructure programmes and experience in infrastructure portfolio management. Knowledge of advanced analytical skills and extensive knowledge of the prescripts of the infrastructure policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver’s license is essential.
DUTIES: Develop and manage strategies, policies, systems, norms/standards and plans related to infrastructure, associated equipment and property management. Manage the physical resources planning framework, prioritisation model(s), Business Cases and Project Briefs. Interpret and apply norms and standards. Direct infrastructure analyses. Finalise infrastructure planning documents. Direct property management. Manage operations as it pertains to leases, acquisition of land and rates & taxes. Align the core business of the Directorate to the strategic goals and objectives of the Chief Directorate. Manage people and finances.

ENQUIRIES: Mr. Hector Tsosane Tel No: 011 843 6533

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: The Department reserves the right to fill or not to fill this position(s). Applications can be delivered to- The Gauteng Department of Social Development, West Rand Region, 16 Human Street, Krugersdorp or posted to Private Bag X 2068, Krugersdorp, 1740

CLOSING DATE: 20 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. Khuutoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POSTS

POST 27/147: SOCIAL WORK MANAGER: NPO-PARTNERSHIP AND FINANCING REF NO: SD/2018/07/05 (X2 POSTS)

SALARY: R755 598 - R1 045 935 per annum (within the OSD Framework)

CENTRE: West Rand Region

REQUIREMENTS: Bachelor's Degree in Social Work with 10 years’ experience in a Social Work services environment. Knowledge and understanding of legislative framework governing the Public Service. Knowledge and understanding of PFMA and the Department’s Constitutional mandate. Knowledge and understanding of Social dynamics, human behavior and social systems. Must be able to communicate, intervene and resolve conflict of complex nature, planning and organizing, project management, networking, research, presentation, analyze, interpersonal and report writing. Must also be assertive, non-judgmental, understanding, caring, creative, professional and innovative. Must be computer literate and a valid driver’s license.

DUTIES: To provide leadership, direction and mentorship to the subordinates and oversee the translation of key developmental strategies into critical objectives and operational plans, including among others: to manage and supervise Social Work Supervisors and a team of Community Development Liaison Officers and Workers. Ensure that subordinates are trained, developed to be able to deliver work of the required standards efficiently and effectively through the utilization of knowledge management. Develop programs and projects that are in line with legislation and policy including to conduct audits and DQA’s to funded NGO’s, allocation and utilization of budget appropriately according to the Funding Agreement. Develop monitoring tools and transformation plan for the Regions on the NPO based that are in line with PFMA. Provide support, training and guidance to Regional office for effective delivery of programs that meets the needs of the vulnerable and
render of quality and equitable social services. Coordinate and participate in the Welfare Summit task team and the steering committees, including staff training, development, directorate budget, project allocation, staff performance and sub-directorate leave plan.

**ENQUIRIES**
- Ms IG Rankudu Tel No: (011) 950 7775
- Mr S Makgorogo. Tel No: (011) 950 7782/7700

**POST 27/148**
- **SENIOR ADMIN OFFICER: NPO MONITORING AND EVALUATION**

**REF NO:** SD/2018/07/06

**SALARY**
- R299 709 per annum plus benefits

**CENTRE**
- West Rand 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 monitoring and evaluation of NPO in the Public Sector. Knowledge and understanding of Departmental processes and procedures regulating the monitoring and evaluation of funded non-profit organizations. A valid code B driver’s license. Skills and Competencies. Good planning and coordinating, Analytical, report writing, communication and interpersonal relations skills. Honest and innovation individual.

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

**ENQUIRIES**
- Ms LM Mhangwana Tel No: (011) 950 7757

**FOR ATTENTION**
- Ms LM Mhangwana Tel No: (011) 950 7757
ANNEXURE O

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF EDUCATION

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

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

FOR ATTENTION
Ms PS. Mthembu

CLOSING DATE
16 July 2018 at 16H30

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

OTHER POSTS

POST 27/149
DEPUTY DIRECTOR: SCHOOL FEEDING REF NO: DOE/26/2018
(5 Year Renewable Contract)

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

CENTRE
Pietermaritzburg, Head Office

REQUIREMENTS
A National Diploma or Bachelor’s Degree in Public Administration coupled with three (3) or more years’ junior management experience. Valid Drivers License. Computer Literacy. Competencies: The incumbent must have knowledge of project management in relation to the National School Nutrition Programme (NSNP). Knowledge of various computer packages. Good monitoring and evaluation skills. Must be prepared to travel extensively and work irregular hours. Knowledge of a wide range of activities and advanced management skills. The incumbent must possess the following attributes and skills: disciplined, innovative, creative, problem solving, presentations, negotiations, and motivation. Excellent written and communication skills are required as there will be a need for the verbal exchange of information requiring specialized and complex information and difficult explanation as well as tact and diplomacy. Proficiency in the drafting of complex notes/memos/letters/management and financial reports is required.

DUTIES
Develop and manage the implementation of NSNP policies and guidelines in the Province. Control the appointment of Service Providers. Oversee the process of application and approval letters for schools participating in the NSNP. Train and workshop SMTs, SGBs, Principals and District Staff. Oversee training on school nutrition programme policies. Monitor and evaluate the impact and efficiency of the feeding program. Manage the Resources of the Component, oversee implementation of EPWP project. Oversee implementation of UIF for Food Handlers. Compile and prepare monthly and quarterly statistics. Facilitate the process of monitoring the implementation of NSNP activities in districts. Conduct performance appraisals and assessments for staff under your supervision. Monitor
the performance of the NSNP and EPWP grants and prepare quarterly narrative and performance reports to Treasury and Department of Basic Education timeously.

ENQUIRIES : Mr T.J.C. Cele - Tel No: 033 – 392 1083

POST 27/150 : DEPUTY DIRECTOR: GRANT MONITORING & EVALUATION REF NO: DOE/27/2018
(5 Year Renewable Contract)

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

CENTRE : Pietermaritzburg, Head Office

REQUIREMENTS : National Diploma or Bachelor’s Degree in Accounting coupled with three or more years’ junior management experience. Valid Drivers License. Computer Literacy. Competencies: Extensive knowledge of Supply Chain Management (SCM). Extensive knowledge of Procurement Policies and Basic Accounting System (BAS). Knowledge of financial management. Knowledge of prescripts and legislation relevant to education and conditional grants. The incumbent must have knowledge of project management of the National School Nutrition Programme (NSNP) Knowledge of various computer packages. Good communication skills. Good monitoring and evaluation skills. Must be prepared to travel extensively and work irregular hours. Skills: financial management, numeracy, decision making and problem solving, computer utilization, team building, conflict resolution, communication and interpersonal. Attributes: honesty, integrity and interpersonal relations.

DUTIES : Manage the allocation of school feeding budget. Manage the school feeding applications and ensure that they are in line with the NSNP prescripts and PFMA. Manage and control the processing of grant payments. Manage and consolidate financial reports. Manage school feeding service providers’ database. Manage the resources of the component.

ENQUIRIES : Mr T.J.C. Cele - Tel No: 033 – 392 1083

NOTE : Driving, prolonged use of a computer and working additional hours occasionally is part of the working conditions of this position.

POST 27/151 : ASSISTANT DIRECTOR: DISTRICT CO-ORDINATOR (X6 POSTS)
(5 Year Renewable Contract)

SALARY : R334 545 per annum (Level 09)

CENTRE : Umlazi District: Ref No: DOE/28/2018
Umfeme District: Ref No: DOE/29/2018
Harry Gwala District: Ref No: DOE/30/2018
Umgungundlovu District: Ref No: DOE/31/2018
Amajuba District: Ref No: DOE/32/2018
King Shwewa District: Ref No: DOE/33/2018

REQUIREMENTS : An appropriate National Diploma or Bachelor’s Degree coupled with three (3) or more years’ administrative experience. Valid Drivers License. Computer Literacy. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource Management, Technical Standards or Procedures, Needs and Priorities of Stakeholders and Managerial functions. Skills: Analytical thinking, Planning and Organizing, Problem Solving, Team building, conflict resolution, Research, Facilitation, Strategic Planning, Computer Literacy, Policy Formulation, Financial Management, Change/Diversity Management, ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits, adaptability during changes to meet the goals. Excellent verbal and written communication skills.

DUTIES : Manage the School Nutrition Program in the District. Manage the financial and procurement aspects of the School Nutrition Program in the District. Handle the operational aspects of the School Nutrition Program in the District.

ENQUIRIES : Mr T.J.C. Cele - Tel No: 033 – 392 1083
POST 27/152 : ASSISTANT DIRECTOR: SCHOOL FEEDING REF NO: DOE/34/2018 (X2 POSTS)
(5 Year Renewable Contract)

SALARY : R334 545 per annum (Level 09)
CENTRE : Pietermaritzburg, Head Office
REQUIREMENTS : An appropriate National Diploma or Bachelor’s Degree coupled with three (3) or more years’ administrative experience. Valid Drivers License. Computer Literacy. Competencies: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource Management, Technical Standards or Procedures, Needs and Priorities of Stakeholders and Managerial functions. Skills: Analytical thinking, Planning and Organizing, Problem Solving, Team building, conflict resolution, Research, Facilitation, Strategic Planning, Computer Literacy, Policy Formulation, Financial Management, Change/Diversity Management, ensuring Performance Standards remain adequate and that responsibilities are adhered to within budget limits, adaptability during changes to meet the goals. Excellent verbal and written communication skills

DUTIES : Ensure compliance and adherence to the National Policies and Departmental procedures in respect of School Feeding Programme. Manage the maintenance of the database and monitor financial control over School Feeding Programme. Provide inputs on policy and procedures related to school feeding. Oversee the process of application and identify schools in poverty stricken areas. Manage the processing of claims. Supervise and guide subordinates.

ENQUIRIES : Mr T.J.C. Cele - Tel No: 033 – 392 1083

POST 27/153 : ASSISTANT DIRECTOR: GRANT MONITORING & EVALUATION REF NO: DOE/35/2018 (X2 POSTS)
(5 Year Renewable Contract)

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

DUTIES : Oversee the checking of all claims and certify correctness. Coordinate the financial and cash flow reports. Ensure payment of service providers within time frames as per PFMA. Train and workshop district officials on expenditure management. Supervise and guide subordinates.

ENQUIRIES : Mr T.J.C. Cele - Tel No: 033 – 392 1083

POST 27/154 : ASSISTANT DIRECTOR: NUTRITIONAL GUIDANCE REF NO: DOE/36/2018 (X2 POSTS)
(5 Year Renewable Contract)

SALARY : R334 545 per annum (Level 09)
CENTRE : Pietermaritzburg, Head Office
REQUIREMENTS : National Diploma or Bachelor’s Degree in Agriculture/Horticulture and Livestock coupled with (3) three or more years relevant technical experience. Valid Drivers License. Computer Literacy. Competencies: Knowledge of Food and nutrition systems, Food production in SA, Prescripts on Education and Food Safety, National School Nutrition Programme, Public Service Act, Human Resource Management, Employment Equity, Public Financial Management Act, Labour Relations Act and Basic Conditions of Employment Act. Skills: Driving, decision making, analytical and negotiation, planning and organizing, people management, problem solving, conflict management, project management, leadership, researching, presentation, understanding of buildings. Attributes: Value diversity,
Loyal and Trustworthy, Confidentiality, Customer orientated, Accurate and attentive to detail. Excellent written and verbal communication skills.

**DUTIES**
Coordinate sustainable food production initiatives. Ensure implementation of NSNP policies and guidelines. Capacitate the Districts and schools on sustainable food production. Coordinate distribution of Agricultural implements.

**ENQUIRIES**
Mr T.J.C. Cele - Tel No: 033 – 392 1083

**POST 27/155**
**ADMINISTRATIVE OFFICER: OFFICE OF THE DIRECTOR REF NO: DOE/49/2018 (X2 POSTS)**
(5 Year Renewable Contract)

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

**CENTRE**
Head Office, Pietermaritzburg

**REQUIREMENTS**
National Diploma in Public Administration or an appropriate relevant qualification. Competencies: Knowledge of a variety of work ranges and procedures such as Standards or Procedures and the needs and priorities of stakeholders. Skills: Analytical thinking, Computer Literacy, Financial Management, Change/Diversity Management, Ensuring that Performance Standards remain adequate and that responsibilities are adhered to, Verbal and Written Communication Skills. Attributes: Innovative, Honesty & Integrity, Creativity and Commitment.

**DUTIES**
Liaise with other institutions and individuals and execute commitments with regard to program. Exercise control over all functions and personnel under his/her supervision in order to determine if organizational goals are achieved and taking corrective actions, if deemed necessary. The effective functioning and utilization of personnel by means of effective resource utilization and the application of fair labour practices in order to achieve organizational goals. Supervise the compilation of nomination process to ensure that the required standards have been met. Supervise the receiving, numbering and sorting of defaulting service providers of the National School Nutrition Programme (NSNP) and monitor liaison with Supply Chain Management (SCM) for the initiation of procurement processes. Supervise the compilation of market assessment reports to Supply Chain Management in respect of tenders or quotations for the programme. Supervise the payment queries forwarded to the Office of the Director. Supervise the compilation of BAS analysis report for delayed payments. Check on the advice provided to service providers on compliance requirements regarding delayed payments. Supervise the preparation of all relevant and compliance documents to be submitted to SCM for the preparation of any required specification and exercise control over all functions and personnel reporting to you.

**ENQUIRIES**
Mr T.J.C. Cele - Tel No: 033 – 392 1083

**POST 27/156**
**AUXILIARY SERVICES OFFICER: FIELD MONITORS (X10 POSTS)**
(5 Year Renewable Contract)

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

**CENTRE**
Umlazi District: Ref No: DOE/37/2018
Ilembe District: Ref No: DOE/38/2018
Harry Gwala District: Ref No: DOE/39/2018
Ugu District: Ref No: DOE/40/2018
Amajuba District: Ref No: DOE/41/2018
Umzinyathi District: Ref No: DOE/42/2018
King Cetshwayo District REF NO. DOE/43/2018 (X2 Posts)
Zululand District: Ref No: DOE/44/2018
Umkhanyakude District: Ref No: DOE/45/2018
Uthukela District: Ref No: DOE/46/2018

**REQUIREMENTS**
Senior Certificate. Competencies: Knowledge of computers, computer literacy in MS Word, MS Excel and other computer skills. Skills: Numeracy, Good Interpersonal Relations, Communication and Record keeping. Experience and proficiency in Supply Chain Management policies and prescripts or in Contract Management.

**DUTIES**
Monitor and report on the implementation of the school nutrition program at schools using the Monitor Respond and Respond (MRR) methodology and tools. Provide advice to Principals and School Governing Bodies on primary school
nutrition matters. Investigate complaints and compile reports. Follow up on approvals, payments, etc. and advise accordingly. Deliver documents to Head Office and Circuit Offices, i.e. Applications for feeding scheme, payments, approval letters. Train Voluntary Food Handlers on the implementation of the programme using the MRR approach. Provide onsite support to schools in the management of the Service Level Agreement. Assist in the management of the Service Level Agreement by schools and service providers. Receive, number and sort defaulting service providers of the National School Nutrition Programme (NSNP) and liaise with supervisor through writing comprehensive reports on defaulting service providers.

**ENQUIRIES**

Mr T.J.C. Cele - Tel No: 033 – 392 1083

**POST 27/157**

**ADMINISTRATION CLERK: GRANT MONITORING & EVALUATION**

**REF NO:** DOE/47/2018

(5 Year Renewable Contract)

**SALARY**

R152 862 per annum (Level 05)

**CENTRE**

Head Office, Pietermaritzburg

**REQUIREMENTS**


**DUTIES**

Process claims for schools and forward them to Head Office for approval. Process applications for school feeding scheme. Handle queries with regard to feeding scheme. Create and maintain a database for schools and suppliers. Attend to payment queries forwarded to Head Office. Compile an analysis BAS report for delayed payments. Advise service providers on compliance requirements delaying payments. Prepare all relevant and compliance documents to be submitted to SCM for the preparation of any required specification. Manage all internal NSNP contracts (Head Office and Districts). Update payment schedules and file all official documents. Capture purchase orders on Basic Accounting System (BAS). Attend to queries from service providers and end users. Facilitate timely submission of individual quarterly and annual reports.

**ENQUIRIES**

Mr T.J.C. Cele - Tel No: 033 – 392 1083

**POST 27/158**

**ADMINISTRATION CLERK: OFFICE OF THE DIRECTOR**

**REF NO:** DOE/48/2018

(5 Year Renewable Contract)

**SALARY**

R152 862 per annum (Level 05)

**CENTRE**

Head Office, Pietermaritzburg

**REQUIREMENTS**


**DUTIES**

Assist in compilation of nomination process to ensure that the required standards have been met. Receive, number and sort defaulting service providers of the National School Nutrition Programme (NSNP) and liaise with Supply Chain Management (SCM) for the initiation of procurement processes. Provide market assessment reports to Supply Chain Management in respect of tenders or quotations for the programme. Attend to payment queries forwarded to the Office of the Director. Compile an analysis BAS report for delayed payments. Advise service providers on compliance requirements delaying payments. Prepare all relevant and compliance documents to be submitted to SCM for the preparation of any required specification. Manage all internal NSNP contracts (Head Office and Districts). Update payment schedules and file all official documents. Capture purchase orders on Basic Accounting System (BAS). Attend to queries from service providers and end users. Facilitate timely submission of individual quarterly
and annual reports. Liaise with other Directorates and individuals and execute commitments with regard to program.

ENQUIRIES : Mr T.J.C. Cele - Tel No: 033 – 392 1083

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

OTHER POSTS

POST 27/159 : HEAD CLINICAL UNIT (MEDICAL) GRADE 1- SPINE (REF NO: GS 32/18)
Component: Orthopaedics

SALARY : R1 643 352 per annum (All- inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form annually.

CENTRE : Greys Hospital: PMB Metropolitan Hospitals Complex (including Greys, Edendale and Northdale Hospital)

REQUIREMENTS : MBCHB or equivalent 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 (3) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist within the relevant discipline. Knowledge, Skills, and Experience: Comprehensive knowledge base of a specialist Orthopaedic spinal surgeon in a tertiary hospital setting. Surgical and practical skills required from a specialist in Orthopaedic spinal surgery at a tertiary level including but not limited to the following: Deformity correction and/or decompression for acquired and congenital causes. Tumour surgery: Biopsy, excision and stabilization. Infection: Biopsy, debridement, grafting and stabilization. Trauma. Possess sound knowledge of Human Resource Management, budgeting, program implementation, monitoring and evaluation, information management and quality assurance programs. Knowledge of current Health and Public Service Legislation, Regulations and Policy including medical ethics, epidemiology, budget control and statistics. Good communication, leadership, decision-making and clinical skills.

DUTIES : Service Provision: Participate in outpatient assessment and treatment, ward rounds and operative treatment of orthopaedic spinal patients. Continuously monitor service delivery, both at Grey’s hospital and referring hospitals, and to institute quality improvement measures to correct deficiencies. Help with the development of District and Regional Orthopaedic Level of Care where the need exists. Participate in containment activities / practices. Management: Assist in administrative duties related to the optimal functioning and service delivery in orthopaedics at Grey’s Hospital and the relevant referral hospitals. Develop protocols and clinical pathways for effective/efficient management of acute and chronic Orthopaedic spinal conditions. Ensure that data is collected, analysed on the state of Orthopaedic Service in Outlying Drainage Areas to enable Policy/Strategy development. Participate in Clinical Governance (Morbidity / Mortality). Academic / Research: Provide both Academic and Clinical service functions at the Hospital, including ward rounds, outpatients clinics, clinical training ward rounds. Train under- and post-graduate students on both bedside training and classroom training at the hospital. Participate in both academic and clinical administrative activities as delegated by the Head of Department. Participate in Student/Registrar Assessments. Relevant Research ad dictated by clinical need Outreach: Active participation in outreach program aimed at improvement of patient access to the relevant clinical services. To ensure skills transfer through teaching activities involving the relevant staff at District/Regional Outlying Hospitals.

ENQUIRIES : DR M E Senoge Tel No: 033 – 8973299
APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION : Mrs. M. Chandulal
NOTE

Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website; certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies; Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 30/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE

20 July 2018

POST 27/160

HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (GENERAL OBSTETRICS AND GYNAECOLOGY) REF NO: GS 33/18

Component: Obstetrics and Gynaecology

SALARY

R1 643 352 per annum (All- inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form annually.

CENTRE

Greys Hospital Pietermaritzburg

REQUIREMENTS

A qualification in Health Science: PLUS Current registration with the Health Professions Council of South Africa as a Specialist Obstetrician and Gynaecologist. A minimum of three (3) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Knowledge, Skills, and Experience: Sound clinical knowledge and experience in Obstetrics and Gynaecology Specialist Obstetrics and Gynaecology surgical skills. Colposcopy skills. Possess adequate skills to be able to carry out intermediate level minimally invasive surgery in Gynaecology. Knowledge of Human Resource Management, Information Management and Quality Assurance Programmes. Knowledge of current Health and Public Service Legislation, Regulations and Policies. Knowledge of medical ethics, Knowledge of budget control, epidemiology and statistics.

DUTIES

A Head Clinical Unit (General Obstetrics and Gynecology) is essential to ensure an optimal Obstetrics and Gynaecology service to Area 2. The incumbent’s duties will include: Participate in the delivery, and support of General Obstetrics and Gynaecology services within Greys hospital, including Gynaecology surgery. Be responsible for the delivery, supervision and support of an effective Outreach programme for Obstetrics and Gynaecology within area 2, including: Compiling and implementing relevant protocols within area 2 for Obstetrics and Gynaecology. Implementing and monitoring clinical audit within area 2 (including Greys Hospital) for improvement of maternal and peri-natal stats in area 2. Teaching and building capacity within the staff in referring institutions and thereby ensuring appropriate management of and referral of patients. Participate in the development of and ongoing provision of under-and post graduate teaching of Obstetrics and Gynaecology in Pietermaritzburg. Participate in the delivery of 24-hour in and out-patient Obstetrics and Gynaecology service within the Pietermaritzburg Metropolitan Hospitals Complex. Assist the Head of Department by: Providing administrative assistance. Coordinating an effective Intern Training Programme for the Department. Assisting with staff development, evaluation and progress reporting. Assisting with the maintenance of standards of care and implementation of quality improvement programmes within the department. Conduct self-directed study to acquire knowledge and skills.

ENQUIRIES

DR T.D Naidoo Tel No: 033 8973292

APPLICATIONS

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

FOR ATTENTION

Mrs. M. Chandulal
Directions To Candidates: The following documents must be submitted:
Application for employment form (Z83) which is obtainable at any Government Department OR website; certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies; Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 30/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE : 27 July 2018

POST 27/161 : MANAGER MEDICAL SERVICES REF NO: OSI MM 2/2018 (X1 POST)

SALARY : R1 115 874 per annum (all inclusive package)
Other Benefits: 18% inhospitable area allowance and commuted overtime

CENTRE : Osindisweni Hospital

REQUIREMENTS : Educational Qualification: Matric /Grade12, MBChB Degree, Proof of registration with HPCSA (2018/2019),a minimum of 5 years’ experience after registration as Medical Practitioner. Knowledge And Skills Required: Ability to diagnose and manage common medical and surgical problems including emergencies in the major clinical disciplines. Knowledge of current health and public service legislation. Good communication and interpersonal skills. Ability to maintain meaningful relationships with all relevant stakeholders.

DUTIES : Provision of a safe, ethical, legal and high quality medical care at Osindisweni Hospital and attached Clinic. Provide support to all medical, allied, professional staff and manage their performance. Formulate policies and procedures for medical services and ensure that these are in accordance with the current statutory regulations and guidelines. Manage Clinical risks, provide clinical governance and ensure hospital efficiency. Maintain discipline and deal with grievance and labour relations issues in terms of the laid down policies and procedures in Medical and Allied Health sections. Participate in the Human Resources strategies in the institution and in the unit to ensure that development, training and continued education of staff is achieved. Management of financial resources and ensuring cost effective service delivery. Formulate strategic plans and operational plan in keeping with the requirement of the institution. Monitor and implement quality improvement plans of the component. Monitor and evaluate patients care delivery programmes. Monitor and implement medical equipment management plan. Perform clinical duties as the situation demands. Ensure that accurate & appropriate health records are maintained in accordance with legal & ethical principles.

ENQUIRIES : Mrs.NP Ngcobo Tel No: 032-5419201
APPLICATIONS : applications to be forwarded to: The Chief Executive Officer; Osindisweni Hospital, Private Bag X 15, Verulam, 4340
CLOSING DATE : 20 July 2018

POST 27/162 : MEDICAL SPECIALIST- SURGICAL GRADE I, 2 OR 3 REF NO: SPEC 04/2018 (X1POST)

SALARY : GR1: R1 051 368 - R1 115 874 per annum
GR2: R1 202 112 - R1 275 885 per annum
GR3: R1 395 105 - R1 744 191 per annum
Other Benefits: 18% Inhospitable Rural Allowance of Basic Salary, Commuted Overtime. The All Inclusive Package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE : Ladysmith Regional Hospital
**REQUIREMENTS**

**GR1:** Appropriate qualification as Surgeon that allows registration as a specialist with HPCSA plus current registration with HPCSA. **GR2:** Appropriate qualification as Surgeon that allows registration as a specialist with HPCSA plus current registration with HPCSA and 5 years appropriate experience as Medical Specialist after registration with HPCSA as a Surgeon. **GR3:** Appropriate qualification as a Surgeon that allows registration as a specialist with HPCSA plus current registration with HPCSA and 10 years appropriate experience as Medical Specialist after registration with HPCSA as a Surgeon. Certificate of Service endorsed by Human Resource Department. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge and skills in Surgery. Good verbal and written communication skills and interpersonal skills. Ability to work in a multi-disciplinary team, tolerate stress. Experienced teaching and supervisory abilities. Awareness of cross-cultural differences. Laparoscopy skills and experience. Knowledge of all Public Service Legislation, Policies and procedures. Medical Ethics, epidemiology and statistics.

**DUTIES**

Training of undergraduates and post graduated medical students and allied Health personnel, and participate in formal teaching as required by the Department. Conduct, assist and stimulate research relevant to Surgery. To represent the Department where requested by the Department and Hospital Manager. Responsibility for co-ordinating intern and community service doctors training. Assist junior doctors preparing for higher Diploma in Surgery. Provide in-patient clinical services. Endoscopy skills and ability to train junior staff. Maintain clinical, professional and ethical conduct. Administrative responsibilities. Active participation in quality improvement programs including clinical audits and continuous professional development activities. Assist the Departmental Manager to ensure optimal service delivery. Assist with the development of protocols and policies. Provide effective and efficient consultant care at regional level. Performance of overtime duties is required – after hours and weekends.

**ENQUIRIES**

DR. M.E Pule Tel No: 036 6372111 EXT 1155

**APPLICATIONS**

all applications should be forwarded to: The Hospital Manager: Applications Ladysmith Hospital; Private Bag X 9928; Ladysmith; 3370

**NOTE**

The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za. Certified copy of Identity Document. Updated Curriculum Vitae with full record of service. Certified Copy of Highest Educational Qualifications. The Circular Minute Number must be indicated in the column provided on the Z83, e.g. HRM 2/2011. NB: Failure to comply with the above instructions will disqualify applicants. 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). Please note that 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 advertisement, please accept that your application was unsuccessful. Ladysmith Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Persons with disability are encouraged to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

**CLOSING DATE**

03 August 2018

**POST 27/163**

MEDICAL OFFICER (GRADE 1, 2, 3) REF NO: GS 31/18 (X3 POSTS)

Component: Orthopaedics

**SALARY**

Grade 1 – R780 612 per annum
Grade 2 – R892 551 per annum
Grade 3 - R1 035 831 per annum

All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.

**CENTRE**

Greys Hospital; Pietermaritzburg
REQUIREMENTS: MBCHB Degree Plus Current Registration with the Health Professions Council of South Africa as a Medical Practitioner. Recommendations: Appropriate experience in Orthopaedics in relation to Grade 2 and Grade 3 post would be an advantage. Knowledge, Skills, and Experience: Good knowledge of current health and public service legislation and policy, medical ethics, epidemiology and statistics. Good decision making, analytical and communication skills. Computer Literacy. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa.

DUTIES: Assessment, investigation and management of patients in Clinics, Wards and ICU, including after-hour service. Consultation and communication with colleagues and junior staff. Participate in Quality Assurance /Audit and statistics and information acquisition and review. Clinical responsibility with after-hours participation. Participate in Academic Programmes in Orthopaedic Department. Assess and manage patient load and disposal in Clinics, Wards and ICU. Assisting, developing and implementing of New Services and the utilization of New Equipment. Active participation in outreach programme aimed at improvement of patient access to the relevant clinical services.

ENQUIRIES: DR M E Senoge Tel No: 033 – 8973299
APPLICATIONS: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag x 9001, Pietermaritzburg, 3200
FOR ATTENTION: Mrs. M. Chandulal
NOTE: Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website; certified copies of highest educational qualifications and professional registration certificate-not copies of certified copies; Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 30/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE: 20 July 2018

POST 27/164: MEDICAL OFFICER GRADE 1/2 REF NO: HRM 28/2018 (X1 POST)
Directorate: Dept of Medicine

SALARY:
GR 1: R780 612 – R840 942 per annum (All inclusive salary package)
GR 2: R892 551 – R975 945 (All inclusive package)

CENTRE: King Edward VIII Hospital (KEH)

REQUIREMENTS: MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2018/2019). Compulsory Overtime: Commuted overtime is compulsory for these posts. Knowledge, Skills, Training and Competencies Required: Good decision making, problem solving, leadership and mentoring skills, sound medical ethics skills, good communication skills, computer skills, service delivery orientated, policy development. GR 1: None to less than 5 years after registration
with the HPCSA as an Independent Medical Practitioner. **GR 2:** 5 years to less than 10 years experience after registration with the HPCSA as an Independent Medical Practitioner.

**DUTIES**

- Daily ward rounds at Haemodialysis unit at St. Aidans Hospital, to assist in Acute Medical Unit (AMU), to efficiently execute duties which support the aims and objectives of Department of Medicine in providing care for in patients and outpatients in the Department of General Medicine, to supervise the training of interns, and undergraduate medical students in Medicine, to participate in and contribute to the research and outreach activities of the Department of Medicine, attain competency in recognizing and managing common medical disorders, manage inpatients and outpatients, follow-up-clinic including MOPD, Medical Emergency Unit and Antiretroviral clinic, discharge of patients who are fit for discharge with appropriate arrangements made for follow-up and step down care, function independently to manage medical emergencies, attain competency in performing invasive procedures, counselling of patients and family members, provide community orientated clinical service and support primary health care service, liaise and consult with other disciplines e.g. Surgery, Obstetrics and Gynaecology, etc., attain, knowledge of rational drug treatment, participate in quality improvement programs, clinical audits, peer review meetings and policy development, attendance, participation and presentation in academic program of the department, function as a member of a multi-disciplinary team including nursing staff and allied disciplines, candidate must be prepared to perform after hour duties (commuted overtime).

**ENQUIRIES**

Dr. S.A. Moodley – Tel No: 031 360 3854

**APPLICATIONS**

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

**NOTE**

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

**CLOSING DATE**

20 July 2018

**POST 27/165**

**OPERATIONAL MANAGER-SPECIALTY (PEDIATRICS AND KMC UNIT) REF NO: CL04/2018**

**SALARY**

R532 449 – R599 274 per annum

**CENTRE**

Clairwood hospital

**REQUIREMENTS**

- National Senior Certificate (Grade 12) Diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse and Midwife. Current registration with the South African Nursing Council (SANC) 2018. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate/recognizable experience in the specific specialty after obtaining the 1
year post-basic qualification in the relevant specialty (Pediatrics). Certificate of service endorsed by HR Department. Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing Act, Health Act, Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedures, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under Management. Insight into procedures and policies pertaining to the nursing care Leadership, organizational, decision making and problem solving abilities within the Limit of the public sector and institution policy framework Interpersonal skills including public relations, negotiating, conflict handling and Counselling skills Computer skills in basic programmes.

**DUTIES**

- Plan/organize and monitor the objectives of the unit in consultation with subordinates
- Provide a therapeutic environment for staff, patients and the public.
- Provide a comprehensive, quality nursing care as a member of the multidisciplinary team according to the identified needs of the patients, based on scientific principles.
- Provide direct and indirect supervision of all nursing staff/housekeeping staff and to give guidance.
- Ensure continuity of patient care on all levels i.e. work book, handover rounds. Liaise and communicate with the multidisciplinary team as well as other departments within the hospital i.e. during operational meeting with nursing supervisor and subordinates.
- Promote quality nursing and health services as directed the scope of practice and standards as determine by the specialty.
- Ensure that patients receive quality health care through effective co-ordination of servicers and liaison with all disciplines.
- Assist with planning, organizing and monitoring of the objectives of the unit.
- Ensure the availability of all resources required to run the department effectively and efficiently.
- Participate in budget planning and monitoring of the financial resource.
- Ensure that the staff is effectively utilized through monitoring and adequate supervision.
- Provide direct and indirect supervision of night/day staff.
- Facilitate in orientation/induction and in-service training of all staff within the unit.
- Participate in the implementation of priority programs e.g. National Core Standards; PMTC, MCWNH, IMICI, and Infection Prevention Control, Health and all programs related to promoting health.
- To be conversant with Kangaroo Mother Protocols, Mother baby friendly initiative, prevention of mother to child transmission protocols and the implementation thereof.
- To ensure accurate daily, weekly and monthly data verification in the unit.
- To be actively involved in the Child PiPP and perinatal identification problem programme.

**ENQUIRIES**

- Mrs. N Linda: Tel No: 031 451 5177

**APPLICATIONS**

- Applications may be sent to: Attention: Human Resource Department, Clairwood Hospital, Private Bag X04, Mbeni 4060 or Hand deliver: 1 Higginson Mbeni 4060

**NOTE**

- The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place.

Directions to candidates, the following documents must be submitted: Application for Employment form (Z83), obtainable at any Government Department or from website –www.kznhealth.gov.za. Certified copies of educational qualifications, Identity Documents-not copies of copies Curriculum Vitae, The reference number must be indicated in the column provided on the form Z83. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered. Please note that due to a large number of applications we envisage to receive, applications will not be acknowledged. However, should you not received any response after two months after the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC).

**CLOSIND DATE**

- 20 July 2018
OPERATIONAL MANAGER NURSING GR 1 (SPECIALITY PAEDIATRICS) REF NO: GS 30/18

Component: Nursing

SALARY: Grade 1: R532 449 per annum, PLUS 13th cheque, medical-aid (optional), Housing Allowance (employees must meet the prescribed requirement)

CENTRE: Greys Hospital, Pietermaritzburg

REQUIREMENTS: Minimum Requirements: Diploma/Degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. A Post-basic nursing qualification in Paediatric Nursing Science with a duration credited with the SANC. Current registration with the South African Nursing Council. A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining the one year post basic qualification in the relevant speciality. Recommendation: At least 3 years of experience in a supervisor's capacity will be an advantage.

Knowledge, Skills, Training and Competency Required:
- Knowledge of Public Service Policies, Acts and Regulations.
- Knowledge of SANC Rules and Regulations.
- Sound knowledge of scope of practice.
- Good communication, leadership, interpersonal and problem solving skills.
- Knowledge of Code of Conduct and Labour Relations.
- Ability to function well within a team.
- Conflict management and negotiation skills:
- Decision making and problem solving skills.
- Skills in organizing, planning and supervising.
- Knowledge of Batho Pele Principles and Patients Rights Charter.

DUTIES: Ability to provide professional leadership. Provision of Quality Nursing Care through the implementation of Standards, Policies and Procedures coupled with supervision and monitoring the Implementation thereof. To develop and ensure implementation of Nursing Care Plans. To participate in Quality Improvement Programs and Clinical Audits. Attend Mortality Meetings Monthly and ensure that avoidable factors are addressed. Identify, develop and control Risk Management systems within the unit. Uphold the Batho Pele and Patients Rights Charter principles. Provide a safe, therapeutic environment as laid down by the Nursing Act. Occupational Health and Safety and all other applicable prescripts. Maintain accurate and complete patient records according to legal requirements. Participate in staff, student and patient teaching. Exercise control over discipline, grievance and Labour relation issues according to the laid down policies and procedures. Manage and supervise effective utilization of all resources e.g. human, financial, material etc. Implementation and management of Infection Prevention and Control protocols. Participate in performance reviews i.e. EPMDs as well as student progress reports. Implement and sustain MOWH Programs/Practices e.g. CHIP, BFHi, PMTCT etc. Participate and ensure implementation of National Core Standards, National Health Priorities, quality improvement initiatives including national priority program plans.

ENQUIRIES: Mrs. K T McKenzie Tel No: 033-897 3331

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

FOR ATTENTION: Mrs. M. Chandulal

NOTE: Directions To Candidates: The following documents must be submitted:
- Application for employment form (Z83) which is obtainable at any Government Department OR website;
- certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies;
- Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 30/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).
CLOSING DATE: 20 July 2018

POST 27/167: ULTRASOUND RADIOGRAPHER- SPECIALITY –GRADE 1, 2 OR 3 REF NO: RADIOLOGY 01/2018 (X1 POST)

SALARY:
- GR1: R374 364 - R428 046 per annum
- GR2: R440 982 – R504 219 per annum
- GR3: R519 456 – R559 611 per annum

Other Benefits: 12% Inhospitable Rural Allowance of Basic Salary

CENTRE:
Ladysmith Regional Hospital

REQUIREMENTS:
Senior certificate (Grade 12) or equivalent qualification. An appropriate National Diploma/Degree in Ultrasound Registration with the S.A. Health Professionals Council as an Ultrasound Radiographer. Current registration with HPCSA as a practising Ultrasound Radiographer. Grade 1: Four (4) years appropriate experience after registration with the Health Profession Council of South Africa (HPCSA). Grade 2: minimum of 10 years appropriate experience after registration as an Ultrasound Radiographer with the HPCSA. Grade 3: minimum of 20 years appropriate experience after registration as an Ultrasound Radiographer with the HPCSA. Applicants with a four (4) year Radiography Speciality qualification (not in possession of Diagnostic Radiographer may Apply and will be appointed as Diagnostic Radiographer. Certificate of service endorsed by Human Resource Department. Knowledge, Skills, Training, and Competencies: Sound knowledge of obstetrics& gynaecology, general, cardiac and vascular ultrasound procedures and equipment. Basic knowledge of musculoskeletal ultrasound. Sound report writing and administrative skills. Computer literacy. Knowledge of relevant Health and Safety Acts & infection control measures. Ability to communicate effectively and problem solving skills. Good interpersonal relations and ability to perform well within a team. Ability to work autonomously.

DUTIES:
To provide high quality ultrasound service according to patient needs. Correct interpretation and reporting of ultrasound scans. To promote good health practices and ensure optimal care of patients. To execute all clinical procedures competently to prevent complications. To perform reception, clerical duties as required. To compile reports as required in working environment. To contribute to the overall running of ultrasound services. To comply with and promote Batho Pele principles. To inspect and utilize equipment professionally and thus ensure compliance with safety regulations. To participate in quality improvement programs.

ENQUIRIES:
MR. B. Mbana Tel No: 036 6372111 EXT 1125

APPLICATIONS:
all applications should be forwarded to: The Hospital Manager: Applications Ladysmith Hospital; Private Bag X 9928; Ladysmith; 3370

NOTE:
The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department OR from the website – www.kznhealth.gov.za. Certified copy of Identity Document. Updated Curriculum Vitae with full record of service. Certified Copy of Highest Educational Qualifications. The Circular Minute Number must be indicated in the column provided on the Z83, e.g. HRM 2/2011. NB: Failure to comply with the above instructions will disqualify applicants. 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). Please note that 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 advertisement, please accept that your application was unsuccessful. Ladysmith Hospital is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Persons with disability are encouraged to apply. Please note that no S&T payments will be considered for payment to candidates that are invited for interview.

CLOSING DATE: 03 August 2018

POST 27/168: CLINICAL NURSE PRACTITIONER REF NO: SAHMEADOW 10/2018
Branch: Meadowsweet Clinic

SALARY:
Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE :
ST Andrew’s Hospital: Harding

REQUIREMENTS :
Senior Certificate. Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. Grade 1: Experience: A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional nurse with SANC in general nursing. Grade 2: Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

DUTIES :
To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.

ENQUIRIES :
Mrs VV Ncume Tel No: 039-4331955 EXT 286

APPLICATIONS :
all applications should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680. or Hand Delivery: 14 Moodie Street, Harding 4680

FOR ATTENTION :
Human Resource Manager

NOTE :
People with disability and African male are encouraged to apply

CLOSING DATE :
20 July 2018

POST 27/169 :
CLINICAL NURSE PRACTITIONER – FRANKLIN CLINIC REF NO: EGUM 02/2018 X1 POST)

SALARY :
Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436 per annum
Other Benefits: 13th cheque/service bonus, Rural Allowance of 8%, Home owners Allowance, (Employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE :
Institution: E G & Usher Memorial Hospital

REQUIREMENTS :
Matric or senior certificate. Diploma / Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. 1 (One) year post basic qualification in Primary Health Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Primary Health Care Nurse (SANC Receipt for 2018). Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care and procedures; Knowledge of SANC Rules and Regulations and other relevant Legal Framework; Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter; Human Resource Management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and
problem solving skills. Recommendations: Valid driver code 8 (B) or 10 (C1).

**Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing of which at least 10 years must be appropriate / recognizable experience after obtaining one year Post Basic qualification in Primary Health Care.

**DUTIES:**
Ensure proper utilisation and safekeeping of basic medical equipment, surgical stock, and pharmaceutical stock. Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and the community. Assist in the orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. Execute duties and functions with proficiency and perform duties according to scope of practice and by upholding the principles of Batho Pele. Implement Infection Control Standards and practices to improve the quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Maintain a constructive working relationship with nursing and other stakeholders. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. Support the realisation and maintenance of Ideal Clinic Programme in the facility. Ensure that programmes on staff development and training are in place. Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Implement standards, practices criteria for quality nursing.

**ENQUIRIES:** Mr. B. Khowane Tel No: 039-797 8100

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

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

**CLOSING DATE:** 20 July 2018

**POST 27/170:** PROFESSIONAL NURSE (GENERAL STREAM) REF NO: SAHKWAJALI 09/2018
Branch: Kwajali Clinic

**SALARY:**
Grade 1: R241 908
Grade 2: R297 516
Grade 3: R362 559
Other Benefits: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

**CENTRE:** ST Andrew’s Hospital: Harding

**REQUIREMENTS:**
**Grade 1:** Senior certificate. Diploma in General nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. **Grade 2:** Senior Certificate. Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. A minimum of ten (10) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. **Grade 3:** Senior Certificate. Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. A minimum of ten (20) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

**DUTIES:** To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and
perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.

ENQUIRIES
Mrs VV Ncume Tel No: 039-4331955 EXT 286

APPLICATIONS
all applications should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680. or Hand Delivery: 14 Moodie Street, Harding 4680

FOR ATTENTION
Human Resource Manager

NOTE
People with disability and African male are encouraged to apply

CLOSING DATE
20 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.

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), certified copies of identity document as well as valid driver’s licence (where a driver’s licence is a requirement). Applicants must provide proof of supervisory or management experience (where it is a requirement) and certified copies of acting appointment letters for occupying acting positions. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YYYY. 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 due to the volume of applications and should you not receive 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 these post(s).

MANAGEMENT ECHELON

POST 27/171 : DIRECTOR: MOTOR TRANSPORT SERVICES (REF NO: P 22/2018)

SALARY : R948 174 per annum (all Inclusive, flexible remuneration package)

CENTRE : Head Office, Pietermaritzburg

quality control. He/she should also be honest, have integrity, be innovative/creative, trustworthy and have the ability to negotiate.

**DUTIES**

**ENQUIRIES**: Ms F Sithole Tel No: 033 – 355 8886
**FOR ATTENTION**: Mr C McDougall
**NOTE**: It is the intention of this Department to consider equity targets when filling this position.
**CLOSING DATE**: 30 July 2018

**OTHER POST**

**POST 27/172**: DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES (PUBLIC & FREIGHT TRANSPORT) (REF NO: P 23/2018)
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

**SALARY**: R697 011 per annum (all inclusive remuneration package)
**CENTRE**: Head Office, Pietermaritzburg

**DUTIES**
Provide support with the preparation and consolidation of the branch business plans, operational plan, procurement plan, etc. Administer general personnel and financial administration matters of the branch. Administer, prepare and control the budget of the branch. Manage stakeholders and the office of the Deputy Director-General. Develop policies and strategies aimed at improving service delivery. Manage resources of the Sub-directorate.

**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. The Successful candidate will be required to enter into a Performance Agreement. Shortlisted candidates may be required to undergo a competency test.
**CLOSING DATE**: 23 July 2018
APPLICATIONS: Applications for posts at Mopani and Waterberg Districts: should be addressed to the District Executive Managers of the District Offices, for Tshilidzini Hospital to the Chief Executive Officer of the Hospital as per the addressess below:

Mopani District: Private Bag X 628, Giyani 0826, Tel No: 015 811 650

Waterberg District: Private Bag X 1026, Modimolle 0510, Tel No: 014 718 1700

Tshilidzini Hospital, Private Bag X 924, Shayandima 0945, Tel No: 015 964 1061

Applications where the centre is indicated as Head Office [Polokwane] should be addressed to: The Head of Department, Department of Health, Private Bag X 9302, Polokwane, 0700 and for hand delivery at 18 College Street Office No. 60 New Building

CLOSING DATE: 20 July 2018

NOTE: Applications are hereby invited from suitable qualified candidates for advertised vacant posts. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and certified copies of required qualifications and Identity Document. Applicants should complete separate application forms where more than one post is applied for. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. The Department of Health is an equal opportunity and Affirmative Action employer. Successful candidates for the posts of Senior Management Services will be required to enter into a permanent employment contract and sign Performance Agreement with the Department of Health and will also be subjected to vetting. Shortlisted candidates for the posts of Senior Management Services will be subjected to technical exercise that intends to test relevant technical elements of the job, the logistics which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment [In compliance with the DPSA directive on the implementation of competency based assessments]. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities.

MANAGEMENT ECHELON

POST 27/173: DIRECTOR: FINANCIAL MANAGEMENT REF NO: LDOH 06/01 (X1 POST)

SALARY: R948 174 per annum (Level 13). [All Inclusive Remuneration Package]

CENTRE: Mopani District

REQUIREMENTS: Qualification and Competencies: An undergraduate qualification at NQF level 7 in Financial Management/ Accounting as recognised by South African Qualifications Authority (SAQA). A minimum of five (5) years’ experience at middle/senior managerial level. A valid driver’s licence. (Attach copy). Knowledge and Skills: Knowledge and understanding of Government policies, financial management, supply chain management, and related Acts and Regulations such as the Public Finance Management Act (PFMA) as amended as well as Treasury Regulations. Good communication (writing and verbal), managerial, report writing, planning, organisational and analytical skills. Good interpersonal relations. Ability to work independently and under extreme pressure. Sound leadership skills

DUTIES: Provide leadership and strategic direction in the Directorate. Provide supply chain management and reporting. Provide assets management and reporting. Provide accounts payable and salary administration. Provide budget & revenue management and reporting. Provide transport management and logistical services. Develop, monitor and ensure proper implementation of National and Provincial policies, procedures, systems and controls. Respond to audit queries, develop and implement remedial measures. Liaise with stakeholders in relation to financial management. Manage and utilise resources (human, physical and equipment) in accordance with relevant directives and legislation.
ENQUIRES: should be directed to Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

POST 27/174: DIRECTOR: EXPENDITURE & ACCOUNTS REF NO: LDH 06/02 (X1 POST)

SALARY: R948 174 per annum (Level 13). [All Inclusive Remuneration Package]
CENTRE: Head Office [Polokwane]
REQUIREMENTS: Qualification and Competencies: An undergraduate qualification at NQF level 7 in Financial Management/ Accounting as recognised by the South African Qualifications Authority [SAQA]. A minimum of five (5) years' experience at middle/senior managerial level. A valid driver's licence. (Attach copy). Knowledge and skills: Knowledge and understanding of Government policies, expenditure & accounts management and related Acts and Regulations such as the Public Finance Management Act (PFMA) as amended as well as Treasury Regulations. Good communication (writing and verbal), interpersonal, managerial, report writing, planning, Organisational and analytical skills. Ability to work independently and under extreme pressure. Sound leadership skills.

DUTIES: Provide leadership and strategic direction in the Directorate. Prepare interim and annual financial statements as required by PFMA. Provide expenditure & accounts management and reporting. Manage and oversee the Bookkeeping, bank reconciliation and suspense accounts in accordance with the requirements of the PFMA, Treasury Regulation. Manage and oversee the accounts payable as required by PFMA and treasury regulation. Develop, monitor and ensure proper implementation of National and Provincial policies, procedures, systems and controls. respond to audit queries, develop and implement remedial measures. Liaise with stakeholders in relation to expenditure & accounts. Manage and utilise resources (human, physical and equipment) in accordance with relevant directives and legislation.

ENQUIRES: should be directed to Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

OTHER POSTS

POST 27/175: HEAD OF CLINICAL DEPARTMENT GRADE 1 REF LDH 18/06/01 (X5 POSTS)

SALARY: R2 054 577 per annum. All inclusive remuneration package. (For Pietersburg Hospital)
R2 054 577 per annum [All inclusive remuneration package] plus 18% of basic salary PSCBC rural allowance (For Thabamoo Hospital: Psychiatry)
CENTRE: Pietersburg Hospital: Internal Medicine [1], Surgery [1], Orthopaedics [1]
Thabamoo Hospital: Psychiatry
REQUIREMENTS: Qualifications and Competencies Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal Specialty or a recognised Sub-Specialty. Registration with the HPCSA as a Medical Specialist in a recognised Sub-Specialty. A minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Experience as Head of Clinical Unit will be an added advantage. Knowledge and Skills Strong track record of clinical expertise, clinical governance, research, teaching and training at undergraduate and postgraduate levels in specialist discipline. Excellent team player, excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills.

DUTIES: Provide leadership and lead the Clinical Department in Limpopo Province, which includes tertiary, regional and specialized hospitals and support for the district health service. Internal Medicine: Based at Pietersburg Hospital, from where the incumbent will lead Specialist Internal Medicine services in Limpopo Province. Surgery: Based at Pietersburg hospital, from where the incumbent will lead all surgical services in the Province Orthopaedics: Based at Pietersburg hospital, from where the incumbent will lead all orthopaedic services in Limpopo Province Radiology & Imaging: Based at Pietersburg hospital from where the incumbent, will lead Radiology and imaging services in Limpopo Province, which will include Diagnostic Radiology, Nuclear Medicine, and ensure the development and support...
for sonography and other diagnostic services at regional and district hospitals. Psychiatry: Based at Thabamoopo hospital from where the incumbent will lead psychiatry and mental health services in Limpopo province, including developing forensic and child psychiatry services. Provide clinical governance and lead and supervise clinical service delivery to ensure an excellent accessible specialist clinical service at regional and tertiary level. Be responsible for strategic planning and management of activities, and ensure optimum utilization of fiscal and human resources. Implement effective monitoring and evaluation processes, effective use of data, and appropriate recording of outputs and health outcomes. Advise senior management in the province about progress with services and resource requirements. Initiate, undertake and supervise relevant research in your discipline. Develop and maintain a strong undergraduate and postgraduate teaching and training programme. Coordinate and participate in outreach and in-reach programmes in your discipline. Build and develop the department, ensuring good team spirit. Joint appointment with the University of Limpopo as a Senior Lecturer or as an associate Professor / Professor if the requirements of the University of Limpopo are met.

ENQUIRIES:
should be directed to Ms Matimatjatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

APPLICATIONS:
Applications should be addressed to the Chief Executive Officers of the Hospitals as per address list:
Pietersburg Hospital Private Bag X9316; Polokwane; 0700 015 287 5000
Mankweng Hospital Private Bag X1117Sovenga 0727.015 286 1000
Thabamoopo Hospital Private Bag X 37.Chuenespoort 0745.015 632 9000

NOTE:
Applications are hereby invited from suitable qualified candidates for vacant posts. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV, certified copies of required qualifications People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities. Applicants should complete separate application forms where more than one post is applied for. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. The Department of Health is an equal Opportunity and Affirmative Action employer. Applicants responding to internal circular should indicate the circular number as reference on the Z83form

CLOSING DATE:
20 July 2018

POST 27/176:
HEAD OF CLINICAL UNIT GRADE 1 REF LDH 18/06/02 (X5 POSTS)

SALARY:
R1 643 352 per annum. All inclusive remuneration package. (For Pietersburg Hospital)
R1 643 352 per annum [All inclusive remuneration package] plus 18% of basic salary PSCBC rural allowance (For Mankweng Hospital)

CENTRE:
Pietersburg Hospital: Obstetrics & Gynaecology [1], Paediatric Oncology [1], General Surgery [1], Emergency Medicine [1]
Mankweng Hospital: Ophthalmology

REQUIREMENTS:
Qualifications and Competencies: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal Specialty or a recognised Sub-Specialty. Registration with the HPCSA as a Medical Specialist in a normal Specialty or a recognised Sub-Specialty. A minimum of 3 years appropriate experience as a medical specialist after registration with the HPCSA as Medical Specialist. Knowledge and Skills Strong track record of clinical expertise, clinical governance, medical ethics, research, teaching and training at undergraduate and postgraduate levels in specialist discipline. Excellent team player, excellent managerial, interpersonal, leadership, administrative, communication, analytical and problem-solving skills.

DUTIES:
Lead and render a comprehensive quality tertiary clinical care service to patients in your unit. Obstetrics and Gynaecology (Pietersburg Hospital); Ensure that interns, registrars and medical officers in the hospital and in Capricorn district are trained in ESMOE, and other key maternal care programmes. General Surgery (Pietersburg Hospital); Lead general surgery at Pietersburg hospital and in Capricorn district Paediatric Oncology (Pietersburg Hospital); Lead Paediatric Oncology services in the province. Ophthalmology (Mankweng Hospital) ;Lead
ophthalmology services in Limpopo Province, developing outreach services and ensuring access to ophthalmology services and a reduction in the surgical backlog. Emergency Medicine (Pietersburg Hospital); Lead emergency medicine services in the tertiary and regional hospitals, Liaise with the emergency medical services and other departments to ensure the smooth functioning of emergency services. Lead Emergency Medicine training in Limpopo Province, and ensure that health workers have access to the required life support courses. Coordinate clinical responsibilities with other specialists and supervise, instruct and train medical interns, medical officers, community medical officers, and registrars. Ensure clinical governance in your unit including the management of risk, and ensure that clinical protocols are readily available and followed. Effectively manage administrative functions. Implement effective monitoring and evaluation processes, effective use of data, and appropriate recording on outputs and health outcomes. Render outreach and support services to other levels of care in the drainage area. Participate in academic activities in undergraduate and postgraduate levels as required. Build and develop the department, ensuring a good team spirit. Joint appointment with the University of Limpopo as a Senior Lecturer or as an associate Professor /Professor if the requirements of the University of Limpopo are met.

ENQUIRIES
should be directed to Ms Matimatjatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

APPLICATIONS
Applications should be addressed to the Chief Executive Officers of the Hospitals as per address list:
Pietersburg Hospital Private Bag X9316; Polokwane; 0700 015 287 5000
Mankweng Hospital Private Bag X1117 Sovenga 0727.015 286 1000
Thabamoopo Hospital Private Bag X 37.Chuenespoort 0745.015 632 9000

NOTE
Applications are hereby invited from suitable qualified candidates for vacant posts. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV, certified copies of required qualifications People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities. Applicants should complete separate application forms where more than one post is applied for. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. The Department of Health is an equal Opportunity and Affirmative Action employer. Applicants responding to internal circular should indicate the circular number as reference on the Z83 form

CLOSING DATE
20 July 2018

POST 27/177
OPERATIONAL MANAGER: EMERGENCY MEDICAL SERVICES [OSD] REF NO: LDH 06/03 (X1 POST)

SALARY
R828 507 per annum [Inclusive Remuneration Package]

CENTRE
Head Office [Polokwane]

REQUIREMENTS
Qualifications and Competencies: An appropriate qualification in Emergency Care which allows registration with the Health Professions Council of South Africa (HPCSA) as a Paramedic. Current registration with the HPCSA as a Paramedic or Emergency Care Practitioner [ECP]. A minimum of three (3) years’ experience after registration with the HPCSA as a Paramedic or Emergency Care Practitioner [ECP]. A minimum of three (3) years Management experience. Valid driver’s license with Professional Driving Permit for Passengers. (Attach copy). Knowledge and skills: Knowledge of relevant prescripts and applications of human resource management. Knowledge of BLS, ILS and ALS protocols. Knowledge of HPCSA and EMS regulations in terms of the National Health Act 2003 (Act 61 of 2003). Knowledge of Medical Rescue. Knowledge of Planned Patient Transport. Knowledge of Aero-medical services. Good understanding of key EMS service delivery indicators. Computer literacy. Good communication and presentation skills.

DUTIES
Develop and implement EMS strategic and operational plans. Develop and implement standard EMS operating procedures and policy guidelines Manage the provincial emergency care services. Develop event operational plans and respond to all major incidents. Manage resources allocated to EMS (human, financial and
equipment). Implement EMS regulations in terms of the National Health Act. Compile statistics in line with the National Information Dataset for EMS.

ENQUIRES: should be directed to Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

POST 27/178: DEPUTY DIRECTOR: ASSET VERIFICATION REF NO: LDH 06/04 (X1 POST)

SALARY: R697 011 per annum (Level 11) [All Inclusive Remuneration Package]
CENTRE: Head Office [Polokwane]
REQUIREMENTS:
Qualifications and Competencies: Bachelor's degree or equivalent qualification in Financial Management, Asset Management field or equivalent qualification at NQF level 6 as recognized by SAQA. A minimum of five (5) years’ experience in Asset Management environment of which two (2) years should be at junior management level. A valid driver’s licence (Attach copy). Knowledge and Skills: Knowledge of Public Finance Management Act, Treasury Regulations and other relevant prescripts. Knowledge of Supply Chain Management within the Public Sector. Strategic Financial Management skills; Strategic Leadership capability; Communication skills (verbal & written); Computer literacy; Project Management skills; Research and Resource Management skills; Strategic Change and Risk Management; Presentation and facilitation skills. Knowledge and skills in asset management systems e.g. BAUD.

DUTIES:
Maintain a credible and effective asset register and assist with monthly, Quarterly Financial Statements reporting. Perform monthly BAS and LOGIS reconciliations and manage asset movement and bar coding. Undertake Interim and Annual Financial asset counts, reporting of losses, theft, shortages and surpluses. Ensure disposals of assets pertaining to SCM policies and procedures. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Manage asset verification and disposals process. Manage the Asset Procurement Plan for the department. Coordinate monthly reconciliations from District Offices and institutions; including quality assurance of reports submitted. Manage team, conduct training.

ENQUIRES: should be directed to Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

POST 27/179: DEPUTY DIRECTOR: INTERNAL CONTROL & COMPLIANCE REF NO: LDH 06/05 (X2 POSTS)

SALARY: R697 011 per annum (Level 11) [All Inclusive Remuneration Package]
CENTRE: Head Office [Polokwane]
REQUIREMENTS:

DUTIES:
Develop, implement and maintain Business plans for the Unit. Introduce a culture of Internal Control & Compliance Management supported by policies and procedures. Implement, support and audit relevant quality assurance systems across the organisation. Recommend and implement an organisation wide quality assurance programme based on objectives set by the department. Use audits and corrective action to ensure continuous improvement. Report on the findings of monitoring and evaluation processes and make recommendations as appropriate. Ensure all systems (IT and paper) for storing and processing data are compliant with prevailing legislation. Plan financial, regulatory, compliance and operational audits. Lead and manage the audit co-ordination process together with the Director and other Executives. Establish an integrated internal control systems (including policies). Delegations framework. Conduct Internal Control and compliance assessments. Escalate issues relating to non-compliance. Departmental
governance frameworks. Effectively promote and practice good Corporate Governance. Ensure a positive and constructive culture. Effectively manage people, including developing strategic skills and fostering world-class delivery. Ensure participatory democracy and Batho Pele principles through a caring, accessible and accountable service. Provide sufficient resources in support of targets and objectives. Ensure effective and efficient management and utilisation of budget.

**POST 27/180**: **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: LDH 06/06 (X1 POST)**

**SALARY**: R697 011 per annum (Level 11) [All Inclusive Remuneration Package]

**CENTRE**: Waterberg District

**REQUIREMENTS**

- Qualifications and Competencies: A Bachelor’s Degree or equivalent qualification in Financial Management / Logistics Management / Purchasing Management / Supply Chain Management / Public Finance Management at NQF level 6. A minimum of three (3) years working experience as an Assistant Director in the Supply Chain Management environment. A valid driver’s licence (Attach Copy).
- Knowledge and Skills: Government procurement procedures and regulations; Preferential Procurement Policy Framework Act (PPPFA); Public Financial Management Act; Basic Accounting System; Treasury Regulations. Practical knowledge of LOGIS or any integrated financial systems. Computer literacy; Communication (verbal and written); Interpersonal relations; Organising; Analytical and decision making; Ability to capture information accurately and in detail; Leadership and management. Ability to work in tight deadlines and under pressure. Willingness to work beyond normal working hours and travel when required.

**DUTIES**

- Manage the demand management plan and acquisition of goods, services and assets. Ensure that goods and services are procured in accordance with supply chain management prescripts. Provide advice and support to bid processes and contract management functions. Provide guidance and support to bid committees and check bid documents for compliance. Serve as a member of various bid committees. Ensure proper financial management control and compliance with delegation regularly. Monitor irregular expenditure, non-compliance and wasteful expenditure in procurement processes and report thereof. Advice on supply chain risks control and fraud prevention. Provide support to regions/client offices as required. Monitor compliance with supply chain code of conduct. Evaluate and continuously improve work processes and procedures that will benefit clients on an on-going basis. Provide logistics and transport services. Manage the logistical management system. Monitor the supply chain performance. Manage and control the assets of the Department. Report to Provincial Office on supply chain management matters monthly. Coordinate audit reports on quarterly and yearly basis. Provide assets and facilities management services. Manage the Departmental assets register according to the procedure. Manage the receipts of goods and services when required. Manage the safeguarding of stores and equipment on a daily basis. Provide support to hospitals and all health facilities within the district.

**ENQUIRES**

should be directed to Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

**POST 27/181**: **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: LDH 06/07 (X1 POST)**

**SALARY**: R697 011 per annum (Level 11) [All Inclusive Remuneration Package]

**CENTRE**: Tshilidzini Hospital

**REQUIREMENTS**

- Qualification and Competencies: Bachelor’s degree or equivalent qualification in Financial Management / Accounting at NQF level 6. A minimum of five (5) years’ experience at junior managerial level. A valid driver’s licence (Attach copy).
- Knowledge and Skills: Knowledge and understanding of Government policies, financial management, supply management, and related Acts and Regulations such as the Public Finance Management Act (PFMA) as amended Treasury Regulations. Good communication (writing and verbal), interpersonal, managerial,
report writing, planning, organisational and analytical skills. Ability to work independently under extreme pressure. Sound leadership skills.

**DUTIES**

Provide supply chain management and reporting. Provide assets management and reporting. Provide accounts payable and salary administration. Provide budget & revenue management and reporting. Provide transporting management and logistical services. Respond to audit queries, develop and implement remedial measures. Liaise with stakeholders in relation to financial management. Manage and utilise resources (human, physical and equipment) in accordance with relevant directives and legislation.

**ENQUIRES**

should be directed to Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

**POST 27/182**

**ASSISTANT DIRECTOR [FINANCE]: INFRASTRUCTURE DELIVERY REF NO: LDH 06/08 (X1 POST)**

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Head Office (Polokwane)

**REQUIREMENTS**

Qualifications and Competencies: A Bachelor’s degree or equivalent qualification in Accounting / Cost and Management Accounting / Auditing / Commerce at NQF level 6. A minimum of three (3) years’ relevant experience in Financial / Management Accounting or Auditing of which two (2) years should be at supervisory level. Valid driver’s license (Attach Copy). Knowledge and Skills: Understanding of all relevant Acts, financial prescripts, applicable legislations. Ability to interact at both strategic and operational level. Practical knowledge and understanding of the relevant reporting requirements such as the Modified Cash Standards and GRAP. Practical knowledge and understanding of BAS and LOGIS of any integrated financial system. Advanced computer skills including MS Office (Excel and Word). Client relation and management skills. Organisational, planning, presentation, problem solving, decision making, analytical and both written and verbal communication skills. Ability to work under pressure and meet deadlines.

**DUTIES**

The incumbent will be responsible for the review of the general ledger accounts of Departments for CAPITAL PROJECTS. Ensure that the ledger accounts are reconciled to the Trial Balance. Conduct monthly CAPEX account variance analysis on behalf of the Department on actual expenses versus approved budget allocations. Implement changes within the infrastructure Accounting Unit and to continuously improve processes to meet the requirements of the applicable accounting standards and ensure that the quality requirements have been properly defined and adhere to. Review and conduct an analysis of Annual Financial Statements and Interim Financial Statements in accordance with the applicable accounting standards. Consolidate and analyse Management Reports. Identify and ensure that proper internal controls are in place and that risk assessments are done on a regular basis. Ensure that accounting months are closed in compliance with prescripts. Ensure that accounting periods are successfully closed in compliance with prescripts. Maintain a credible Capital asset register, capital projects commitments, reconcile the CAPEX (Capital Expenditure) and ensure that completed projects are transferred to the Department of Public Works.

**ENQUIRES**

should be directed to Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

**POST 27/183**

**ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: LDH 06/09 (X2 POSTS)**

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Head Office (Polokwane)

**REQUIREMENTS**

Qualifications and Competencies: A Bachelor’s degree or equivalent qualification in Financial Management at. NQF level 6. A minimum of three (3) years’ experience in Asset Management environment of which two (2) years should be at supervisory level. A valid driver’s licence (Attach Copy). Knowledge and Skills: Knowledge of Public Finance Management Act, Treasury Regulations and other relevant prescripts. Knowledge of Supply Chain Management within the Public Sector. Strategic Financial Management skills; Strategic Leadership capability.
Communication skills (verbal & written). Computer literacy; Project Management skills.

**DUTIES**

Maintain a credible and effective asset register and assist with monthly and AFS reporting. Assist in performing monthly BAS and LOGIS reconciliations and manage asset movement and bar coding. Conduct monthly reconciliation of asset database and spot checks. Liaise with inventory controllers and provide support and training thereof. Undertake Interim and Annual Financial asset counts, reporting of losses, theft, shortages and surpluses. Ensure disposals of assets pertaining to SCM policies and procedures. Day to day administrative duties, audit compliance and handling of enquiries written and telephonically. Manage asset verification and disposals process.

**ENQUIRES**

should be directed to Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

**POST 27/184**

**ASSISTANT DIRECTOR: BID ADMINISTRATION REF NO: LDH 06/10 (X1 POST)**

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Head Office (Polokwane)

**REQUIREMENTS**

Qualifications and Competencies: A Bachelor’s Degree or equivalent qualification in Supply Chain Management / Financial Management / Logistics / Purchasing Management at NQF level 6. Three (3) years relevant supervisory experience in Supply Chain Management. Hands-on approach on Acquisition Administration. A valid driver’s licence (Attach Copy). Knowledge and Skills: Knowledge, understanding and application of Public Finance Act (PFMA), Treasury Regulations, Preferential Procurement Policy Framework (PPPFMA), Broad-Based Black Economic Empowerment Act (BBBEE), Supply Chain Management (SCM) guide to Accounting Officers and related Legislations. Good leadership and communication (verbal and written) skills, presentation skills, meeting procedures, conflict resolution, customer and quality management, computer literacy and knowledge of legal aspects in Supply Chain Management.

**DUTIES**

Facilitate the opening and closing of bids and quotations adverts. Check and verify quotations and bids received. Facilitate the evaluation process of quotations and bids. Prepare bid awards for publication in the Tender Bulletin and departmental website and provide feedback to End Users. Prepare, consolidate and report bid awards on a monthly and quarterly basis to Provincial Treasury and facilitate reporting at National Treasury Contract Award portal. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development, assess staff performance and apply discipline.

**ENQUIRES**

should be directed to Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

**POST 27/185**

**SENIOR ADMINISTRATION OFFICER: DEMAND MANAGEMENT REF NO: LDH 06/11 (X1 POST)**

**SALARY**

R299 709 per annum Level 08

**CENTRE**

Head Office (Polokwane)

**REQUIREMENTS**

Qualifications and Competencies: Bachelor’s degree or equivalent qualification in Economics / Quantitative Management / Financial Management / Business Management or Equivalent in Financial / Logistics / Purchasing Management/Commerce at NQF level 6. A minimum of three (3) years relevant experience in Demand and Acquisition Management. A valid driver’s license (Attach Copy). Knowledge and Skills: Knowledge on conducting market research and developing strategies. Computer literacy. Problem solving skills. Presentation skills. Analytical and creative thinking. Planning and organising skills. Ability to work independently and under pressure. Good communication and writing skills. In-depth knowledge of LOGIS, mainframe/on-line and BAS or any procurement integrated system, PFMA, PPPFA, Supply Chain policies and procedures, Treasury Regulations and BBBEE Acts.

**DUTIES**

Perform expenditure analysis with respect to goods and services Procured. Conduct market research as per procurement plan, and Compile market research report with sound research recommendations. Apply appropriate research
methodology and recommend appropriate sourcing strategy. Maintain database of market researched commodities. Monitor supplier performance and regular engagement with internal and external stakeholders. Prepare monthly and quarterly reports, facilitate the nomination and rotation of suppliers from central supplier database, development of specifications, chairing of specification committee meetings. Assist in coordination of the demand plan from districts, branches and all departmental institutions.

ENQUIRES should be directed to Ms Matimatjatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
ANNEXURE Q

PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER

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 : 20 July 2018

NOTE : 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 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.

OTHER POST

POST 27/186 : DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS & LABOUR RELATIONS REF NO: NWOoP/2018/17/01
Job Purpose: To manage and facilitate the provision of Employee Wellness Programmes and Labour Relations.

SALARY : R697 011 per annum Level 11 (All inclusive package)
CENTRE : Mahikeng
REQUIREMENTS : Appropriate bachelor’s degree and/ or equivalent (NQF level and Credits). 5-7 years’ experience in Labour Relations and Employee Health and Wellness of which 3 years should be at junior management Level. Sound knowledge of employee health and wellness & labour relations processes in the public service; knowledge of legislative framework for employee health and wellness & labour relations; presentation skills, good communication skills, problem-solving skills; A valid Driver’s license.

DUTIES : Manage and facilitate the implementation of employee health and wellness programmes. Manage and facilitate the administration of labour relations policies. Development and review of policies and standard operating procedures. Participate in the employee health and wellness & labour relations forums. Ensure compliance with employee health and wellness & labour relations prescripts. Ensure compliance with Management Performance Assessment Tool (MPAT) standards. Provide sound advice and guidance on employee health and wellness & labour relations matters. Management of the Sub Directorate.

ENQUIRIES : Mr. M.M. Badimo, Tel No: 018-388 3085
ANNEXURE R

PROVINCIAL ADMINISTRATION: WESTERN CAPE
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 : 23 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 27/187 : DEPUTY DIRECTOR: SECRETARIAT FOR SAFETY AND SECURITY REF NO: CS 2018-19

SALARY : All-inclusive salary package of R697 011 per annum (Level 11)
CENTRE : Department of Community Safety, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree/National Diploma) with a minimum of 5 years supervisory experience in a safety and security environment of which 3 years must be management experience. Recommendations: Experience of the development, review and maintenance of policies and strategies in the provincial and local government spheres. Competencies: Knowledge and application of legislation, policies, prescripts including WCCSA; Treasury Regulations, Treasury Instructions and departmental delegations; Strategic processes; Communication (written and verbal) skills in two of the three official languages in the Western Cape.
DUTIES : Develop, review and maintain a strategic process; Provide support on policy and strategic matters; Develop and maintain a systemic information and knowledge management system; Manage the office of the Chief Director.
ENQUIRIES : Adv.Y Pillay at (021)483 9212

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 : 23 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 27/188 : ENVIRONMENTAL OFFICER (PRODUCTION): ENVIRONMENTAL IMPACT ASSESSMENT (DEVELOPMENT MANAGEMENT), REF NO: EADP 2018-24

SALARY : Grade A: R256 815 - R 285 021 per annum
Grade B: R301 104 - R334 179 per annum
Grade C: R353 082 - R448 035 per annum
(OSD as prescribed)
CENTRE : Department of Environmental Affairs and Development Planning, Western Cape Government

REQUIREMENTS : A relevant 3-year National Diploma in the Natural, Physical, Environmental Sciences; A valid driving licence (Code B). Recommendations: Relevant experience in the review of EIA applications; Working knowledge and experience of the following: Integrated Environment Management, including applicable legislation and policies; Balanced environmental knowledge including biophysical knowledge of the functioning of ecosystems, interactions and other environmental aspects; Methodologies and techniques for evaluation of impact assessments; Methodologies for the evaluation of Environmental Management plans as well as monitoring and auditing; Environmental Management Systems. Competencies: Knowledge of the practical implementation of environmental policies, guidelines, norms and standards; Integrated Environment Management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Strong report writing skills; Basic Proven computer literacy in Word, Excel and PowerPoint; Sound interpersonal and problem solving skills.

DUTIES : Maintain quality and productivity with regard to evaluation of applications in terms of relevant environmental legislation; Implementation of the compliance monitoring and auditing strategy for environmental authorisations; Maintain quality and productivity with regard to provision of comment on assigned non-applications; Leadership in assigned projects.

ENQUIRIES : Mr G Benjamin at (044) 805 8633

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 27/189 : MANAGER: MEDICAL SERVICES GRADE 1
Chief Directorate: Rural Health Services

SALARY : R1 115 874 per annum (A portion of the package can be structured according to the individual’s personal needs. It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

CENTRE : Paarl Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years’ appropriate experience as Medical officer after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness and skills to do after-hour’s clinical work. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies in a health-care environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and E-mail). Appropriate experience of managing clinical services.

DUTIES : Strategic, operational and financial management of all clinical service areas and clinical support services. Coordination of clinical governance activities. Provide strategic management and leadership. Effective, efficient and sustainable Human Resource Management and planning of Clinical Personnel. Assist with delivery of clinical services within scope of clinical knowledge and skills. Coordinate outreach programs to district hospitals in West Coast and part of Cape Winelands.

ENQUIRIES : Mr F Van der Watt, Tel No: (021) 860 2508 or e-mail: Francois.vanderwatt@westerncape.gov.za

120
APPLICATIONS: The Chief Executive Officer: Paarl Hospital, Private Bag X3012, Paarl 7620.

FOR ATTENTION: Mr RM Petersen

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

CLOSING DATE: 20 July 2018

POST 27/190: OPERATIONAL MANAGER NURSING (SPECIALITY) SPECIALITY AREA: PAEDIATRICS ICU

SALARY: R532 499 (PN-B3) per annum

CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS: Minimum educational qualifications: 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 in Medical and Surgical Nursing Science: Critical Care Nursing: Child, with duration of at least 1 year, accredited with the South African Nursing Council. 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: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

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

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

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

FOR ATTENTION: Ms V Meyer

NOTE: No payment of any kind is required when applying for this post. Short-listed candidates may be required to do a practical test.

CLOSING DATE: 20 July 2018

POST 27/191: OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: SURGICAL OVERNIGHT WARD)

SALARY: R420 318 (PN-A5) per annum

CENTRE: Tygerberg Hospital, Parow Valley

REQUIREMENTS: Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with the professional council: Registration with the SANC or a professional nurse and proof of current registration (i.e annual licencing receipt of 2018). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Basic Computer literacy. Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting,
implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organisational skills and the ability to function under pressure.

**DUTIES**

Responsible for planning, managing, co-ordinating and maintaining an optimal quality Nursing Service as an Operational Manager in the Surgical overnight area. Participative management and utilisation of Human Resources to fulfill operational and developmental functions in the area. Manage and monitor the Financial Resources of the clinical area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. To maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES**

Ms F Marthinus, tel. no. (021) 938-4055

**APPLICATIONS**

The Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION**

Ms V Meyer

**NOTE**

No payment of any kind is required when applying for this post. Appointment/promotion/transfer will be subject to the verification of a criminal record.

**CLOSING DATE**

20 July 2018

**POST 27/192**

ADMINISTRATION CLERK: WARDS (X2 POSTS)

Chief Directorate: Rural Health Services

**SALARY**

R163 563 per annum

**CENTRE**

George Hospital

**REQUIREMENTS**

Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate administrative experience that focuses on the key performance areas (KPA’s) of the post. Inherent requirements of the job: Willingness to work flexi-time and/or shifts. Relieve other Ward Clerks. Competencies (knowledge/skills): Computer literacy in Microsoft package (i.e. Word, Excel and outlook). Electronic processing of operational statistics. Procurement experience to facilitate and maintain adequate stock and equipment levels. Good interpersonal and communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Ability to accept accountability, responsibility and work independently.

**DUTIES**

Provide an administrative system to manage the activities of the operational nursing unit. Control various documents for completeness and correctness and file the same. Complete patient related documentation, booking lists and keep various statistics. Order and control stock and equipment to provide a safe environment to prevent safety hazards. Render client care to patient, family and the community. Maintain effective and efficient communication and group functioning. Maintain self-development.

**ENQUIRIES**

Ms GE Sellars, Tel No: (044) 802-4356/7

**APPLICATIONS**

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

**FOR ATTENTION**

Mr BH Cassim

**NOTE**

No payment of any kind is required when applying this post. Shortlisted candidates will be subjected to a competency test.

**CLOSING DATE**

27 July 2018

**POST 27/193**

HOUSEHOLD AID

Chief Directorate: Rural Health Services

**SALARY**

R96 549 per annum

**CENTRE**

George Hospital

**REQUIREMENTS**

Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a hospital environment. Inherent requirements of the job: Ability to perform physical tasks e.g. lifting of heavy equipment. Willingness to works shifts, weekends, public holidays and night duty. Competencies (knowledge/skills): Good communications skills (oral and written) in at least two of the three official languages of the Western Cape. Ability to work in a team context. Sound interpersonal skills.

122
DUTIES: Perform routine cleaning services for the maintenance of high quality hygiene and tidiness in and around the working environment. Effective utilisation of cleaning materials, equipment and stock to provide a safe environment to prevent safety hazards. Support supervisors and unit functions. Adhere to the Code of Conduct and display the Core Values of the Department of Health WCG in the execution of duties. Maintain self-development.

ENQUIRIES: Ms GE Sellars, Tel No: (044) 802-4537
APPLICATIONS: The Chief Executive Officer: George Hospital, Private Bag X6534, George 6530.
FOR ATTENTION: Mr BH Cassim
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 27 July 2018

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
CLOSING DATE: 23 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 27/194: ADMINISTRATION CLERK: PROCUREMENT AND PROVISIONING, REF NO: HS 2018-27
SALARY: R163 563 per annum (Level 05)
CENTRE: Department of Human Settlements, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 6 months experience in supply chain management and/or construction/built environment; Willingness to work irregular hours and meet tight deadlines. Recommendations: Payments on LOGIS for consultants and for goods and services. Competencies: A good understanding of the following: Relevant public service prescripts, policies, regulations, delegations, guidelines and norms and standards; General Support/operational systems such as LOGIS; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office; Analytical thinking, problem solving, planning and organising skills; Numerical skills; Ability to work under pressure; Ability to work part of a team and individually.
DUTIES: Reconciliation of the Consultant and checking compliance therefore; Receiving, issuing and capturing of goods and assets on the LOGIS System; Handle all enquiries regarding invoices, backdated price increases, payments and orders; Manage the registers for quotations, orders and payments, update the database therefor; Perform a secretariat function for the Sub-Directorate; Assist with the stock take for supply chain management store; Assist with the checking of the Construction, Good and Services bid documents; Process orders for assets, goods and services on the LOGIS System.
ENQUIRIES: Ms N Dyantyi at (021) 483 4529

POST 27/195: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT, REF NO: HS 2018-28
SALARY: R163 563 per annum (Level 05)
CENTRE: Department of Human Settlements, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 6 months experience in supply chain management and/or construction/built environment. Recommendations: Payments on LOGIS for consultants and for
goods and services; Willingness to work irregular hours and meet tight deadlines.

Competencies: A good understanding of the following: Relevant public service
prescripts, policies, regulations, delegations, guidelines and norms and standards;
General Support/ operational systems such as LOGIS; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape;
Proven computer literacy in MS Office; Analytical thinking, problem solving,
planning and organising skills; Numerical skills; Ability to work under pressure;
Ability to work part of a team and individually.

**DUTIES**

- Reconciliation of the Consultant and checking compliance therefore;
- Receiving, issuing and capturing of goods and assets on the LOGIS System;
- Handle all enquiries regarding invoices, backdated price increases, payments and orders;
- Manage the registers for quotations, orders and payments, update the database therefor;
- Perform a secretariat function for the Sub-Directorate;
- Assist with the stock take for supply chain management store;
- Assist with the checking of the Construction, Good and Services bid documents;
- Process orders for assets, goods and services on the LOGIS System.

**ENQUIRIES**

Ms N Dyantyi at (021) 483 4529

**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**

23 July 2018

**NOTE**

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 Help line: 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 27/196**

DEPUTY DIRECTOR: ACQUISITIONS AND CONTRACT MANAGEMENT, REF NO: DOTP 2018-66

**SALARY**

All-inclusive salary package of R697 011 per annum (Level 11)

**CENTRE**

Department of the Premier, Western Cape Government

**REQUIREMENTS**

An appropriate 3-year tertiary qualification (National Diploma/B-Degree); Minimum of 3 year’s management experience in Public Administration, Finance, ICT Procurement or ICT Management; Valid code B driving licence. Recommendations: In depth knowledge of Supply Chain Management prescripts. Competencies: Knowledge of SCM processes and procedures (PFMA, NTR's and PTI's); SCM system knowledge; Knowledge of effective functioning of the Bid Committees and acquisition management; Supervisory skills; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape.

**DUTIES**

Develop, review and implement departmental Supply Chain Management (SCM) policy together with the role of SCM advisor on Acquisition Management and SCM processes; Ensure an effective and efficient functioning of the Departmental Bid Committees system and overall Acquisition Management system through ensuring optimal workflows, operational planning and work organisation in the unit; Ensure compliance systems, reporting systems and proper record keeping systems are in place; Ensure accurate commitments for inclusion in the annual financial statements; Ensure the facilitation of adequate Contract Management including leases for the department; Staff Supervision.

**ENQUIRIES**

Ms A Stassen at (021) 483 2934
POST 27/197: DEPUTY DIRECTOR: PROCESS DESIGN AND IMPROVEMENT, REF NO: DOTP 2018-41

**SALARY**: R657 558 per annum (Level 11)

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

**REQUIREMENTS**: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) in Management Sciences, Quality Management or Public Administration with a minimum of 3 years’ management experience in Business Process Management on a middle management level; Business Process Mapping, Redesign and Improvement Certificate and Advanced Business Process Modelling and Simulation Certificate; A valid code B driving licence. Recommendations None. Competencies: Extensive knowledge of the following: Process analysis techniques e.g. BPMN + Visio; iGrafx; Functions of the various components of the WCG to ensure a holistic, integrated approach to interventions; Process design and improvement theory, practice and techniques; Key elements/determinants of organisational performance as they relate to the field of process design and improvement; Project Management; Benchmarking; Mentoring and coaching practices; Human Resource Management; Financial management prescripts; Communications (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Leadership and research skills.

**DUTIES**: Perform the following functions on an advanced/ complex level and manage employees that perform them: Provide business process and improvement services; Coordinate and facilitate the Batho Pele Programme; Facilitate service delivery improvement initiatives; Assess the efficacy of service delivery improvement interventions; People Management responsibilities; Financial and Supply Chain Management responsibilities; Project Management.

**ENQUIRIES**: Mr J. Boonzaaier at (021) 466 9709

DEPARTMENT OF SOCIAL DEVELOPMENT

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

**CLOSING DATE**: 23 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 27/198: SOCIAL WORK SUPERVISOR: PHILLIPI SERVICE DELIVERY TEAMS, REF NO: DSD 2018-75

**SALARY**: R363 507 - R421 404 per annum (OSD as prescribed)

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

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

**DUTIES**

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

**ENQUIRIES**

Mr Q Arendse at (021) 763 6213

**POST 27/199**

SOCIAL WORK SUPERVISOR: ATHLONE SERVICE DELIVERY TEAMS, REF NO: DSD 2018-74

**SALARY**

R363 507 - R421 404 per annum (OSD as prescribed)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid driving licence.

Recommendations: None. Competencies: Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently effective; knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; the ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently; the understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; ability to compile complex reports.

**DUTIES**

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

**ENQUIRIES**

Mr Q Arendse at (021) 763 6213

**POST 27/200**

SOCIAL WORK SUPERVISOR: MITCHELL'S PLAIN SERVICE DELIVERY TEAMS, REF NO: DSD 2018-76

**SALARY**

R363 507 - R421 404 per annum (OSD as prescribed)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid driving licence.

Recommendations: None. Competencies: Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently effective; knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; the ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving
capacities, prevent and alleviate distress and use resources effectively and efficiently; the understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; ability to compile complex reports.

**DUTIES**

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

**ENQUIRIES**

Mr Q Arendse at (021) 763 6213

**POST 27/201**

ADMINISTRATION CLERK: PROFESSIONAL DEVELOPMENT, REF NO: DSD 2018-73

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Department of Social Development, Western Cape Government

**REQUIREMENTS**

Senior Certificate (Grade 12 or equivalent qualification). Recommendations: None. Competencies: A good understanding of the following: ECM, PERSAL and PERMIS system; Proven computer literacy; Administrative skills; Planning and organising skills; Interpersonal skills; Basic numeracy skills; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape.

**DUTIES**

Provide effective office administration services through the establishment and maintenance of systems and databases to support follow-up actions and reporting operations; Provide logistical support e.g. ordering of stationary and arranging meetings, minute taking and recording keeping; Do follow-up actions with relevant stakeholders on human resource management, Development and Infrastructure/Office Accommodation.

**ENQUIRIES**

Ms L George at (021) 483 6183 / Ms A Pieterse at (021) 483 6741

**APPLICATIONS**

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

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**CLOSING DATE**

23 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 27/203 : PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): ENGINEERING SERVICES - HEALTH, REF NO: TPW 2018-162

SALARY : Grade A: R679 338 - R728 400 per annum
          Grade B: R769 611 - R829 107 per annum
          Grade C: R879 975 - R1 036 557 per annum
          (Salary will be determined as per OSD prescripts).

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

REQUIREMENTS : Engineering degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with ECSA as an Professional Engineer; A minimum of 3 years post-qualification engineering experience; A valid code B driving licence.
               Recommendations: None.
               Competencies: Technical: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy (MS Office); Planning and organising; Conflict management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Experience of contract documentation and administration, Act/Regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation; Knowledge of public sector procurement; Ability to work under pressure; Willingness to undergo a security clearance.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Ms J Thomas at (021) 483 2004

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

POST 27/204 : DEPUTY DIRECTOR: INTERNAL CONTROL (GMT), REF NO: TPW 2018-132

SALARY : All-inclusive salary package of R697 011 per annum (Level 11)

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

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/ B-Degree) with a minimum of 5 years’ experience in an Internal Control and Governance environment of which 3 years must be management experience; A valid code B driving licence. Recommendations: Experience in the following: Financial
environment; In the administration of a Trading Entity; Revenue and expenditure recording and control; Compiling submissions to Provincial Treasury and HOD; General office administration. Competencies: A good understanding of the following: Public Finance Management Act (Act 1 of 1999); Organisational skills; leadership; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Systematic approach; Proven computer literacy in MS Office.

DUTIES:
- Human Resource Management within the Internal Control Unit; Ensure that Governance is implementation maintain in all GMT components; Ensure that assurance services are performed; Fraud Management; Loss Management; Irregular, unauthorized, fruitless and wasteful expenditure.

ENQUIRIES:
Mr R Wiggill at (021) 467 8737

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

POST 27/205:
DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING (GMT), REF NO: TPW 2018-133

SALARY:
All-inclusive salary package of R697 011 per annum (Level 11)

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

REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma/B-degree); A minimum of 5 years’ experience within a Management Accounting environment of which 3 years’ must be management experience; A valid code B driving licence.
Recommendations: Experience in the following: Financial environment; In the administration of a Trading Entity; Revenue and expenditure recording and control; Compiling submissions to Provincial Treasury and HOD; General office administration. Competencies: Knowledge of the following: Public Finance Management Act (Act 1 of 1999); Operation of a Trading Entity; GMT Policies; National Treasury Regulations and Provincial treasury Instructions; Budget Process; Financial procedures, delegations and instructions; Organisational and leadership skills; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape; Systematic approach; Proven computer literacy in MS Office; Ability to interpret relevant directives and policies.

DUTIES:
- Manage the GMT budget process; Human Resource Management within the Management Accounting Unit; Prepare input for statutory reporting; Manage costing; Manage the asset planning cycle; Document Control.

ENQUIRIES:
Mr R Wiggill at (021) 467 8737

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

POST 27/206:
SUPPLY CHAIN MANAGEMENT OFFICER: SUPPLY CHAIN MANAGEMENT (EDEN), REF NO: TPW 2018-125

SALARY:
R299 709 per annum (Level 08)

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

REQUIREMENTS:
An appropriate 3-year tertiary qualification (National Diploma/B-Degree) with a minimum of 1-year relevant experience; A valid code B driving licence. Recommendations: Working knowledge and experience in a Supply Chain Management environment. Competencies: A good understanding and application of the following: Labour Relations and Public Service procedures; National and Provincial government rules, regulations and legislation pertaining to supply chain management; BAS, LOGIS Electronic Purchasing System (EPS) or related systems; Report writing and formulation skills; Excellent communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office); Interpersonal conflict and resolving problems; Team and people orientated.

DUTIES:
- Supervision, performance management and discipline of subordinates; Maintain an effective, efficient and economical supply chain; Execute all governance related matters in relation to bid committees; Maintain a sound control environment with appropriate segregation of duties; Coordinate the requirements for good and services based on needs analysis and the compilation of specifications/terms of reference and process for approval; Conduct risk assessment on the SCM system.
and develop and implement a risk responsible plan; Take responsibility for acquisition management which includes the compilation and compliance of bid documentation, receipt and opening of bids, evaluation and adjudication, awarding of bids and contract administration.

ENQUIRIES
APPLICATIONS: Mr J.C Prodehl at (044) 272 6071

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

POST 27/207
ENGINEERING TECHNICIAN (PRODUCTION), REF NO: TPW 2018-134 (X3 POSTS)

SALARY: Grade A: R293 652 – R 314 853 per annum
Grade B: R334 179 - R360 240 per annum
Grade C: R380 364 - R448 035 per annum
(Salary will be determined as per OSD prescripts).

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

POST 27/208
FINANCE ASSISTANT: BRANCHES FINANCIAL ACCOUNTING, REF NO: TPW 2018-131

SALARY: R163 563 per annum (Level 05)

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs
POST 27/209  
**ADMINISTRATION CLERK: TECHNICAL: REGIONAL ROAD MANAGEMENT (EDEN), REF NO: TPW 2018-140**

**SALARY**: R163 563 per annum (Level 05)

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

**REQUIREMENTS**: Senior Certificate (Grade 12 or equivalent qualification); A valid code B driving licence. Recommendations: A relevant further qualification, course or training certificates in Office Administration; Extensive knowledge and experience in LOGIS and provisioning procedures; Experience in construction, building and maintenance environment. Competencies: Proven computer literacy (Word, Excel, PowerPoint); Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Self-motivated; Ability to work under pressure; Able to work part of a team and individually.

**DUTIES**: Responsible for all technical tender administration functions; Handle all administration pertaining to accidents damages, losses and public liability claims; Responsible for accurate data by checking, capturing and maintenance of Rational Portfolio Manager (RPM) Department System; Update of planning applications system using Land Department System; Handle, translate and typing of all technical meetings, letters and reports; Keep databases and record of all road sign orders/ deliveries, awarded tenders, all replaced road signs, resprayed road markings and report to Head Office as need be; Attend to all technical enquires and queries.

**ENQUIRIES**: Mr SJ Rabe at (044) 272 6071

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

POST 27/210  
**SUPPLY CHAIN MANAGEMENT CLERK: SUPPLY CHAIN MANAGEMENT (EDEN), REF NO: TPW 2018-128**

**SALARY**: R163 563 per annum (Level 05)

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

**REQUIREMENTS**: Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 6 months experience in Supply Chain Management; A valid code B driving licence. Recommendations: None. Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office; Good interpersonal relations with supervisor and colleagues; Basic numerical skills; Ability to work under pressure; Ability to work as part of a team and individually.

**DUTIES**: Performing LOGIS specific functions; The identification, marking and recording of assets; Obtaining of quotations telephonically or via the Integrated purchasing system (IPS); Placing and follow-up of orders by communicating with suppliers and contractors; Payment an administering of various accounts for goods and services rendered; The reconciliation of accounts and accounts statements; The receipt, issuing and control of stocks; Rendering of a general office administration function; Assist with stocktaking, inventory control, stores issues and a general administrative function to users and chief users.

**ENQUIRIES**: Mr L Arnold at (044) 272 2992

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

POST 27/211  
**ADMINISTRATION CLERK: ROAD RIGHTS (EXPROPRIATIONS), REF NO: TPW 2018-142**

**SALARY**: R163 563 per annum (Level 05)

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

**REQUIREMENTS**: Senior Certificate (Grade 12 or equivalent qualification); A valid code B driving licence. Recommendations: Experience in research methods. Competencies: Team work orientated; Problem solving, organising and decision making skills; Excellent report writing skills; Proven computer literacy in MS Office; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.
DUTIES: Administer the expropriation of land and material for road purposes in accordance with legally prescribed procedures and assist in determining acceptable compensation amounts; Assist with the arrangements for the survey and transfer of expropriated land; Compile submissions; Maintain registers and update data fields; Officiate as Secretary at public meetings; Administration of investigations done in the archives of the Deeds Office and the office of the Surveyor General; Assist with Asset Management.

ENQUIRIES: Mr PJ Pienaar at (021) 483 2105

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

POST 27/212: ADMINISTRATION CLERK: OPERATING LICENCE PROCESSING REF NO: TPW 2018-153 (X2 POSTS)

SALARY: R163 563 per annum (Level 05)

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

REQUIREMENTS: Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 1 year administrative experience; A valid code B driving licence. Recommendations: None. Competencies: Knowledge in the following: National Land Transport Act 5 (2009); BPM (Business Process Management); National Transport Regulations; Code of conduct; SOP conditions; Public Service Act; Good communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Effective utilisation of the Business Process Management System; Accept and complete tasks issued by BPM in an acceptable timeframe; Research on Livelink; Publish application in government gazette; Gazetting-gazetting applications on NLTIS and LTPS; Referrals of gazetting; Assisting with processing of applications; Assisting clients verbally and telephonically.

ENQUIRIES: Mr M Fortune at (021) 483 0340

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


SALARY: R163 563 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 a passed subject. Recommendations: Experience in Financial and Risk Management; A valid driving licence; Loss Control; Ability to adhere to strict financial and legal deadlines/timelines. Competencies: A good understanding and application of the following: Western Cape Government Loss Control System; Management of Losses and Claims, PFMA, NTR, PTI, Transport Circular 4 of 2000, Departmental Security policy, Prescription Act 68 of 1969 and process to recover losses; Excellent communication (verbal and written skills in at least two of the three official languages of the Western Cape Province; Ability to assess evidence w.r.t losses and claims; Skills in basic investigations, organising, planning, problem solving and analytical skills; Monitor and prevent prescription.

DUTIES: Responsible for capturing and opening files for losses and claims; investigate, monitor, follow up and settling of losses; Obtain all relevant documents pertaining to cases; Liaison with legal representatives and other professional bodies; Provide information for the contingent liabilities list/register; Compile various submissions and journals for the appropriate ledger accounts.

ENQUIRIES: LD Atkins at (021) 483 3743 / G Pietersen at (021) 483 6172

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

POST 27/214: ROAD WORKER SUPERVISOR: SPECIAL TASK TEAM (OUDTSHOORN) REF NO: TPW 2018-136

SALARY: R136 800 per annum (Level 04)

CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 10 (Junior certificate or equivalent); A minimum of 3 years’ relevant experience; A valid unendorsed code EC1/EC driving licence with a professional driver’s permit (PDP) is required. Recommendations: Experience in carpentry and concrete works essentials; Willingness to travel regularly. Competencies: Ability to work under pressure and meet deadlines; Conflict and diversity management; Self-motivated; Ability to work in a team; Communication (written and verbal) skills in two of the three official languages in the Western Cape.

DUTIES: Supervise the building and maintenance of roads; Inspect work, train and supervise workers; Handle and maintain machines and aids which are used for road maintenance work and construction work; Plan and supervise maintenance and construction of roads, premises and buildings; Repair equipment in and to buildings, premises and roads; Undertake the safeguarding of work areas and construction machines in terms of the Health & Safety Act; Supervision of staff.

ENQUIRIES: Mr. D Plaatjies at (044) 272 2992

APPLICATIONS: If you want to hand deliver the application, please use the following address: Attention: Cecil Van Reenen, Water Solutions (Pty) Ltd, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

NOTE: Applicants from relevant local communities will receive preference.


SALARY: R96 549 per annum (Level 02)

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

REQUIREMENTS: Basic literacy and numeracy (ABET level 2). Recommendations: Experience in carpentry and concrete; Willingness to travel regularly. Competencies: Ability to work under pressure and meet deadlines; Conflict and diversity management; Self-motivated; Ability to work in a team; Communication (written and verbal) skills in two of the three official languages in the Western Cape.

DUTIES: Support road specialist in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs, road markings, waterways and structures as well as related activities.

ENQUIRIES: Mr. D Plaatjies at (044) 272 2992

APPLICATIONS: If you want to hand deliver the application, please use the following address: Attention: Cecil Van Reenen, Water Solutions (Pty) Ltd, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

NOTE: Applicants from relevant local communities will receive preference.

POST 27/216: TRADE WORKER AID: WORKSHOP (CAPE WINELANDS) REF NO: TPW 2018-141

SALARY: R96 549 per annum (Level 02)

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

REQUIREMENTS: Basic literacy and numeracy (ABET level 2). Recommendations: Relevant experience; A valid unendorsed code EC1/EC driving licence with a professional driving permit (PDP). Competencies: Machinery, vehicle construction plant and equipment; Hand and small electrical tools; Self-motivated; Communication (written and verbal) skills in two of the three official languages in the Western Cape.

DUTIES: Remove and replace spare parts on vehicles, construction plant and equipment; Assist artisans with repairs of vehicles, construction plant and equipment; Handle and small electrical tools; Basic spray painting and assist with welding; Maintenance of spare parts.

ENQUIRIES: Mr. FJ Jones Plaatjies at (021) 863 2020

APPLICATIONS: If you want to hand deliver the application, please use the following address: Attention: Cecil Van Reenen, Water Solutions (Pty) Ltd, FPG House, 1st Floor,
No.1 Fairway Close, Parow or you may post it to the following postal address: For attention: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

NOTE: Applicants from relevant local communities will receive preference.

POST 27/217

ROAD WORKER: BEAUFORT WEST REF NO: TPW 2018-149

SALARY: R96 549 per annum (Level 02)

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

REQUIREMENTS: Basic literacy and numeracy (ABET level 2). Recommendations: Relevant experience. Competencies: Ability to work in a team; Ability to work under pressure and meet deadlines; Organising and planning skills; Communication (written and verbal) skills in two of the three official languages in the Western Cape.

DUTIES: Support road specialist in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs, road markings, waterways and structures as well as related activities.

ENQUIRIES: Mr. D Plaatjies at (044) 272 3699

APPLICATIONS: If you want to hand deliver the application, please use the following address: Attention: Cecil Van Reenen, Water Solutions (Pty) Ltd, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

NOTE: Applicants from relevant local communities will receive preference.

POST 27/218

ROAD WORKER: LADYSMITH REF NO: TPW 2018-150 (X3 POSTS)

SALARY: R96 549 per annum (Level 02)

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

REQUIREMENTS: Basic literacy and numeracy (ABET level 2). Recommendations: Relevant experience. Competencies: Ability to work in a team; Ability to work under pressure and meet deadlines; Organising and planning skills; Communication (written and verbal) skills in two of the three official languages in the Western Cape.

DUTIES: Support road specialist in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to maintenance, repair, building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs, road markings, waterways and structures as well as related activities.

ENQUIRIES: Mr. D Plaatjies at (044) 272 3699

APPLICATIONS: If you want to hand deliver the application, please use the following address: Attention: Cecil Van Reenen, Water Solutions (Pty) Ltd, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

NOTE: Applicants from relevant local communities will receive preference.

POST 27/219

ROAD WORKER: OUDTSHOORN (VARIOUS POSITIONS AVAILABLE 4X UNIONDALE; 1X DE RUST; 1X PLETTENBERG) REF NO: TPW 2018-151

SALARY: R96 549 per annum (Level 02)

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

REQUIREMENTS: Basic literacy and numeracy (ABET level 2). Recommendations: Relevant experience; A valid unendorsed code EC1/EC driving licence with a professional drivers permit (PDP). Competencies: Ability to work in a team; Ability to work under pressure and meet deadlines; Organising and planning skills; Communication (written and verbal) skills in two of the three official languages in the Western Cape.

DUTIES: Support road specialist in the maintenance and building of roads; Perform manual labour; Undertake general duties to support road specialists with respect to
maintenance, repair building and cleaning of roads which may include maintenance or improvement of road surfaces, road reserves, road signs, road markings, waterways and structures as well as related activities.

ENQUIRIES : Mr. D Plaatjes at (044) 272 3699
APPLICATIONS : If you want to hand deliver the application, please use the following address: Attention: Cecil Van Reenen, Water Solutions (Pty) Ltd, FPG House, 1st Floor, No.1 Fairway Close, Parow or you may post it to the following postal address: For attention: Cecil Van Reenen, Maverick Trading, PO Box 31120, Grassy Park, 7941. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered.

NOTE : Applicants from relevant local communities will receive preference.