PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 29 OF 2018
DATE ISSUED: 20 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.

AMENDMENTS:

NORTHERN CAPE: PROVINCIAL TREASURY: Kindly note that the posts that were advertised on vacancy circular 28 dated 13 July 2018 by the department mentioned, they have been withdrawn.

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION: Kindly note that the post of Director: Organizational Design, advertised on the Public Service Vacancy Circular 28 dated 13 July 2018, the first sentence of the duties must read as follow: To manage the development and implementation of organizational design policies and frameworks for the Public
Service through appropriate interventions. **KWAZULU-NATAL: DEPARTMENT OF HEALTH:** kindly note that the post of Professional Nurse (ST Andrews Hospital-Kwajali Clinic) with Ref No: SAH KWAJALI 9/2018 advertised on the Public Service Vacancy Circular 27 dated 06 July 2018; has been withdrawn.
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DEPARTMENT OF BASIC EDUCATION

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

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

FOR ATTENTION: Ms N Sathege/Ms M Mahape

CLOSING DATE: 06 August 2018

NOTE: Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

OTHER POST

POST 29/01: DEPUTY DIRECTOR: RISK MANAGEMENT (REF NO: DBE/39/2018)
Branch: Office of the Director General
Directorate: Internal Audit Activity, Risk Management and Forensic Investigations

SALARY: R826 053 per annum
CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of an appropriate three year Bachelor’s degree or equivalent qualification in Risk Management/Internal Auditing with a minimum of five (5) years’ experience in risk management of which four (4) years must have been at supervisory level. The incumbent should possess, excellent communication skills, independence, and excellent time management and adhere to stringent deadline dates.

DUTIES: Develop, maintain and ensure the implementation of risk management policies, guidelines and procedures in line with relevant legislation and frameworks; Review risk management strategies, policies, guidelines and procedures and ensure compliances; Analyse in conjunction with branches, the effectiveness and failure of existing strategies, policies and procedures, and develop interventions or measures to address existing gaps; Conduct workshops in order to assist management in developing the strategic risk registers; Develop, maintain and ensure the implementation of Business Continuity Management policies, guidelines and procedures in line with relevant legislation and frameworks. Facilitate processes relating to the Risk Management Committee; Manage subordinates under area of responsibility.

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

NOTE: The successful candidate may be required to undergo a competency test and will be subjected to a security clearance.
CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

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

CLOSING DATE
03 August 2018

NOTE
Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply. Faxed or e-mailed applications will not be accepted. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. NB: Please ensure that your application reaches this office before 17h00 on week-days.

OTHER POST

POST 29/02
CHIEF PERSONNEL OFFICER REF NO: CSP/08/2018
Chief Directorate: Corporate Services

SALARY
R299 709 per annum (Level 08)

CENTRE
Pretoria

REQUIREMENTS

DUTIES
Render effective Performance Management System and Human Resources Administration. Facilitate the submission of Performance Agreements and Work plans. Facilitate the administration of probations for SMS and lower levels. Managing Human Resources Management monitoring and evaluation tools. Manage the auditing of submitted documents. Facilitate the effective implementation of pay progression and merit awards for all levels. Develop Database for all PMDS documents. Control PERSAL System function for Human Resource Administration. Provide Human Resource provision/ service such as
recruitment, selection, appointments, resignations and transfers. Implement conditions of services: housing, acting allowances, medical schemes, injury on duty, leave, long service, medical aid, service bonus, resettlement and pension. Compile monthly Human Resource Management statistical information.

ENQUIRIES

: Mr BK Shiphamele Tel No: (012-393-4359/2500)
ANNEXURE C

DEPARTMENT OF ENERGY

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

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

CLOSING DATE : 03 August 2018

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

OTHER POST

POST 29/03 : ASSISTANT DIRECTOR: LOGISTICAL SERVICES

SALARY : R356 289 per annum Level 09

CENTRE : Head Office, Pretoria


DUTIES : Oversee and ensure compliance (with national and departmental prescripts policies and procedures) the process of purchasing, receiving, storing, issuing and payment of for goods and services; Assist with the development, maintenance and implementation of departmental strategies, processes and procedures for the purchasing, receiving, storing, issuing and payment of for goods and services; Advice users, suppliers and staff on national and departmental strategies, processes and procedures for the purchasing, receiving, storing, issuing and payment of for goods and services; Compile management report (state/status of purchases, payment and trends); Provide managerial activities.

ENQUIRIES : Ms S Nkotswe Tel No: (012) 406 7749
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

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

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 03 August 2018

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

OTHER POSTS

POST 29/04: REGIONAL COMMUNICATION COORDINATOR - REF NO: 3/1/5/1-18/20
Directorate: Free State Provincial Local & Liaison

SALARY: Commencing salary of R356 289 per annum (Level 09)

CENTRE: Thabo Mofutsanyane District (Namahadi Thusong Service Centre)

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

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

ENQUIRIES: Ms L Sehlabaka Tel No: 051 448 4505

INTERNATIONAL PROGRAMME FOR 2018/2019

Government Communication and Information System would like to invite qualifying graduates to apply to participate in an Internship programme in the 2018/2019 financial year. The internship is meant to provide work exposure to eight (8) graduates for a period of twelve (12) months. Applicants must be unemployed and never participated in an internship programme previously. Placement in the organisation after the programme is not guaranteed.

POST 29/05

INTERNSHIP PROGRAMME: GRAPHIC DESIGN-REF NO: 3/1/5/1-18/7
Directorate: Media Production

SALARY: Stipend: R5000 per month (12 months-contract)
CENTRE: Pretoria (Hatfield)
REQUIREMENTS: An appropriate National Diploma (NQF level 6) or three (3) year Degree (NQF level 7) or equivalent qualification in graphic design as recognized by SAQA. Skills and knowledge: Strong design skills and thorough knowledge of reprography and printing, good organisational and communication skills. The applicant must have ability to work under pressure, willingness to work overtime, ability to meet deadlines, ability to multi-task and manage priorities in a fast-paced environment. The applicant should be highly motivated with an eye for detail. Job Knowledge: The applicant must be proficient in the use of an Apple Macintosh computers, must be proficient in Adobe Illustrator, Photoshop and InDesign (Web, 3-D skills and animation are a bonus) and must have the ability to develop creative and innovative design concepts.

ENQUIRIES: S R Sekhu. Tel No: (012) 473 0254
NOTE: Applicants are required to submit a portfolio on a compact disc or email to Rachel@gcis.gov.za (not bigger than 3MB)

POST 29/06

INTERNSHIP PROGRAMME: BROADCAST JOURNALIST REF NO: 3/1/5/1-18/8
Directorate: Media Production (Video Unit)

SALARY: Stipend: R5000 per month (12 months-contract)
CENTRE: Pretoria (Hatfield)
REQUIREMENTS: An appropriate National Diploma (NQF level 6) or three (3) year Degree or equivalent qualification in Broadcast Journalism or Journalism, as recognized by SAQA. Skills and Knowledge: good writing skills, interviewing skills, communication skills, have confidence in front of a camera “on air presence”, excellent listening skills. The applicant should have an interest in current affairs and news. The applicant should have the ability to work in a team and function
independently and be able to work under pressure to meet deadlines. The applicant must be proficient in English as well as in the use of an Apple Macintosh computer. The candidate should adhere to the code of conduct as prescribed by the SA Media Law.

**ENQUIRIES** : Ms C Ludick. Tel No: (012) 473 0048
**NOTE** : Applicants are required to submit a portfolio of evidence on a flash drive or DVD. Short-listed candidates will be subjected to a practical test.

**POST 29/07** : INTERNSHIP PROGRAMME: MEDIA AND COMMUNICATION MONITORING  
**REF NO:** 3/1/5/1-18/9  
**Directorate:** Policy & Research

**SALARY** : Stipend: R5000 per month (12 months-contract)  
**CENTRE** : Pretoria (Hatfield)  
**REQUIREMENTS** : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent qualification, as recognized by SAQA. Skills: Computer literacy including Microsoft writing, presentation, internet searches, use of databases and electronic dissemination of products. Applicants are required to possess communication and basic computer skills. Skills and Knowledge: Basic understanding of planning, monitoring and research tools. Applicants are required to possess problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines. Good verbal and written communication skills and basic computer skills.

**ENQUIRIES** : Ms S van der Westhuizen Tel No: (012) 473 0294

**POST 29/08** : INTERNSHIP PROGRAMME: CLUSTER COORDINATION AND CAMPAIGN MANAGEMENT  
**REF NO:** 3/1/5/1-18/10  
**Directorate:** Cluster Communication - Social Sector and Governance & Administration Clusters

**SALARY** : Stipend: R5000 per month (12 months-contract)  
**CENTRE** : Pretoria (Hatfield)  
**REQUIREMENTS** : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Communications, Public Relations, Public Administration, Journalism or Project Management, as recognized by SAQA. Skills: Good interpersonal, communication (written and verbal) and computer literacy. Proactiveness with an ability to work independently and apply a sense of urgency in completing assigned tasks. Solution orientated and innovative. Fair understanding of project management and government communication system. Competencies: Logical, analytical and creative thinking. The applicant should have ability to work under pressure and with a team.

**ENQUIRIES** : Ms T Bogopa Tel No: (012) 473 0299

**POST 29/09** : INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT  
**REF NO:** 3/1/5/1-18/11  
**Directorate:** Supply Chain Management

**SALARY** : Stipend: R5000 per month (12 month-contract)  
**CENTRE** : Pretoria (Hatfield)  
**REQUIREMENTS** : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Management / Administration/ Logistics Management/ Public Finance / Accounting/ Purchasing Management or relevant qualification as recognized by SAQA. Fair understanding of Supply Chain Management processes. Skills: Communication, writing and computer literacy (Ms Word and Ms Excel). Flexibility and willingness to adjust to changes in the work environment. Ability to work under pressure and willingness to work irregular hours. The application should be able to work independently and have innovative thinking. The applicant should be client service orientated.

**ENQUIRIES** : Mr L Mahloromela. Tel No: (012) 473 0151
POST 29/10 : INTERNSHIP PROGRAMME: MEDIA ENGAGEMENT REF NO: 3/1/5/1-18/12
Directorate: Media engagement

SALARY : Stipend: R5000 per month (12 months-contract)
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Media Studies, Communications, Journalism or equivalent qualification, as recognized by SAQA. Skills: Communication (verbal and written), Computer skills including use of Microsoft, presentation, internet searches, use of databases and electronic dissemination of products. The applicant should have an interest in current affairs, understand media analysis, news and general knowledge. The candidate should have the ability to work in a team and function independently and be able to work under pressure to meet deadlines.

ENQUIRIES : Ms T Modubu. Tel No: (012) 473 0101

POST 29/11 : INTERNSHIP PROGRAMME: STRATEGIC MANAGEMENT REF NO: 3/1/5/1-18/13
Directorate: Strategic Planning, Performance Monitoring and Reporting

SALARY : Stipend: R5000 per month (12 months-contract)
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Public Administration, Business Administration, Social Sciences or Risk Management, as recognized by SAQA. Applicants are required to possess communication and basic computer skills. Skills and knowledge: Basic understanding of planning, monitoring and research tools. Applicants are required to possess problem solving and critical thinking skills. Ability to work independently and within a team. Ability to work under pressure to meet deadlines. Good verbal and written communication skills and basic computer skills.

ENQUIRIES : Mr M Mkhize. Tel No: (012) 473 0376

POST 29/12 : INTERNSHIP PROGRAMME: INFORMATION MANAGEMENT SYSTEMS REF NO: 3/1/5/1-18/14
Directorate: Information Management Systems

SALARY : Stipend: R5000 per month (12 months-contract)
CENTRE : Pretoria (Hatfield)
REQUIREMENTS : An appropriate National Diploma (NQF 6) or three (3) years Degree (NQF 7) in Information Technology specializing with System Development or Approaching, as recognized by SAQA. Skills: Problem solving skills; System Testing; Good communication (written and oral) and good interpersonal, good logical, analytical thinking skills. The applicant should have fair understanding of project management; Relational Database concepts and experience in SQL server or MS Access. The applicant should be a fast learner on Information Systems. Some experience in system development according to the System Development Life Cycle (SDLC) will be an added advantage.

ENQUIRIES : Ms C Chen. Tel No: (012) 473 0043
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

APPLICATIONS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street

CLOSING DATE: 06 August 2018, 12H00 No late applications will be considered.

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

MANAGEMENT ECHELON

POST 29/13 : GENERAL MANAGER: ENTERPRISE WIDE RISK REF NO: (GMEWR/2018/07-1P)

SALARY : R1 127 334 - R1 347 879 per annum (all- inclusive package)
CENTRE : Pretoria Office
REQUIREMENTS : A relevant B degree/B Tech (NQF 7) in Risk Management as recognized by SAQA. A minimum of 10 years’ relevant experience in an Enterprise Wide Risk Management environment (a combination of experience within Corporate Governance, Internal Audit, Forensic and Fraud Prevention will be an advantage). At least five years senior management experience within the relevant field. Proven track record as a Programme Head/Business Head. Candidates who hold membership of the Institute of Risk Managers of South Africa (IRMSA) will be an advantage Experience in Financial Services, especially Employee Benefits,

**DUTIES**: The purpose of the role is to ensure effective management of the development and implementation of risk strategies, anti-fraud and case management services. Ensure the implementation of the Enterprise Risk strategy. Develop, implement and monitor achievement of an effective Business Plan. Oversee the development, implementation and maintenance of Division policies, procedures, and processes, in accordance with best practice. Develop an effective medium term expenditure framework (MTEF) and medium term strategy framework (MTSF) operating strategy for the Division. Analyze Division trends and prepare management reports. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organization. Oversee the provision of best practice regarding Division functions to all stakeholders. Develop a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organization. Assess the provision of Division support and advice to line managers to ensure that line managers are fully equipped to deal with risk related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Division policies and procedures. Monitor compliance with relevant legislation throughout all Division functions. Analyze service delivery gaps, challenges and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders. Represent the Division at all relevant committees and forums. Proactively identify risks and mitigation thereof. Oversee the analysis of trends and forecasting. Ensure the establishment and maintenance of an appropriate risk management service within the Department. Manage the development and implementation of business continuity and disaster recovery plans. Manage the monitoring and implementation of risk mitigation plans. Manage and ensure performance of risk and compliance audit for the Department. Ensure risk management awareness campaigns. Manage and ensure fraud prevention and case management initiatives for the Department. Ensure the implementation of the departmental anti-fraud and case management strategies. Ensure fraud and corruption awareness campaigns. Manage the identification of potential fraud and corruption risks. Ensure the investigation of fraud and corruption business cases. Manage all the resources in the Division. Ensure the development and management of staff within the Division. Implement and maintain a relevant management approach to support effective business results within the Division. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the Division.

**ENQUIRIES FOR ATTENTION**: Ms Mapule Mahlangu Tel No: 012 399 2639

**NOTE**: One General Manager: Enterprise Wide Risk position (permanent) is currently available at the Government Pensions Administration Agency. Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Employment Equity target for the post is African, Coloured or
Indian female candidates or person with disability. Candidates of the specified groups are encouraged to apply.

POST 29/14

SENIOR MANAGER: HUMAN CAPITAL ADMINISTRATION REF NO: (S-MNG/HCA/2018/07–1P)

SALARY

R948 174 - R1 116 918 per annum (all-inclusive package)

CENTRE

Pretoria Office

REQUIREMENTS

A recognized B Degree or equivalent three-year qualification (NQF level 7) as recognized by SAQA. A minimum of eight years demonstrated experience in Human Resources Management, of which five years should be at a middle/senior managerial level. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Knowledge of: Benefit Administration; Customer Relationship Management (Channel Management); Relevant legislative requirements and GPAA policies and procedures; Industry knowledge; Financial management including budgeting and forecasting; Pension fund regulations and rules; Compliance management; Relevant systems; dealing with organized Labour matters. Strategic capacity. Service delivery innovation. Client Orientation and customer focus. Financial management. People management and empowerment. Programme and project management. Change management Communication. Problem solving and analysis. Respect. Service excellence. Integrity. Transparency. Courtesy. Emotional intelligence. Team player.

DUTIES

The key outputs for this position include, but are not limited to: Manage the implementation of the Human Capital Administration strategy: Monitor the implementation of the operational plan for the Directorate to support the achievement of GPAA's strategic objectives. Manage, monitor and review the Directorate policies, procedures and processes, in accordance with best practice and legislation. Manage the implementation of an effective short, medium and long-term operating strategy for the Directorate. Conduct benchmarks on new developments in practices to improve the effectiveness and efficiency of the organisation. Manage the provision of best practice regarding Directorate functions to all stakeholders. Manage the implementation of a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Monitor compliance with relevant legislation throughout all Directorate functions. Analyse service delivery gaps, challenges and implement remedial action strategies. Manage quality of service provided to internal and external customers/clients/stakeholders. Manage the mitigation of identified risks. Ensure information flow to and alignment with all stakeholders to ensure effective engagement. Conduct trend analyses and forecasting. Lead the recruitment, selection and termination process: Develop a strategy and approach to attract and retain skilled resources. Recommends enhancements to recruitment, selection and termination procedures in order to drive timely placement of skilled resources. Manage the administration of the recruitment and selection process so that vacant positions across business units are processed efficiently and effectively. Perform HC workforce planning to forecast employee needs across the various business units to ensure that the right staff are available at the right time, the right place and at the right price. Monitor cost effectiveness of recruitment, selection and termination initiatives. Interface with business to identify recruitment and selection requirements. Manage recruitment for vacant positions across business units achieving placements within agreed time frames, following fair processes. Manage exit interview process and compile monthly feedback reports. Manage recruitment, selection and termination in accordance with policies, procedures and legal requirements. Lead the Human Capital Administration process: Responsible for managing and facilitating all delivery of employee benefits in line with policies, procedures, and activities to ensure alignment, consistent interpretation and application of laws, personnel policies and procedures. Ensure compliance to legislation and thus contribute to the GPAA becoming an "employer of choice". Continuously keeping abreast of reforms in legislation, law, regulations, etc. Manage and facilitate delivery of employee benefits and conditions of service in line with policies and procedures and ensure benefit program compliance with legislation. Manage the efficient
maintenance of accurate, current, confidential and accessible employee records. Manage information on employee changes, achieving an accurate profile of the status of all employees within the organization at any given time. Manage leave in accordance with policy, minimizing risk and liability to the organization. Lead the HC business partnering process: Provide strategic HC advisory services to business. Develop and maintain competitive HC services to drive staff performance. Lead the execution of HC administrative functions across the HR value chain. Coordinate the employee development as per personal development plans in support to GPAA’s business sustainability. Manage the movement of accurate and confidential documentation from line to HC. Manage all the resources in the Directorate: Ensure the development and management of staff within the Directorate. Implement and maintain a relevant management approach to support effective business results within the Directorate. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc) within the Directorate.

ENQUIRIES:
Ms Felicia Mahlabo Tel No: 012 319 1455
FOR ATTENTION:
Ms Felicia Mahlabo – Recruitment
NOTE:
One Senior Manager Human Capital Administration position is currently available at GPAA. The successful incumbent will provide effective Human Capital practices and Administration services. The post will be filled permanently. Please note: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Employment Equity target for the post is African or white male candidates or person with disability. Candidates of the specified groups are encouraged to apply.
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: 06 August 2018; 12:00 Mid-Day

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

MANAGEMENT ECHELON

POST 29/15: DIRECTOR: HEALTH INFORMATICS ADVISOR (REF NO: NDOH 44/2018)
Chief Directorate: Health Information Management Monitoring and Evaluation (Donor Contract) Ending 31 March 2019

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

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s Degree or equivalent NQF level 7 qualification in Health Sciences/Health informatics/Computer Science. A postgraduate qualification in public health or informatics will be an advantage. A minimum of five (5) years’ working experience in health information, monitoring and evaluation at a middle/senior management level. Expertise in health information systems, data quality improvements and data use for evidence-based decision making. Knowledge of health information systems management and prescripts within South African Health environment. Technical ability for development of policies, tools and architecture and interoperability of information systems. Understanding latest International Health information development trends. Good computer, communication (written and verbal) skills, financial management, analytical and
negotiation, organisational, project management and strong data analysis skills for
data sets. Ability to think creatively and strategically, work under pressure and
strong negotiation skills. A driver’s licence.

**DUTIES**

Support the development of the patient electronic record, health information
system architecture and interoperability. Build technical capacity on information
within the National Department of Health and provinces for advanced webDHIS
trends analysis and data quality management including HIV/AIDS and TB/HIV
data. Support rationalization of m-Health within the health sector. Facilitate the
review and development of the new district health management information system
policy in line with latest developments. Facilitate the development and
implementation of an integrated information system for the health sector, including
E-Health strategy for South Africa. Support the districts to implement electronic
data collection tools and quality improvement mechanisms.

**ENQUIRIES**

Ms T Zondi at Tel No: (012) 395 8411

**POST 29/16**

**DIRECTOR: STRATEGIC INFORMATION ADVISOR (REF NO: NDOH 43/2018)**

Chief Directorate: Health Information Management Monitoring and Evaluation
(Donor Contract) Ending 31 March 2019

**SALARY**

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

**CENTRE**

Pretoria

**REQUIREMENTS**

A Bachelor’s Degree or equivalent NQF level 7 qualification in Health Sciences. A
postgraduate qualification in Public Health/ Population/ Demography/ Development Studies and/or other relevant Social Science disciplines will be an
advantage. A minimum of five (5) years’ working experience in public health at a
middle/senior management level. Experience working with large and varied
information systems analytics. Track record in establishing Monitoring and
Evaluation frameworks and systems. Experience in establishing knowledge
management systems and e-learning. Excellent research synthesis, data analytics
and report writing skills. Understanding of National Health Insurance (NHI),
information, monitoring and evaluation landscape in the country. Good
communication (written and verbal) skills. Ability to synthesize evidence from
various sources for high level reports. Good facilitation and negotiation skills. A
driver’s licence.

**DUTIES**

Provide technical leadership and build capacity for knowledge management and
e-learning. Establish an integrated results framework for integrated information,
monitoring and evaluation system for emerging initiatives. Analyse and consolidate
relevant evidence to inform NDOH and health sector short, medium and long term
plans and performance improvement, inclusive of HIV and AIDS programme plans.
Monitor trends, synthesize and compile health sector strategic performance,
including progress towards HIV and AIDS targets. Support the development and
alignment of the indicators and targets of health sector short, medium and long
term plans.

**ENQUIRIES**

Ms T Zondi at Tel No: (012) 395 8411

**OTHER POSTS**

**POST 29/17**

**DEPUTY DIRECTOR: CLINICAL FORENSIC MEDICINE (REF NO: NDOH 45/2018)**

Directorate: Forensic Pathology Services

**SALARY**

An all-inclusive remuneration package of R826 053 per annum (basic salary
consist of 70% OR 76% of total package, the State’s contribution to the
Government Employee’s Pension Fund (13% of basic salary) and a flexible
portion. The flexible portion of the package can be structured according to the
Middle Management Service guidelines.

**CENTRE**

Pretoria
REQUIREMENTS: A Bachelor’s Degree in Health Science or equivalent qualification with focus on medico-legal services. At least three (3) years’ experience in the Forensic Mortuary and Clinical Forensic Medicines Services on the level of Assistant Director or equivalent level. Experience in the coordination and management of Forensic Medical Services. Knowledge and experience in policy development. Sound knowledge and understanding of the Public Finance Management Act and Division of Revenue Act, regulations regarding the rendering of Clinical Forensic Medicine Services, Forensic Pathology Mortuaries, Code of Practice for Forensic Pathology Services in South Africa, Domestic Violence Act and Criminal Law (Sexual Offences and Related Matters) amended Act 32 of 2007. Good communication (verbal and written), report writing, project management, negotiation, conflict management, leadership, presentation and training skills. Proven ability/experience in coordinating services in the provinces and with other government department. A valid driver’s licence.

DUTIES: Provide strategic support in Clinical Forensic Medicine, Forensic Pathology Services and Injury Prevention to the Directorate. Develop and communicate priority strategies for Clinical Forensic Medicine, Forensic Pathology Services and Injury Prevention services. Coordinate the establishment and strengthening of existing designated public health facilities for victims of crime and violence. Coordinate all activities related to Gender Based Violence and related matters and Forensic Pathology Services. Conduct quarterly support visit to provinces. Management of data collection from provinces. Collate monthly Forensic Mortuary and Clinical Forensic Medicines data collected from the provinces. Management of human and financial resources. Ensure capacity and development of staff in the relevant sections of the core functions. Coordination of services for victims of crime and violence. Plan and organize meetings and workshops for provincial coordinators of Clinical Forensic Medicine and Forensic Pathology Services.

ENQUIRIES: Ms P Netshidzivhani at Tel No: (012) 395 8142

NOTE: Applicants from Coloured and Indian group are encouraged to apply

POST 29/18: CHIEF ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 REF NO: NDOH 46/2018)
Chief Directorate: Environmental Health and Port Health Services
Directorate: Port Health

REQUIREMENTS: A Bachelor’s degree/National Diploma or equivalent NQF 6 qualification in Environmental Health and current registration with the HPCSA as an Environmental Health Practitioner. At least three (3) years experience in Environmental Health. Technical and practical knowledge of Environmental and Port Health services. Knowledge of the legislative and policy framework related to environmental health. Good communication (verbal and written), administrative, financial management, interpersonal and computer skills (MS Office packages). A valid driver’s licence. Certified copies of original certificates of service must be submitted with the application.

DUTIES: Supervise the inspection of airports, harbours and ground crossing in line with International Health Regulations (IHR). Manage the inspection of baggage, cargo, containers, conveyances, goods and postal parcels for compliance to International Health Regulations and relevant legislations. Supervise the inspection of foodstuffs, cosmetics, disinfections, medicaments, hazardous substance and human remains in the point of entry. Supervise the inspection, sampling and detaining for assessment of any imported foodstuffs, cosmetics, disinfectants, medicaments, tobacco products and hazardous substance for chemical, microbiological, histological, irradiation and labeling purposes. Verify authenticity and issue related health documents such as Extended Health Detention. Supervise the prevention of cross-border transmission of communicable diseases. Participate in local BMA and related border management structure meetings and outbreaks response teams. Manage and supervise staff and resources. Develop leave plans to ensure continuous work efficacy. Compile monthly data as per the National indicator report. Provide general administrative duties. Compile daily,
ENQUIRIES: Mr OR Jacobs at Tel No: (012) 395 9417

POST 29/19: ENVIRONMENTAL HEALTH PRACTITIONER GRADE 1 (X5 POSTS)
Chief Directorate: Environmental Health and Port Health Services
Directorate: Port Health

SALARY: R300 828 per annum as per OSD

CENTRE:
- Limpopo and Mpumalanga:
  - Limpopo-Beitbridge Ref No: NDOH 47/2018 (X3 Posts)
  - Lebombo Ref No: NDOH 48/2018 (X2 Posts)

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

DUTIES:
- Conduct inspection of airports, harbours and ground crossing in line with International Health Regulations (IHR). Inspection of baggage, cargo, containers, conveyances, goods and postal parcels for compliance to International Health Regulations and relevant legislations. Conduct inspection of foodstuffs, cosmetics, disinfections, medicaments, hazardous substance and human remains in the point of entry. Inspection and sampling for assessment of imported foodstuffs, cosmetics, disinfectants, medicaments, tobacco products and hazardous substance for chemical, microbiological, histological, irradiation and labeling purposes. Verify authenticity and issue related health documents such as Extended Health Detention, Deratting Certificates, International Certificate of Vaccination and General Declaration of Health. Ensure the prevention of cross-border transmission of communicable diseases. Compile monthly data as per the National indicator report. Provide general administrative duties. Compile daily, weekly and monthly statistics for Points of Entry (PoE) operations. Management of risk and audit queries.

ENQUIRIES: Mr OR Jacobs at Tel No: (012) 395 9417
DEPARTMENT OF JUSTICE & CONSTITUTIONAL DEVELOPMENT

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

APPLICATIONS
Quoting the relevant reference number, direct your application to: Postal address: Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE
03 August 2018

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

OTHER POST

POST 29/20: STATE LAW ADVISER LP7 REF NO: 18/59/LD (X2 POSTS)
12 Months Contract Appointment

SALARY
R725 487 – R781 551 (All inclusive Remuneration Package). (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE
South African Law Reform Commission: Centurion

REQUIREMENTS
LLB or 4 year recognized legal qualification; At least 5 years’ appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; Knowledge of the Public Finance Management Act (PFMA) and Legal Practice Act; Experience in Procedural Law and Taxation of Bills of Costs will be an added advantage; A valid driver’s licence; Skills and Competencies: Legal Research and drafting skills; Advance research skills; Problem solving and decision making skills; Communication skills (written and verbal); Computer literacy; Policy formulation skills; Project management skills; Ability to work under pressure and meet deadlines.

DUTIES
Plan and do research, including comparative legal research, in respect of the law of South Africa; Conduct extensive consultation with stakeholders with a view to obtain input and comment on draft research papers; Make proposals for the development, improvement and modernization of the South African law; Develop recommendations and draft legislation for law reform; Prepare issue papers, discussion papers and reports that contain research, recommendations and draft legislation for law reform; Conduct Socio Economic Impact Assessments on research and legislative proposals; Perform administrative and other duties related to the work SA Law Reform Commission.

ENQUIRIES
Ms P Leshilo Tel No: (012) 357 8240
APPLICATIONS: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman.

FOR ATTENTION: Ms N Maseko/ Ms T Sibutha

CLOSING DATE: 03 August 2018

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

OTHER POSTS

POST 29/21

DEPUTY DIRECTOR: MINERAL ENVIRONMENTAL MANAGEMENT (X2 POSTS)

SALARY: R697 011 per annum Level 11 (inclusive package)

CENTRE: Mpumalanga Region, Witbank Ref No: (DMR/18/0010)

Western Cape Region, Cape Town Ref No: (DMR/18/0011)


DUTIES: Manage the Mine Environmental Management Sub-Directorate. Supervise and develop staff. Manage the adequacy of financial provision, rehabilitation of liquidated or incapacitated mines and address and manage legacy issues. Manage EIA process (basic assessments, scoping reports, EIAR/EMP and listed activities), closure plans and other technical and environmental documents. Monitor
Compliance, Auditing and performance Assessment. Evaluate environmental risk and manage the closure of mines within the stipulated time frames. Consult with other Departments and Agencies on environmental matters and serve on such committees to promote co-operative governance. Conduct compliance inspections. Manage and resolve complaints and conflicts. Regulate the closure of mines within stipulated time frames.

ENQUIRIES:
Mr A Tshivhandekano Tel No: (013) 653 050 (Mpumalanga Region)
Ms D Kunene Tel No: (021) 427 1013 (Western Cape Region)

NOTE:
Please use a separate application from for each Region. Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 29/22:
DEPUTY DIRECTOR: MINERAL LAWS ADMINISTRATION REF NO: (DMR/18/0012)

SALARY: R697 011 per annum Level 11 (inclusive package)
CENTRE: North West Region, Klerksdorp

REQUIREMENTS:
An appropriate LLB or Legal qualification with at least three years relevant experience at a Junior Management and a valid driver’s license PLUS the following key competencies: Knowledge: Relevant provisions of the MPRDA. Repealed mining legislation and related legislations affecting the mining issues. Policies, procedures and directives relevant to the post. Skills: Strong ability to secure communication between government departments, business organizations and institutions. Communicate at a high-level manner on a verbal and non-verbal. Ability to think innovatively. Ability draft and oversee letters, reports, submissions, contracts and memos. Supervise and manage people. Ability to facilitate workshops. Communication: Verbal and written; Creativity: Ability to resolve issues with colleagues and clients Information evaluation and ability to work in a team.

DUTIES:
Manage the administrative process necessary to grant rights and permits in compliance with the law. Oversee and maintain a categorised database (Min Act, MRMS and SAMRAD) to provide information on status of rights granted and promote continues access to mineral properties. Monitor illegal prospecting and mining operations and follow up to enforce compliance with the law. Supervise and develop staff. Manage land use applications. Manage the Help Desk.

ENQUIRIES:
Mr N Zindela Tel No: (018 487 4300

NOTE:
Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 29/23:
DEPUTY DIRECTOR: EXPENDITURE MANAGEMENT REF NO: (DMR/18/0013)

SALARY: R697 011 per annum Level 11
CENTRE: Head Office, Pretoria

REQUIREMENTS:
An appropriate Degree or National Diploma in Accounting or Finance related field with at least three years relevant experience at a Junior Management PLUS the following key competencies: Knowledge: Computer Literacy, BAS, PERSAL, LOGIS and Safety Web: Skills: High numerical skills; Communication: Good verbal and written communication skills: Creativity: Innovative thinker: Other: Ability to perform well under pressure. Customer oriented, Self-driven.

DUTIES:
Co-ordinate and align processes of all activities performed at General Expenditure by maximizing utilization of available resources, including consolidation and review of monthly reports. Enforce adherence to PFMA, Treasury Regulations, DORA and other relevant prescripts. Develop/Review and implement/communicate processes, policies and procedures to officials/clients. Manage unauthorised, irregular and fruitless and wasteful expenditure. Review and authorise transactions on LOGIS, BAS and Safety Web, monitor systems interface and maintain the vendor master file by following up on verification of suppliers' bank details. Co-ordinate and compile inputs for IFS & AFS. Handle issues with regard to external and internal clients/Auditor. Supervise and develop staff.

ENQUIRIES:
Mr G Tshivhase Tel No: (012 444-3092

NOTE:
Coloureds, Indians a well as people with disabilities are encouraged to apply.
POST 29/24 : ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: (DMR/18/0014)

SALARY : R356 289 per annum Level 09
CENTRE : Free State Region, Welkom

DUTIES : Adjudicate social and labour plans submitted for mining rights applications. Monitor the implementation of the mining industry human resource development. Monitor the mining industry social-economics development process. Monitor the downscaling and retrenchment. Provide secretariat services to the regional statutory body. Participate and represent region in internal and external structures and forums.

ENQUIRIES : Mr A Mulaudzi Tel No: (057) 391 1399
NOTE : Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 29/25 : ASSISTANT DIRECTOR: INTERNAL CONTROL AND REPORTING REF NO: (DMR/18/0015)

SALARY : R356 289 per annum Level 09
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Degree or National Diploma in Finance related field with relevant experience PLUS the following key competencies: Knowledge: Computer Literacy, BAS and PERSAL; Skills: High numerical skills; Communication: Good verbal and written communication skills; Creativity: Innovative thinker; Other: Ability to perform well under pressure; Customer oriented; Self-driven.


ENQUIRIES : Ms Xolelwa Matyila Tel No: (012 444-3774)
NOTE : Coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 29/26 : ASSISTANT DIRECTOR: SPECIAL ASSIGNMENTS REF NO: (DMR/18/0016)

SALARY : R356 289 per annum Level 09
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Degree or National Diploma in finance related field with relevant experience PLUS the following key competencies: Knowledge: IIA Standards. ACFE Standards COSO, PFMA, Treasury Regulations, Prevention of organized crime Act, Prevention and Combating of Corrupt Activities Act. Protected Disclosures Act, Constitution of the Republic of South Africa, King IV, Skills: Leadership interviewing and investigating skills, Computer literacy, Coaching skills, Analytical skills; Communication: Good verbal and written communication; Creativity: Information evaluation, decision-making creativity etc.
DUTIES:
Prepare and review the preliminary assessment of allegations. Interview suspects and follow relevant leads. Perform quality investigative work in line with applicable investigation standards and other relevant laws and regulations. Prepare and review a submission to the Director General on audit reports issued. Prepare and provide relevant documentation to internal (Labour Relations) and external (SAPS) where such is needed. Participate in the discussion and provision of advice to Labour Relations on charges based compiled. Compile and review draft investigative reports and communicate with clients in a timely manner. Review/conduct performance assessment. Coach, Lead, train and develop new team members. Build relationship with clients, external auditors, other assurance providers.

ENQUIRIES:
Mr S Mokubela Tel No: (012 444-3740)

NOTE:
Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 29/27:
ASSISTANT DIRECTOR: OPERATIONAL AUDITS REF NO: (DMR/18/0017)

SALARY:
R356 289 per annum Level 09

CENTRE:
Head Office, Pretoria

REQUIREMENTS:
An appropriate National Diploma/Degree in Internal Audit, Accounting, Cost and Management Accounting and other relevant qualifications coupled with relevant experience; PLUS the following key competencies: Knowledge: IIA Standards COSO, Accounting Standards, PFMA, Treasury Regulation, King IV, Public Service Regulations and policies; Skills: Leadership, Interviewing and investigating skills, Computer literacy, Coaching skills, Communication skills (verbal and written), Project management; Creativity: Information evaluation, decision-making etc.

DUTIES:
Provide input to the enhancement of audit methodologies. Conduct research for the internal audit unit. Formulation of an annual audit plan which forms part of the three (3) year rolling plan. Project planning and execution. Report on the results of audit performed. Perform Administrative tasks. Coach, Lead, train and develop new team members. Supervise and develop staff. Review/conduct performance assessment. Attend and participate in Steering committee and sub-committee where required. Build relationship with clients, external auditors, other assurance providers.

ENQUIRIES:
Ms N Baloyi Tel No: (012 444-3208)

NOTE:
Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 29/28:
SENIOR STATE ACCOUNTANT: REVENUE REF NO: (DMR/18/0018)

SALARY:
R299 709 per annum Level 08

CENTRE:
Head Office, Pretoria

REQUIREMENTS:
An appropriate Degree or National Diploma in finance related field coupled with relevant experience PLUS the following key competencies: Knowledge: PFMA, Treasury Regulations, Basic Accounting System (BAS), PERSAL; Skills: Excellent financial management skills, Computer literacy, Numeracy skills; Communication: Ability to interact with persons on various levels, Good verbal and written communication; Creativity: Innovative and self-confident, Ability to analyse and solve problems, Ability to work under pressure

DUTIES:

ENQUIRIES:
Mr N Tshabalala Tel No: (012 444-3104)

NOTE:
Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 29/29:
INTERNAL AUDITOR (INFORMATION SYSTEMS AUDITING) REF NO: (DMR/18/0019)

SALARY:
R299 709 per annum Level 08

CENTRE:
Head Office, Pretoria

REQUIREMENTS:
An appropriate IT Audit National Diploma/Degree or an equivalent qualification coupled with relevant experience PLUS the following key competencies:
Knowledge: IIA Standards, Accounting Standards, PFMA, Treasury Regulations, ISACA Standards, System Development Cycle (SDLC), Electronic Data Processing and General ICT Controls Skills: Interviewing Computer literacy, Analytical skills, Communication skills (both written and verbal); Creativity: Information evaluation, decision-making creativity etc.

**DUTIES**

Compile and submit audit project documents and working papers for review by supervisor. Perform a preliminary survey of the process/business unit under review. Document a system description for the area/process under review. Identify and document risks Compile an audit programme based on risks and criteria identified, Compile finding worksheets on exception noted as per the methodology. Document the criteria, observation, root causes, risks, recommendations and management action plan. Active participation in activities of the unit and giving input to the improvement of the methodology. Perform administrative tasks as part of audit engagement and when requested on behalf of the unit.

**ENQUIRIES**

Ms E Lavhengwa Tel No: (012 444-3211)

**NOTE**

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

**POST 29/30**

**ADMINISTRATIVE OFFICER: CONTRACTS ADMINISTRATION REF NO: (DMR/18/0024)**

**SALARY**

R299 709 per annum Level 08

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

An appropriate three-year tertiary qualification in Logistics/Procurement/Finance with relevant experience in Contract Administration PLUS the following key competencies: Knowledge: PFMA, SCM, PPPFA & BBBEEA Skills: Planning and organizational skills; Communication: Good verbal and written communication; Creativity: Self driven, innovative and self-confidence; Other: Ability to work under pressure. A Legal services qualification and experience will be an added advantage.

**DUTIES**

Assist with the drafting of Service Level Agreements (SLA). Prepare contracts (in consultation with legal services and line function), from the Bid Adjudication Committee and Director-General approvals and co-ordinate sign off. Attend and minute meetings with suppliers. Ensure that purchase orders for contracts are processed. Report on Black Economic Empowerment percentage of contracts awarded and reconcile payments for contracts.

**ENQUIRIES**

Mr Tlangelani Baloyi Tel No: (012 444-3642)

**NOTE**

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

**POST 29/31**

**OFFICE ADMINISTRATOR (AUDIT SERVICES) REF NO: (DMR/18/0020)**

**SALARY**

R242 475 per annum Level 07

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**

An appropriate three-year tertiary qualification in Office Management or relevant qualification coupled with relevant experience PLUS the following key competencies: Knowledge: Minute Taking and Records Management, Problem Solving Skills: Analytical skills Communication skills, Organisational skills; Communication: (both written and verbal); Creativity: Ability to support multiple teams, Willingness to learn et, Ability to work under pressure and being organized.

**DUTIES**

Prepare and update weekly, monthly, quarterly and annual productivity reports for the Chief Directorate. Compile client and staff satisfaction survey report for the Chief Directorate. Maintain a list of planned audit Committee Meetings. Arrange venue, catering and stationery for the meetings. Facilitate the compilation and distribution of the Audit Committee packs. Provide Administrative support in the appointment of Audit Committee Members. Record minutes of Audit Committee Meetings. Follow-up on input for resolutions taken in Audit Committee meetings. Maintain an effective filing system for the Chief Directorate. Scheduling Plan and Staff Training.

**ENQUIRIES**

Mr Moses Mphuthi Tel No: (012 444-3216)

**NOTE**

Coloureds, Indians as well as people with disabilities are encouraged to apply.
POST 29/32 : ADMINISTRATION OFFICER: SOCIAL AND LABOUR PLAN REF NO: (DMR/18/0021)

SALARY : R242 475 per annum Level 07

CENTRE : Northern Cape Region, Kimberley


DUTIES : Register received and acknowledge receipt on new applications for social and labour plans. Conduct Preliminary and final assessments of social and labour plans on small to medium scale operations. Co-ordinate workshops and meetings between the department and the clients. Provide administrative support for the sub-directorate. Compile letters to clients in line with the outcome of the assessment. Develop and maintain social and labour plan database, provide advice and liaise with clients regarding social and labour plan. Conduct compliance inspections on small to medium scale operations.

ENQUIRIES : Ms Thozama Basl Tel No: (053 807 1700

NOTE : Coloureds, Indians as well as people living with disabilities are encouraged to apply.
OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Director; Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685.

CLOSING DATE: 03 August 2018

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

MANAGEMENT ECHELON

POST 29/33: DIRECTOR: EXECUTIVE SUPPORT TO THE DEPUTY CHIEF JUSTICE (ROLE-PLAYING POST) REF NO: 2018/237/OCJ

3 Year Renewable Contract

SALARY: R948 174 – R1 116 918 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Constitutional Court (JHB)

REQUIREMENTS: A degree in Law or Management or Administration (NQF level 7); A post graduate qualification will be an added advantage; 5 Years’ relevant experience at a middle management level; 3 Years’ experience in an executive office; A valid driver’s licence; Willingness to travel; Excellent managerial and organisational skills; Innovative and self-driven professional with proven leadership skills; Excellent interpersonal skills; and Ability to perform under pressure. Core Management Competencies: Strategic capability and leadership; Financial management; Programme and Project management; People management and empowerment; Change management; Service delivery innovation; Client orientation and customer focus; and Communication. Skills and competencies: Analysis, problem solving and sound judgment; Decision making; Managing complexity; Planning and organising; Accountability; Resilience; Customer service orientation; Business performance management; and Organisational resource management.

DUTIES: As the Director: Executive Support in the office of the Deputy Chief Justice, the successful candidate will be responsible for providing overall strategic management and leadership in respect of this office through: Providing executive support services to the office of the Deputy Chief Justice to ensure the effective and efficient functioning of the Deputy Chief Justice in the exercising of his assigned responsibilities by: Developing and ensuring the implementation of an approved operational plan for the office of the Deputy Chief Justice; Planning, coordinating and monitoring the daily functional operations of the office of the Deputy Chief Justice in ensuring that the necessary resources are allocated to support the Deputy Chief Justice; Managing and synchronizing the activities of staff supporting the Deputy Chief Justice; Coordinating and providing executive
support-, administrative-, secretarial-, household support- and diary management services to the Deputy Chief Justice; Quality assuring documents submitted for attention of the Deputy Chief Justice to ensure accuracy and completeness of information provided; and Managing the interface between the office of the Deputy Chief Justice and the OCJ. Ensuring management and coordination of research and the preparation of draft speeches for the Deputy Chief Justice by: Conducting extensive and reliable research using all available research systems and methods; Overseeing the preparation of draft speeches well before an engagement of the Deputy Chief Justice; and Overseeing the conducting of situational analyses, development of position papers, briefing notes and reports well before an engagement of the Deputy Chief Justice. Ensuring management and coordination of international and domestic stakeholder relations for the Deputy Chief Justice by: Providing executive liaison services to the Deputy Chief Justice in support of his functions as well as his interaction with the Executive and Legislative branches of the State; and Ensuring effective communication to promote constructive international and domestic stakeholder relations with the broader community for example the Legal profession, Universities and other stakeholders. Ensuring the management of protocol services and the co-ordination of security services for the Deputy Chief Justice by: Ensuring that there is liaison with organizations, Departments and other stakeholders in terms of the protocol arrangements for the engagements of the Deputy Chief Justice; Ensuring the effective provision of protocol support services to the Deputy Chief Justice; and Ensuring effective security coordination for the Deputy Chief Justice by liaising with the South African Police Service and other law enforcement agencies. The provision of general management services including compliance with all regulatory prescripts by: Ensuring compliance with the prescripts and the regulatory framework of the Public Service; Managing all human resources allocated to the office; Managing expenditure and the budget allocated to the office; Ensuring the effective and efficient utilization of all resources; and Ensuring effective planning, monitoring, evaluation and performance reporting in terms of the relevant prescripts.

ENQUIRIES: Ms C Gideon Tel No: (010) 493 2500

OTHER POSTS

POST 29/34: DEPUTY DIRECTOR: CONTENT AND RELATIONSHIP MANAGEMENT TO THE DEPUTY CHIEF JUSTICE (ROLE-PLAYING POST) REF NO: 2018/241/OCJ

3 Year Renewable Contract

SALARY: R697 011 – R821 052 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Constitutional Court (JHB)

REQUIREMENTS: A degree or diploma in Law or Communication or equivalent qualification (NQF level 6). A post graduate qualification will be an added advantage; 5 Years’ relevant experience; A valid driver’s licence; and Willingness to travel. Skills and competencies: Extensive knowledge of research functions and research systems as well as proven report writing skills; Analytical acumen; Proven ability to draft and quality control highly complex documents; Proven ability in the drafting of speeches; Proven high level communication and stakeholder relationship management skills; Knowledge of the functioning of an executive office; Ability and willingness to travel often and work long hours; Ability to meet strict deadlines and to work under pressure; Excellent communications skills (both written and verbal); A sense of attention to detail; Adaptability; Problem solving; and Good interpersonal skills.

DUTIES: As the Deputy Director: Content and Relationship Management in the office of the Deputy Chief Justice, the successful candidate will be responsible for conducting research, prepare speeches and facilitate international and domestic stakeholder relations for this office through: Conducting of research by: Using all available research systems and methods; Doing situational analyses, developing position papers, briefing notes and reports well before an engagement of the Deputy Chief Justice; and Directing, coordinating and consolidating technical inputs for the development of reports, position papers and briefing notes; Preparation of draft
speeches by: Directing, coordinating and consolidating technical inputs for the development of speeches; Liaising with senior managers and officials in the Department to obtain inputs into speeches; Ensuring that a comprehensive database of all delivered speeches is maintained; and Ensuring that all speeches are placed on the departmental website and made available when requested by stakeholders. Facilitating international and domestic stakeholder relations by: Providing executive liaison services to the Deputy Chief Justice in support of his functions as well as interaction with the Executive and Legislative branches of the State; Communicating effectively to promote constructive international and domestic relations with the broader community for example the Legal profession, Universities and other stakeholders; Sourcing relevant news and information at international and domestic level for the consideration of the Deputy Chief Justice; and Liaising with organizations, Departments and other stakeholders in terms of the speaking engagements of the Deputy Chief Justice.

ENQUIRIES : Ms C Gideon Tel No: (010) 493 2500

POST 29/35 : PROTOCOL OFFICER TO THE DEPUTY CHIEF JUSTICE (ROLE-PLAYING POST) REF NO: 2018/243/OCJ
3 Year Renewable Contract

SALARY : R356 289 – R419 679 per annum per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court (JHB)

REQUIREMENTS : A degree or diploma (NQF level 6); A protocol specific qualification will be an added advantage; 3 Years’ relevant experience; and A valid driver’s licence. Skills and competencies: Extensive knowledge of the relevant protocol prescripts and the application thereof; High level communication and stakeholder relationship management skills; Proven logistical coordination and organizing skills; Knowledge of the functioning of an executive office. Report writing skills; Ability and willingness to travel often and work long hours; Ability to meet strict deadlines and to work under pressure; Excellent communications skills (both written and verbal); A sense of attention to detail; Adaptability; and Problem solving.

DUTIES : As the Protocol Officer in the office of the Deputy Chief Justice, the successful candidate will be responsible for the provision of protocol services and coordination of security services for the Deputy Chief Justice through: Development and maintenance of a Protocol Management Framework for the Deputy Chief Justice by: Obtaining knowledge and a clear understanding of the protocol requirements of the position of Deputy Chief Justice; Developing a clear understanding of the role of the Judiciary as an Arm of State; and Compiling, consulting and securing approval of a Protocol Management Framework for implementation and maintenance. Liaising with stakeholders (international and domestic) with a view to ensuring that due protocol is observed during ceremonial and official engagements of the Deputy Chief Justice by: Obtaining knowledge regarding the protocol relevant to the specific stakeholder; Advising stakeholders of the protocol requirements of the Deputy Chief Justice; and Advising the Deputy Chief Justice on the protocol applicable to every stakeholder engagement. Supporting the Deputy Chief Justice during ceremonial and official engagements by: Visiting the venue to undertake protocol planning with the hosts; Briefing the Deputy Chief Justice prior to the event; and Meeting the Deputy Chief Justice on arrival and provide ushering services throughout the event until departure. Coordinating security services for the Deputy Chief Justice by: Liaising with the South African Police Service with regard to the VIP protection rendered to the Deputy Chief Justice. Liaising with other law enforcement agencies for example the Metro Police as and when required.

ENQUIRIES : Ms C Gideon Tel No: (010) 493 2500

POST 29/36 : REGISTRY CLERK TO THE DEPUTY CHIEF JUSTICE REF NO: 2018/238/OCJ
3 Year Renewable Contract

SALARY : R163 563 – R192 666 per annum Level 05. The successful candidate will be required to sign a performance agreement.

CENTRE : Constitutional Court (JHB)
REQUIREMENTS: Grade 12 or equivalent qualification; National Diploma, Degree in Public Admin will be an added advantage; Knowledge and understanding of Record Management and Archive policies, procedures, regulations; A valid driver’s licence and knowledge of Persal will be an added advantage. Skills and competencies: Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness; Ability to work under pressure, proficient with Ms Office software.

DUTIES: Render an effective filing and record management service: Open and close files according to record classification system. Filing/storage, tracing (electronic/manually) and retrieval of documents and files. Complete index / Filing plan according to regulatory framework; Record receipt, Maintain safe custody and protection of files and records; Identify files and records for archiving; Allocate file reference numbers and maintain various control registers.

ENQUIRIES: Ms C Gideon Tel No: (010) 493 2500
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. 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.

CLOSING DATE:
03 August 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 POST

POST 29/37: OFFICE ASSISTANT (REF NO: 3/2/1/2018/236)
Branch: Financial Services

SALARY: R242 475 per annum (Level 07)

CENTRE: Pretoria

REQUIREMENTS:
National Diploma in Office Administration/Public Administration. 1 year experience in rendering secretarial and support services to Senior Management. Job related knowledge: Government systems and structure and office administration; Understanding of the management information and formal reporting system; Professional office etiquette. Job related skills: Good interpersonal relations; Communication (Verbal and written); Organisational and planning; Good reporting; Computer literacy. Ability to take initiative and work independently. Ability to maintain confidentiality.

DUTIES:
Render administration, secretarial and support services to the CFO. Receive and screen incoming calls on behalf of the CFO and take messages when required. Develop and update contact database. Mailing, faxing, photocopying and typing. Arrangement of meetings, taking of minutes and provision of meals. Attend to all logistical arrangements for the CFO. Ensure that OFTAR's and DOTR's for CFO are completed and approved. Compile and submit S&T's and SMS claims for the CFO. Purchasing of stationery, office equipment and catering. Process all incoming and outgoing correspondences. Receiving calls and transferring incoming and outgoing correspondence to the relevant officials (emails, sms and telephone). Manage the diary for the Chief Directorate. Arrange and coordinate meetings on behalf of the CFO (Workshops, shortlisting's, interviews, Monthly
Management and Staff meetings). Circulation of invitation for CFO meetings. Making appointments for internal and external clients. Receiving and attending walk-in clients and other stakeholders. Sending meeting reminders. Draft memos, letters and reports. Type/ draft letters to stakeholders, memorandums (petty cash, stationary, office equipment: laptops, toners). Record minutes/ decisions from meetings and communicate with relevant role players. Use a tape recorder to record minutes. Provide secretarial services for Committees and Forums. Provide support with regards to the management and coordination of the implementation of executive decisions. Develop, implement and monitor a tracking system for executive decisions emanating from the Office of the CFO and track the implementation thereof.

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

CLOSING DATE: 03 August 2018 at 16h00. Applications received after the closing date will not be considered.

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

MANAGEMENT ECHELON

POST 29/38: DEPUTY DIRECTOR-GENERAL: SECTOR POLICY & RESEARCH - REF NO: DDG/11/18

SALARY: R1 370 973 all-inclusive package per annum (SL-15)

CENTRE: Pretoria

REQUIREMENTS: The successful candidate will have a Bachelor Degree in Economics/Business Leadership/Social Science (Political Science/Development Studies) and a postgraduate qualification in the same discipline. Expert strategic capability and leadership, expert policy formulation and implementation, advanced communication skills, advanced service delivery innovation, proven financial management skills, client orientation and customer management skills, advanced people management and empowerment skills. Eight to ten (8-10) years’ experience at a senior management level (this experience could have been in the private or public sectors). The successful candidate will be required to enter into a performance agreement within three months of appointment.

DUTIES: The incumbent is expected to provide leadership and take accountability in driving a policy, legislative and research environment that provides sector wide thought leadership. Provide leadership and direction in the provision of evidence based research services to direct sector thought leadership and guide evidence based policy making and programme design. Provide leadership and direction in the development of policies and legislation that create and promote sustainable growth opportunities for Cooperatives and SMMEs. Provide leadership and direction in the promotion of the interests of small businesses and cooperatives in the global space at international forums. Provide leadership and direction in the provision of sector monitoring and evaluation services to improve service delivery outcomes. Inform and institutionalise effective, efficient and ethical management of strategic relationships (stakeholder management). Communicate with internal and external stakeholders and lead complex discussions without compromising the integrity of the Department and that of the Public Service. Set norms and standards, identify weaknesses and gaps in service delivery and promote the development and implementation of innovative opportunities to improve service delivery for the Branch. Provide direction and assume responsibility in respect to the management of financial, human and physical resources of the Branch.
ENQUIRIES : Mr Mciniseli Jele, Tel No: (012) 394-5241
ANNEXURE L

DEPARTMENT OF TRADE AND INDUSTRY

APPLICATIONS: Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag X84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: http://www.thedti.gov.za and click on the “Careers” link to submit online application.

CLOSING DATE: 03 August 2018

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

OTHER POSTS

POST 29/39: DEPUTY DIRECTOR: NON-PROLIFERATION REF NO: ITED/TECH SERV 002
Overview: To provide technical support in the implementation of South Africa’s obligations in terms of the non-proliferation conventions, treaties and regimes.

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 Engineering (Electrical or Mechanical) /Science with majors in Physics and/or Chemistry and/or Biology. 3 - 5 years’ relevant managerial experience in a non-proliferation environment in the public/private sector. Key requirements: Experience in research and analysis. Experience in Scientific Analysis. Experience in project management, stakeholder management, financial management and people management and empowerment. Knowledge of International Protocols. Problem solving skills, planning and organising skills, knowledge and information management skills. Communication skills (verbal and written). Knowledge and understanding of Preferential Procurement Policy Framework Act, Public Service Act, Public Service Regulations, PFMA, Non-Proliferation of Weapons of Mass Destruction Act and Regulation, Hazardous Substances Act.

DUTIES: Stakeholder Management: Liaise , consult and network with appropriate and relevant stakeholders in non-proliferation issues, including the National Prosecuting Authority, SSA (Domestic), DI, DIRCO, DoE, SARS and SAPS. Manage the collaboration with SARS. Participate in all forums of the department and focus on addressing Non-Proliferation challenges. Participate in identification of stakeholder needs. Create and maintain a stakeholder database. Identify potential partners for involvement initiatives and initiate or conclude partnership agreements. Build and maintain relationship with stakeholders, including other Government departments and tiers of government, organized business and other international colleagues. Research and Analysis: Conduct research, undertake technical analysis on issues related to areas of control and present these reports to the relevant working committee. This person performs seasoned systematic scientific analysis. Conduct local industry analysis which will enhance the non-proliferation objectives. Participation in international meetings related to the non-proliferation conventions, treaties and regimes and technical evaluation of working papers and other documentation: Participate in international conferences, working groups and other meetings related to the non-proliferation obligations. Review and
evaluate technical documentation related to the non-proliferation obligations as received through the international organisations and provide technical evaluation and interpretation, where necessary. Conduct research on issues under consideration - ongoing research to support South African positions at these meetings. The issues cover a wide scope of technologies that requires seasoned systematic scientific analysis. Coordinate the SARS/NPS Activities: Perform secretarial tasks for the SARS/NPS Coordinating Committee. Formulate technical training curriculum and arrange training sessions as well as related logistics. Sub-Directorate Management: Conduct performance management within the directorate. Manage training and development of staff. Provide inputs into the annual business plans, MTEF, MTSF as well as virement participation. Provide inputs into budgetary requirements of the unit, including scoping project financial requirements.

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, Indian males as well as people with disabilities.

POST 29/40
DEPUTY DIRECTOR: ASIA BILATERAL RELATIONS REF NO: ITED/ASIA 007
Overview: To prepare and execute trade and investment negotiations and policy oversight of their implementation in Asia region.

SALARY
All-inclusive remuneration package of R826 053 per annum, Level 12

CENTRE
Pretoria

REQUIREMENTS
Mandatory requirements: A three - year National Diploma / Degree in Economics / International Relations or International Law with an Economics focus.3 - 5 years' relevant managerial experience in an international relations environment in the public or private sector. Key requirements: Experience in trade and investment negotiations. Experience in policy development and implementation. Experience in project management, financial management and strategic management. Experience in stakeholder management. Experience in research and analysis. Knowledge and understanding of Public Service Regulation and PFMA. Communication skills (verbal and written). Proficient in Microsoft Office Package.

DUTIES
Conduct Foreign Trade research/analysis: Compile and analyse basic economic data, trends and developments in the Asia region. Provide detailed technical and legal recommendations based on solid research and analysis. Develop and recommend negotiating positions through data & information analysis as inputs to negotiations; led issue specific negotiations as appropriate. Stakeholder Management: Liaise with relevant foreign trade missions/offices on bilateral policy/trade or investment issues. Provide advice on any possible trade negotiation agreements and how they can help improve foreign economic conditions and investments. Liaise with relevant stakeholders to develop and implement feasible work plans according to the objectives of the relevant joint commissions. Serve as effective conduit of communication between South Africa & negotiating partners. National and international trade journals, briefs/bulletins world trade and opportunities for SA products: Compile National and international trade journals. Compile briefs/bulletins concerning business developments in the region, regulations affecting world trade and opportunities for SA products. Develop and review strategies, policies and procedure: Develop and review international trade strategies and policies. Provide support in the implementation of policies and strategies. Ensure that the Bi-national Commission Programme is developed and implemented: Ensure that the Bi-national Commission Programme is developed and implemented. Develop and communicate the Bilateral trade strategy with respect to the Asia trading partner. International trade relations & policy: Enhanced capacity to analyse world trade policy & assess RSA’s trade policy interests; improved ability to make sound policy advice and inputs for negotiations, as well as for strategy to enhance bilateral trade relations with South America.

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, Indian males as well as people with disabilities.
POST 29/41  :  ASSISTANT DIRECTOR: SKILLS DEVELOPMENT FACILITATOR  REF NO:  GSSSD/LC 045
Overview: To provide logistical support and coordination to the directorate: Human Resources Development to ensure development and implementation of skills development.

SALARY :  Commencing salary of R356 289 per annum, excluding benefits, Level 09
CENTRE :  Pretoria

DUTIES :  Coordinate the implementation of skills development strategies & plans. Monitor the implementation of the training programmes in alignment with the individual needs & WSP. Quality assure the accuracy of captured needs on HRIS. Consult with line management for the learning and development need. Ensure the capturing of personal development needs. Analyse and consolidate information obtained from HRIS on learning and development needs. Produce the annual personal development plan analysis report. Liaise with external service providers on appropriate skills programmes or short courses prioritised in the WSP. Obtain and analyse external service provider evaluation reports for compliance and identification of further development needs. Obtain individual training feedback reports for analyses. Monitor effectiveness of skills development planning and programmes and propose improvements. Advise employees on the timely request for individual learning and development needs identified in their PdP's. Draft quarterly divisional progress reports on implementation of skills development programmes. Coordinate the organisational skills audit(s). Represent the dti at external skills development fora i.e HRDCSA; SETA (PSETA); DPSA; DHET; Palama; professional bodies; and external training providers. Assist in the establishment of the Skills Development Training Committee. Coordinate quarterly Skills Development Planning Committee meetings. Perform the Secretarial function for the Skills Development Planning Committee. Ensure adherence to policies & procedures. Determine & analyse the budgetary estimate for the annual WSP / ATR. Plan & manage the expenditure against the WSP & report under & overspending trends. Analyse all training reports to identify areas of risk from a legislative perspective. Provide feedback on risk to the sub-directorate to mitigate and implement corrective actions to address risks.

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.

POST 29/42  :  NON-PROLIFERATION OFFICER  REF NO:  ITED/TECH SERV 005
Overview: To provide technical and administrative support with regard to South Africa’s implementation of the International non-proliferation obligations.

SALARY :  Commencing salary of R299 709 per annum, excluding benefits, Level 08
CENTRE :  Pretoria
REQUIREMENTS :  Mandatory requirements: A three-year National Diploma / B Degree in Science / Chemistry and or Biological Sciences / Biochemistry. 0 – 1 year relevant experience in a science environment. Key requirements: Experience in evaluating permit applications. Experience in coordinating meetings and providing secretariat support. Experience in conducting research and analysis. Communication Skills (Verbal and written), Client Orientation, Planning and Organising and Problem

DUTIES : Evaluate permit applications and applications for registration submitted by industry; Consolidate Issue Evaluate permit applications for the import and export of controlled goods according to the company’s request. on Request Permit System. Provide support in the implementation of the Registration Regulation. Preparation of declarations: Provide support in the preparation of declarations as required in terms of the CWC and BTWC. Liaise with the industry and other relevant stakeholders on the requirements of the CWC and BTWC declarations. Conduct local industry analysis to identify chemicals and biological facilities that have activities with regards to controlled goods. Preparation and maintenance of a database of declarable activities. Conduct all relevant activities as stipulated in the legislation with respect to declarations. Council support: Provide support in coordinating logistics for the council meetings. Handle correspondence of the OPCW and Embassy. Provide research support to the unit such as retrieval of relevant documentation for preparation of reports to the Council and information documents for the industry. Coordinate meetings of the CWWC and BWWC and provide secretarial support. Logistical arrangement for OPCW courses and inspections: Provide support in convening courses. Participation in inspections and provide logistical support. Co-ordinate administrative functions of the unit: Provide secretariat support to the unit and the Council such as compiling monthly reports, project reports and submissions. Provide and oversee administration management support to the unit, which includes tracking of highly confidential documentation, monitoring of tasks and milestones for the Council and related activities. Develop and implement a quality management system for the unit. Participation in international meetings related to the CWC and BTWC and technical evaluation of working papers and other documentation: Participate in international conferences, working groups and other meetings related to the CWC and BTWC. Review and evaluate technical documentation related to the CWC and BTWC as received through the international organisations and provide technical evaluation and interpretation, where necessary.

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, Indian, White candidates and African male candidates.
DEPARTMENT OF WATER AND SANITATION

APPLICATIONS:

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

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

Gauteng Regional Office: Please forward applications quoting reference number to: The Regional Head, Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at Bothongo Plaza East, 285 Francis Baard Street, Pretoria, 0001. For attention: Mr D Masoga

Hydrometry Office (Boskop Dam): Please forward applications quoting reference number to: The Area Manager, Department Water and Sanitation, Private Bag X08, Noordbrug, 2522, or hand deliver at Department Water and Sanitation office, Boskop Dam. (On the R501 between Potchefstroom and Carletonville, 16 kilometres from Potchefstroom). For attention: Ms MMM Buyskes

Tugela Vaal: Please forward your application quoting the reference number to The Area Manager The department of Water and Sanitation Private Bag X1652 Bergville 3350 Or hand delivery to 01 kiepersol Avenue, Jagersrust 3354 the address For Attention Motsepe

Upington (Lower Orange WMA): Please forward your application, quoting the post reference number to: The Provincial Head, Department of Water and Sanitation, Private Bag X5912, Upington, 8800 or hand-deliver to our offices in Louisvale Road, Upington. For attention: Mr TT Sithole

Standerton: Please forward applications quoting reference number to: the Department of Water and Sanitation, Private Bag X2021, Standerton 2430. Hand delivered, Grootdraai Dam, Admin Building, office number 1. For attention: Ms Pinky Myeni

CLOSING DATE: 03 August 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 disadvantaged 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). 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.

OTHER POSTS

POST 29/43: ENGINEER PRODUCTION GRADE A REF NO: 030818/01
Branch: Operational Integration: Eastern Cape
DIR: Infrastructure Development and Maintenance

SALARY: R679 338 per annum (all inclusive OSD salary package)

CENTRE: Eastern Cape Regional Office: King William’s Town

REQUIREMENTS: Engineering Degree (B Eng/ BSC (Eng) or relevant qualification. Three (3) years post qualification engineering experience. Compulsory registration with ECSA as a Professional Engineer (certified copy must be attached). Contract management, project management, operations and maintenance and financial management for
Water Services Infrastructure. Computer literacy in the following: MS Word, MS Excel, MS PowerPoint, MS Outlook. Good verbal and written communication skills and be able to communicate at all sectors of the Department and other institutions. Understanding of the National Water Act, Water Services Act, National Environmental Management Act, Public Service Regulations Act and the PFMA. Must be able to work independently, be self-motivated and reliable. A valid driver’s license (certified copy must be attached).

**DUTIES**

Provide assistance in the design systems, structures and installation of water services related infrastructure. Support the comprehensive planning in Water Services Infrastructure. Manage multifaceted projects in the technical investigation, development and refurbishment of Water Services Infrastructure. Provide assistance and support in administration. Inspect test equipment, infrastructure, systems and installations including the preparation of reports of the findings. Identify, review and comment on operation and maintenance plans of Water Services Infrastructure in the Region. Compile, review and comment on contract documentation proposals, bill of quantities and tenders. Coordination of the Water Services Planning in the Region. Manage financial allocations to projects and programs. Provide technical engineering support, guidance and advice to junior personnel, consultants, contractors and water service authority’s (WSA). Support functional arrears to arrange supply chain, human resources and financial needs.

**ENQUIRIES**

Ms N Msebi Tel No: (043) 604 5413

**POST 29/44**

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 030818/02

Branch: Operational Integration: Gauteng

SD: Financial Management

**SALARY**

R356 289 per annum, (Level 09)

**CENTRE**

Gauteng Regional Office, (Pretoria)

**REQUIREMENTS**


**DUTIES**

Manage Demand and Acquisition Management Units. Ensure full compliance to all Acquisition and Demand Management Prescripts, Policies and Delegations of Authority. Coordinate inputs in the Demand Plan. Conduct market and commodity research. Maintenance of Supplier and Public Service Provider Database. Ensure that procurement is in line with the approved demand plan. Ensure effective functioning of all Bid Committees. Assist with drafting of specifications. Develop and implement internal control measures for procurement. Ensure that quotations and bids are managed effectively and efficiently according to National Treasury prescripts and Departmental Supply Chain Management Policy. Communicate SCM policies and procedures to all officials in the Regional Office. Ensure that documents submitted to logistics for order creation are fully compliant with Acquisition Management prescripts. Provide regular feedback to database management on the performance of suppliers. Manage all contracts awarded by the Regional Office. Monthly reporting of procurement, irregular, fruitless and unauthorized expenditure incurred by the Regional Office. Monthly reporting on procurement against Demand Plan. Management and supervision of team members.

**ENQUIRIES**

Ms. N Bonkolo, Tel No: 012 - 392 1335
POST 29/45 : ASSISTANT DIRECTOR: ADMINISTRATION (CATCHMENT MANAGEMENT)
REF NO: 030818/03
Branch: Operational Integration: KZN

SALARY : R356 289 per annum, (Level 09)
CENTRE : Durban
REQUIREMENTS : A National Diploma or Degree in Administration or relevant qualification. Three (3) to five (5) years of relevant experience in the administration field of which two (2) years must be supervisory level. Knowledge in community, rural development or institutional arrangement will be a major benefit. Knowledge of development of Business plans and reporting requirements. Experience in financial management and budgeting. Proven experience in database management. The appropriate candidate should have extensive knowledge of the National Water Act, water related legislation, policies and practices nationally and internationally. Knowledge of Integrated Water Resources Management plus relevant experience or knowledge in the establishment and management of water management institutions. Ability to interpret and apply legislation, policy and strategy. A valid driver’s licence is essential (A certified copy must be attached). Ability to work under pressure and deadline oriented. Ability to plan, organise and co-ordinate according to allocated activities. Interpersonal skills, good communication skills, report writing, analytical thinking, honesty, integrity, innovation and creativity. Problem solving, and decision making skills. High level proficiency in relevant computer literate (Microsoft Excel, PowerPoint, MS Word, Internet).


ENQUIRIES : Mr. N.A Mkhize Tel No: (031) 336 2700

POST 29/46 : COMMUNITY DEVELOPMENT SUPERVISOR: CURRICULUM SUPPORT
REF NO: 030818/04
Branch: Operational Integration: Eastern Cape
SD: Sector Collaboration (IGR)

SALARY : R299 709 per annum (Level 08)
CENTRE : Eastern Cape Regional Office: King William’s Town
REQUIREMENTS : A National Diploma or Degree in Human Sciences. Three (3) to five (5) years relevant experience. A qualification in Natural Science will be an added advantage. Sound knowledge in the Water and Education Sectors. Competencies must include presentation skills; leadership skills; interpretation and application of policy and strategy. Demonstrated Human Resource Management. Project and Programme Management skills. Ability to analyze and synthesize information. Willingness to travel and work beyond normal working hours. A valid driver’s license (certified copy must be attached).

DUTIES : Effectively manage the implementation of the Aqua Enduro Project, The South African Youth Water Prize Project and Career Promotions of the 2020 Vision for Water and Sanitation Education Programme. Capacitate and be able to support schools that participate in these projects. Develop a provincial plan which will highlight targets, collaboration projects, implementation plans, and interventions on these projects. Monitor and review budget, budgetary matters and report on expenditure. Strengthen existing partnerships by identifying representatives from all institutions involved with education and awareness programmes in schools. Develop a monitoring and evaluation tool to assess the impact of the Aqua Enduro Project, The South African Youth Water Prize Project and Career Promotions.
Compile progress reports as required. Represent the region in National 2020 Vision programmes.

**ENQUIRIES**: Ms LT Radebe Tel No: (043) 604 5560

**POST 29/47**: COMMUNITY DEVELOPMENT SUPERVISOR: CAPACITY BUILDING AND SUPPORT REF NO: 030818/05
Branch: Operational Integration: Eastern Cape
SD: Capacity Building

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

**CENTRE**: Eastern Cape Regional Office: Mthatha

**REQUIREMENTS**: A National Diploma or Degree in Human Sciences. Three (3) to five (5) years relevant experience. Sound experience in the water sector. Competencies may include presentation skills; leadership skills; interpretation and application of policy and strategy. Knowledge of Project and Programme Management (certified copy must be attached). A valid driver’s license (certified copy must be attached).

**DUTIES**: Facilitate, support and monitor the ongoing support activities for capacity building and training initiatives to local government and other Water Services Institutions. Coordinate the implementation of the Water Sector Business Plans for capacity building to Water Services Authorities. Participate in the process of awareness creation, capacity building and empowerment of Water Services Sector Stakeholders. Promote and Maintain effective working relations with internal and external stakeholders in water business. Provide institutional and social development support to Municipalities and other stakeholders. Ensure public participation and stakeholder empowerment in water governance areas. Liaise with other spheres of government, i.e. Municipalities on water sector issues. Engage the public on water sector issues and establish water and sanitation forums. Support and monitor water and sanitation forum activities. Ensure media monitoring and facilitate responses from Water Services Authorities. Provide guidance and leadership to sector partners and stakeholders. Foster and manage relations and partnerships with the private sector, business sector and civil society organizations in the water arena. Provide Management support to a team of Development Experts and administrators.

**ENQUIRIES**: Mr M Mamabolo Tel No: (043) 604 5526

**POST 29/48**: ASSISTANT TECHNICAL OFFICER REF NO: 030818/06

**SALARY**: R163 563 per annum, (Level 05)

**CENTRE**: Hydrometry Office, (Boskop Dam)

**REQUIREMENTS**: A Senior Certificate inclusive of mathematics or mathematics Literacy. One (1) to two (2) years relevant working experience will be an added advantage. A valid driver’s licence is a statutory requirement. (Certified copy must be attached). Considerable travelling is required. Good verbal and written communication skills. Good computer literacy skills. Basic knowledge of Occupational Health and Safety.

**DUTIES**: Collection of hydrological data from various hydrological monitoring sites in the area of responsibility. Registering and capturing incoming hydrological data. Collection of water samples. Perform routine maintenance and inspections at hydrological gauging sites. Assist in the installation of monitoring instruments. Provide assistance to other technical personnel.

**ENQUIRIES**: Mr. E Meyer, Tel No: 018 - 298 9000

**NOTE**: The interviews will include a practical test on mechanical recorders and retrieving data from Electronic data loggers.

**POST 29/49**: ASSISTANT TECHNICAL OFFICER REF NO: 030818/07

**SALARY**: R163 563 per annum, (Level 05)

**CENTRE**: Hydrometry Office, (Boskop Dam)

**REQUIREMENTS**: A Senior Certificate inclusive of mathematics or mathematics Literacy). One (1) to two (2) years working experience will be an added advantage. A valid EB driver’s licence is a statutory requirement. (Attach a certified copy). This appointment will entail considerable travelling. Good verbal and written communication skills. Good computer literacy skills. Basic knowledge of Occupational Health and Safety.
**DUTIES**: Collection of Geo hydrological data from various Geo Hydrological borehole monitoring sites in the area of responsibility and Hydrological data from various Hydrological monitoring sites. Registering and capturing incoming Geo Hydrological and hydrological data. Collection of water samples. Perform routine maintenance and inspections at Geo hydrological borehole sites and Hydrological gauging sites. Assist in the installation of monitoring instruments. Read out electronic data from level recording instruments. Provide assistance to other technical personnel.

**ENQUIRIES**: Mr. GJ Venter, Tel No: 018 - 298 9000

**POST 29/50**: ADMINISTRATION CLERK REF NO: 030818/08

(This is a re-advertisement; applicants who have previously applied must re-apply)

Branch: NWRI, DIV: Admin Support Tugela

**SALARY**: R163 563 per annum, (Level 05)

**CENTRE**: Tugela Vaal

**REQUIREMENTS**: The successful candidate must be in possession of Senior Certificate. One (1) year relevant experience in SCM/procurement management environment will be an added advantage. Good knowledge of PFMA, PPPFA, Treasury Regulations, Government SCM framework / policies and procedures. Knowledge of SAP. Good communication skills (written and verbal), Computer Literacy skills (Ms Word, Excel), good interpersonal relationship skills and must be able to work under pressure. A valid driver's license.

**DUTIES**: Render effective procurement of goods and services. Provide SCM support services within the component. Update and control 0-9 file. Register invoices/delivery notes and submit to Finance. Capture GRV/service entry on SAP system. Identify risks associated to SCM. Follow up on outstanding deliveries. Compile various reports for SCM and maintain registers. The candidate should also assist with the following: compilation of demand plan, implementation of SCM framework, commodity analysis to ensure that required resources fulfill identified needs.

**ENQUIRIES**: Ms SO Magubane Tel No: 036 438 8307

**POST 29/51**: AUXILIARY SERVICES OFFICER REF NO: 030818/09

**SALARY**: R136 800 per annum (Level 04)

**CENTRE**: Upington Lower Orange WMA

**REQUIREMENTS**: An ABET qualification with one (1) to two years’ experience in Auxiliary Services. Computer literacy. A valid drivers licence (Certified coy must be attached). Candidate will be expected to travel extensively. Communication skills. Basic knowledge in Dam Safety. Basic knowledge in quantity survey.

**DUTIES**: Conduct dam monitoring instruments. Assist with the installation, monitoring of instruments. Assist with the dam safety investigation. Collection of information and samples. Assist in measuring in ground water levels in open boreholes.

**ENQUIRIES**: Mr Steven Shibambu Tel No: 054 338 5800

**POST 29/52**: GENERAL WORKER REF NO: 030818/10

**SALARY**: R96 549 per annum, (Level 02)

**CENTRE**: Hydrometry Office, (Boskop Dam)

**REQUIREMENTS**: An ABET qualification. One (1) to two (2) years’ experience in performing manual work will be advantageous. Good Communication skills and ability to work in a team. Must have basic knowledge of using equipment, tools and light machinery. Must be punctual, productive and loyal. Must be able to work away from the office for long periods and remain at camp sites near place of work. Must be able to work in or near rivers and dams.

**DUTIES**: Performing of general maintenance and light construction work at gauging stations. Performing of general maintenance at the office complex and terrain. Maintain and take care of machinery, equipment, tools and goods. Apply occupational health and safety to ensure safe working environment and conditions.

**ENQUIRIES**: Mr. G.J Venter, Tel No: 018 298 9000
POST 29/53 : GENERAL WORKER (STORES ASSISTANT) REF NO: 030818/11
(This is a re-advertisement; applicants who have previously applied must re-apply)
NWRI: Central Operations

SALARY : R96 549 per annum (Level 02)
CENTRE : Standerton
REQUIREMENTS : ABET. One year experience in a Store/warehouse environment will be an added advantage. Knowledge of health and safety procedures. Knowledge of stores maintenance and issuing practices. Basic understanding of Government legislation. Good written and verbal communication skills. Ability to work under supervision, independently, in a team and under pressure. A valid driver licence will be an added advantage (Attach copy).
DUTIES : Received and distribute non-stores goods to correct components or officials. Loading and offloading heavy products. Clean and create an orderly working environment. Packing stock into shelves. Distribute/collect store documents to and from various sections. Assist with stock taking. Protect and safeguard stores equipment and report all losses. Execute relevant tasks upon instruction of the supervisor.

ENQUIRIES : MS PN Myeni, Tel No: 017 712 9400

POST 29/54 : GENERAL WORKER REF NO: 030818/12
(This is a re-advertisement; applicants who have previously applied must re-apply)
Branch: NWRI Central Operations

SALARY : R96 549 per annum. (Level 02)
CENTRE : Standerton (Rietfontein Pump Station)
REQUIREMENTS : ABET or equivalent qualification. One (1) to two (2) years’ experience in the relevant field will be an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge of working on various general work including lawn care process. Knowledge of pruning and trimming process and techniques. Basic knowledge of chemicals use (dilution/mix) chemical product knowledge. Basic knowledge of daily maintenance procedures for efficient machine/equipment performance. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Knowledge of using chain blocks overhead cranes. Ability to work under pressure, supervision, independently and in a team. Good verbal and written skills.
DUTIES : Perform general assistant work. Load and off load furniture, equipments and any other goods to relevant destination. Clean relevant workstation. Fencing, weed control. Garden maintenance. Painting, spraying with round up. Cleaning of dam premises and canal house-keeping at the pump station. Unblock drains. Adhere to all OHS Act. Extinguish veld fires. Digging trenches and hoe around valve chambers on pipelines. Assist with other duties as and when requested.

ENQUIRIES : Ms DJ Mbokazi, Tel No: 017 712 9340

POST 29/55 : CLEANER REF NO: 030818/13
(This is a re-advertisement; applicants who have previously applied must re-apply)
Branch: NWRI Central Operations

SALARY : R96 549 per annum, (Level 02)
CENTRE : Standerton (Slang River-Zaaihoek Pump Station)
REQUIREMENTS : ABET or equivalent qualification. Relevant experience will be advantageous. Knowledge of cleaning principles and ability to operate cleaning equipment. Knowledge of health and safety requirements. Knowledge of basic records keeping. Basic understanding of applying or using chemicals correctly. Ability to work in a team and maintain good interpersonal relationship. Good communication Skills.
DUTIES : Clean hard and resilient floors according to the surface type and best cleaning practice. Cleaning toilets, urinals, basin, fixtures and fittings. Cleans boardrooms, offices Kitchens, kitchens items and surface systematically. Clean and create an orderly working environment. Operate cleaning machines

ENQUIRIES : Ms DJ Mbokazi, Tel No: 017 712 9340
The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

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

FOR ATTENTION: Mr. I Pheello, Tel No: (051) 405 5069

CLOSING DATE: 03 August 2018

NOTE: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached or subjects should be mentioned in the CV), driver’s license (if required), identity document and a recently updated, comprehensive C.V. Applicants are requested to complete the Z83 form properly and in full. The reference number of the advertised post should be stated on the Z.83 form. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their application is delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Candidates will also be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

MANAGEMENT ECHELON

POST 29/56: DIRECTOR: THABO MOFUTSANYANA DISTRICT REF NO: FSPT: 028/18

SALARY: An all-inclusive salary package of R948 174 per annum Level 13. (This all inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

 CENTRE: Bloemfontein

REQUIREMENTS: A three year degree in Accounting/ Economics or Public Management or equivalent qualification with a minimum of five years middle management experience, extensive knowledge of the Municipal Finance Management Act (MFMA), Municipal Systems and Municipal Structures Act, Treasury Regulations, Municipal Budgets and Reporting Regulations. Computer literate. Valid driver’s license.

DUTIES: Quarterly publication of Sec 71 Municipal Finance Management Act (MFMA) reports for Local Government and the legislature, which consists of the revision of Section 71 assessment reports and the compilation of provincial consolidated reports. Assessment of the credibility and compliance to MFMA regulations of draft and final budgets received. Review Mid-Year and Annual Financial Statements submitted to the Provincial Treasury, which includes the monitoring of adherence to GRAP standards and submission of annual financial statements by 31 August and mid-year financial statements by 28 February, the promotion of improved audit outcomes in municipalities, and the promotion of improved assets and liability
registers. Manage the implementation of mSCOA in the province, which includes the monitoring of the implementation of mSCOA, assistance to National Treasury on the risk management processes, and support mSCOA projects through training sessions and workshops. Provide capacity building at municipalities to enhance the skills of municipal staff. Promote sound risk management practices within the Directorate. Management the budget and human resources of the Directorate.

ENQUIRIES

: Mr. Dan Mokhele Tel No: (051) 405 4830
ANNEXURE O

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF e-GOVERNMENT

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

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

CLOSING DATE: 03 August 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.

OTHER POSTS

POST 29/57: SENIOR FINANCIAL OFFICER – REFS/003020
Directorate: Financial Accounting

SALARY: R299 709 per annum (plus benefits)
CENTRE: Johannesburg

REQUIREMENTS: Matric plus a National Diploma/ Degree in Accounting or Finance related qualification with 1-2 years relevant experience in Finance, OR Matric plus 5-6 years’ experience in Finance. Computer literacy, in particular spread sheet applications. Good verbal and written communication and interactive skills. Knowledge of BAS and SAP system will be an added advantage. Knowledge of Treasury Regulations.

DUTIES: Creditors Payments – ensure that supplier payments are made within 30 days of receipt of invoice by the department. Funds request accurately after all three amounts from BAS, PERSAL and the opening bank balance have been taken into consideration to avoid unauthorized bank overdraft after every payment run. Verify Invoices from the verifier. Receive invoices on process director and verify them against the vendor profile. Display the invoice and check banking details against the given purchase order. Check if Goods Received Voucher has been captured and if it equals the invoice amount. Check if invoice number is not altered before posting. Verify the payment method, that an invoice is not captured as a credit note. Verify the supplier name against the vendor profile. Validate and account for before the execution of the payment run. Sign off the schedule as evidence that all invoices have been inspected and checked against the open items on SAP. Request Funds from Treasury by checking the disbursed amounts on BAS and on Persal also check the PMG bank statement opening balance compile the funds request with all the supporting documentation submit for signatures submit to Treasury and file copy. Prepare monthly 30 Days report calculating the days taken to process the payment from the scanning date from one point of entry to the disbursement date on BAS. Consolidate all invoices that were not paid in the current month to be inclusive in the accruals.

ENQUIRIES: Mr. Oscar Baloyi Tel No: (011) 689 4648

POST 29/58: ADMINISTRATION CLERK: INVENTORY – REFS/003021
Directorate: Supply Chain Management

SALARY: R163 563 per annum (plus benefits)
CENTRE: Johannesburg

REQUIREMENTS: Grade 12 or equivalent qualification. At least 1-year experience in Procurement.

DUTIES: Issuing of stock upon request to Chief – Users on daily basis. Check stock balances daily. Ensure a RLS 01 is completed for replenishment of stock of all items that need to be ordered. When receiving ordered stock and non-stock items quantity and quality is checked, a delivery note or an invoice is signed to acknowledge their receipt then an RLS 02 is completed and submitted for payment purposes. Follow-ups on overdue and outstanding deliveries are done by telephone / e-mail. All received goods are neatly packed onto the shelves. The
issued and received items are captured into SAP System daily for weekly consumption Business Units and the reports.

ENQUIRIES: Mr. Oscar Baloyi Tel No: (011) 689 4648

DEPARTMENT OF ECONOMIC DEVELOPMENT

APPLICATIONS: Apply online to the http://professionaljobcentre.gpg.gov.za website only.
CLOSING DATE: 03 August 2018
NOTE: The 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 29/59: DEPUTY DIRECTOR: GREEN ECONOMY
Directorate: Green Economy
SALARY: R697 01 - R821 052 per annum all-inclusive package (Level 11)
CENTRE: Umnotho House Johannesburg
DUTIES: Facilitate investment to support green growth needs driven primarily by private enterprise and in particular by entrepreneurial businesses with the foresight and risk appetite for new economic endeavours. Provide networking opportunities for upcoming and existing SMMEs and Cooperatives. Promote locally production from green products. Implementation of the engagement strategy and framework for private, public, local, and international participation. Facilitate collaboration between government and the private sector. Present opportunities for innovation within green economy and sustainable energy environment. Introduce and facilitate green ICT projects. Implementation of the Energy Mix Strategy. Provide technical support to the green economy and energy initiatives within Gauteng. Facilitate localization of economic opportunities associated with green economy and energy. Develop a database of available incentives around the green economy and energy environment. Implement streamlined incentive programmes. Track outcomes of all support offered to households, SMMEs and Cooperatives. Facilitate implementation of skills strategies for skills development with the green economy and energy sector. Develop skills development programmes and conduct workshops on green economy and energy. Manage utilization of physical resources. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employees’ motivation and cultivate a culture of performance management
ENQUIRIES: Lwandile Phaledi Tel No: 011 355 8526

POST 29/60: ECONOMIC DEVELOPMENT FACILITATOR
Directorate: Special Projects
SALARY: R444 693 - R523 818 per annum plus benefits (Level 10)
CENTRE : Umnotho House Johannesburg
REQUIREMENTS : Grade 12, RVQ 13, Good interpersonal skills, Computer Literacy, skills, High level of reliability, Written communication skills, Ability to act with tact and discretion, Ability to do practical research and analyze documents and situations, Self-management and motivation, Knowledge on the relevant legislation/policies/prescripts and procedures. Driver’s license is a must (Code 10).
DUTIES : Liaise with municipalities on mobilization of Economic initiatives within the local government. Collate and provide program information to all relevant stakeholders. Engage stakeholders. Identification of SMME’s and Co-operatives for development. SMME development and training by referral to GEP (Gauteng Enterprise Propeller). Policy development for Economic development. Manage and update Co-operatives and SMMEs database. Facilitating funding for the SMME’s within Gauteng environment. Facilitating ongoing skills development and entrepreneurship training for youth of Gauteng.
ENQUIRIES : Lwandile Phaledi Tel No: 011 355 8526

DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS : Please forward applications, quoting the relevant reference number to The Gauteng Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg or posted to Private Bag X35, Johannesburg, 2000
FOR ATTENTION : Ms Boitshoko Khutsoane, Tel No: (011) 355 7805
CLOSING DATE : 03 August 2018
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). The Department also urges all designated groups applying for positions to please direct your applications to the Employment Equity Office for attention Ms B. Khutsoane. All applicants is also encouraged to number the pages of their CV and the attached certified documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

OTHER POST

POST 29/61 : ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: SD/2018/07/09
SALARY : R356 289 per annum plus benefits
CENTRE : Johannesburg Head Office
REQUIREMENTS : A three year National Diploma/ Bachelor’s Degree in Public Management and Development/ related qualification in Monitoring and Evaluation with 2-3 years management experience in Strategic Management/ Organizational Performance Monitoring, Evaluation and Reporting in the Public Service. A valid driver’s licence. Good Knowledge and understanding of legislative and policy framework governing policy, programme, process performance monitoring, evaluation and reporting in the Public Service. Knowledge and understanding of Department’s Strategic Monitoring and Evaluation processes, system and procedure. Departmental Monitoring and Evaluation systems, processes and procedures. Knowledge and understanding of Departmental policy mandates, priorities, objectives and Service Delivery Model. Skills and Competencies: Facilitation, analytical, strategic reporting, service delivery innovation, strategic management, financial management, project management, people management, customer focused, team working, monitoring and evaluation, staff development, information system and interpersonal relations skills.
| **DUTIES** | Implement and maintain M&E policy, framework, systems, processes and tools. Manage, verify and archive of programme performance information. Coordinate regional, institutional and head office visits (bi-annually) to monitor the archiving system. Consolidate and quality assurance of accurate, valid and detailed programme performance reports. Conduct workshops and information dissemination sessions. Manage M & E Administration Officers. Provide Support to the Department planning and reporting. Capacity building on M & E policy, framework, processes and tools with internal stakeholders. |
| **ENQUIRIES** | Ms B Khutsoane Tel No: (011) 355 7805 |
ANNEXURE P

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

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

APPLICATIONS: all applications should be forwarded to: The Chief Director: Human Resource Management Services, KZN Department of Health, Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

FOR ATTENTION: Mr NC Mbatha

CLOSING DATE: 03 August 2018

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

MANAGEMENT ECHELON

POST 29/62: CHIEF EXECUTIVE OFFICER: KING EDWARD VIII CENTRAL HOSPITAL:
DURBAN REF NO: G42/2018
Cluster: Hospital Management Services

SALARY: An all Inclusive SMS Salary Package of Salary Level 15: R1 370 973 – R1 455 114 per annum

CENTRE: King Edward VII Central Hospital: Durban

REQUIREMENTS: MBCHB/BCHD qualification and registration with the relevant professional body; a post graduate Masters in Public Health and/or Management and a minimum of 10 years management experience in the health sector at least at senior management level. Recommendations: Strong behavioral attributes with the ability and stature to manage KPAs of highly qualified health specialist, Demonstrate an excellent knowledge of the public health sector. Competencies: Knowledge: Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PMFA), Public Service Act and related regulations and policies. Core Competencies: Strategic capability and leadership programme and project management, financial management, change management people management and empowerment. Progress Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.

DUTIES: To plan, direct, co-ordinate and manage the efficient, cost effective delivery of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic
plan for the hospital to ensure that it is in line with the 10-point plan, national, provincial, regional and district plans. Financial Management: Maximise revenue through collection of all income due to the hospital, ensure that adequate policies, systems and procedure are in place to enable prudent management of financial resources, planning of financial resource mobilisation, monitoring and evaluation and asset and risk management. Facility Management: Ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilisation of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupation health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Supplies: Implement procurement and provisioning system that is fair, transparent, competitive and cost effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods are and services are procured in a cost effective timely manner. Clinical and Corporate Governance: Oversee clinical governance to ensure high standards of patient care, establish community networks and report to the Hospital Board. Responsible for corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, manage the institution’s risk to ensure optimal achievement of health outcomes.

ENQUIRIES: DR M Gumede Tel No: 033-395 3176

OTHER POSTS

POST 29/63: HEAD CLINICAL UNIT (MEDICAL) GRADE 1 (ENDOCRINOLOGY) REF NO: GS 33/18
Component: Internal Medicine

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: MBChB or equivalent qualification PLUS Registered HPCSA qualification as a Specialist in Internal Medicine, Plus Current registration with the Health Professions Council of South Africa as an Endocrinologist, Plus MMED OR MMED (Sci) PLUS Three years experience as Medical Specialist in a normal speciality or in a recognized sub-speciality. Recommendation: Certificate in Endocrinology (SA) or equivalent qualification (if not trained in South Africa) Experience in managing a Endocrinology unit. Knowledge, Skills, and Experience: Sound clinical Endocrinology, internal medicine and patient management skills. A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience.

DUTIES: Incumbent to be based at Greys Hospital but with Clinical Responsibilities: Participation in tertiary Endocrinology services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs. Clinical responsibility will be in the discipline of Endocrinology but the incumbent can expect to assist with General Medicine (based on departmental operational need). Performance of procedures in the field of Endocrinology. Participation in the after hours service of Greys Internal Medicine and the Endocrinology service (subject to operational need and annual renewal contract). Management Responsibilities: Development and support of Specialist Endocrinology Services in the tertiary drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Endocrinology Unit. This includes liaison with the other supporting and clinical departments (eg. NHLS, Surgery, O&G, Intensive Care). Participate in the management of infrastructure, equipment and consumables in the Endocrinology Unit. Participation in and support of hospital administrative and quality control.
activities in the PMB Departments of Endocrinology and Internal Medicine. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and the Head of Endocrinology in the University of KwaZulu Natal. Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the tertiary drainage area. Training and Research Responsibilities. Participation and support of staff training and development in specialist Endocrinology services in the PMB Metro and in the tertiary drainage area, including subspecialty Endocrinology training under the auspices of the Department of Endocrinology at UKZN Medical School. Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Endocrinology and Internal Medicine. Participation in and support of clinical research activities in the PMB Departments of Endocrinology and Internal Medicine.

ENQUIRIES: DR. K. Rasmussen Tel No: 033 8973289
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. c) Curriculum Vitae and certified ID copy NB: Failure to comply with the above instructions will disqualify applicants. 2. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g. GS 37/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE: 03 August 2018
POST 29/64: HEAD CLINICAL UNIT (PAEDIATRIC MEDICAL) REF NO: HCUNEONATE/1/2018
Department: Neonatology
SALARY: R1 643 352 per annum. An all-inclusive flexible remuneration package (excluding Commuted Overtime) is payable to the successful candidate who will be required to enter into a permanent employment contract, as well as complete a Performance' Agreement with the Manager of the post.
CENTRE: Inkosi Albert Luthuli Central Hospital
REQUIREMENTS: MB; ChB; Current registration with the HPCSA as a Specialist in Paediatrics. The incumbent must have current HPCSA registration as a Subspecialist in Neonatology. A minimum of 3 years’ experience in the Paediatric Subspecialty of Neonatology. Advantage: Experience in managing a Neonatal Unit in the public service. Knowledge, Skills, Training and Competencies Required: Sound knowledge of Neonatology. Appropriate specialist assessment, diagnosis and management of patients; Familiarity with procedures and management protocols; Good communication, supervisory skills and working with multi-disciplinary teams. Supervision and teaching of Undergraduates and post-graduates. A working knowledge of human resource management, information management, quality assurance programs, health and public service legislation, medical ethics and financial management. Behavioral attributes: Stress tolerance. Ability to work within a team that includes nurses, counsellors and lay educators. Self-confidence. Capacity to build and maintain relationships.
DUTIES: The core function of this post is to manage the Neonatal Unit at IALCH. Clinical responsibilities: The incumbent has to maintain Neonatal services at the expected Tertiary and Quaternary level for a Central hospital. Participation in the Neonatal service delivery planning for the ETHekwini district and the Province. Participation in the Outreach programme. The incumbent is expected to perform after hour’s calls and relief duties and be part of multi-disciplinary team when necessary. Management responsibilities. Oversight and management of the Unit and Unit
staff. Participation in management of infra-structure, equipment and consumables in the Unit. Participation in hospital administration, clinical governance and quality improvement programs. Liaison with the Neonatal units in the Province. Teaching and Research. The duties will include training of registrars, undergraduate and postgraduate students. Participation in support of clinical research activities.

**ENQUIRIES**: Dr R Thejpal (Clinical HOD Paediatric Medical IALCH) Tel No: (031) 2401536

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

**NOTE**: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APR0/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that due to financial constraints, there will be no payment of S&T claims.

**CLOSING DATE**: 03 August 2018

**POST 29/65**: MEDICAL SPECIALIST – NEONATOLOGY REF NO: MEDSPECPAEDNEONAT/1/2018 (This is a 2 year sub-specialty training post)

**SALARY**:
- Grade 1: R1 051 368 per annum excl commuted overtime.
- Grade 2: R1 202 112 per annum (All-inclusive salary packages) excluding commuted overtime
- **Grade 3**: R1 395 105 per annum excl Commuted overtime

**CENTRE**: Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**:
Current registrations with Health Professions Council of South Africa as Specialist Pediatrician. Additional experience in Level 2/3 neonatal nursery will be an advantage. **Grade 1**: This appointment requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Specialist Pediatrician. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa Experience is not applicable. **Grade 2**: Experience: Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal Speciality (Pediatrician). **Grade 3**: Experience: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal Speciality (Pediatrician). Skills, Knowledge, Training and Competence Required: Knowledge and skills as required for registration as a Paediatric specialist. Candidates without the Subspecialty are obliged to undertake subspecialty training in Neonatology as personal professional development.

**DUTIES**:
- Provide both academic and clinical service functions at the Hospital, including ward rounds, outpatient’s clinics, and clinical training ward rounds. Conduct self-directed study to acquire knowledge and skills to satisfy requirements to register as a subspecialist (Neonatology). Maintain statistics of patient care and participate in departmental audit programmes to assist with resource allocation; provide administrative assistance to the Head of Unit. Assist with staff development, evaluation, and progress reporting. Supervise Paediatric registrars in undertaking patient management. Participate in undergraduate teaching in the Department of
Paediatrics, Nelson R Mandela School of Medicine. Participate in clinical research. Undertake rostered after-hours duties.

ENQUIRIES
Dr R Thejpal (Clinical HOD Paediatric Medical IALCH) Tel No: (031) 2401536

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

NOTE
An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref 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.

CLOSING DATE: 03 August 2018

POST 29/66: PROFESSIONAL NURSE SPECIALITY GRADE 1/2: REF NO: HRM 31/2018 (X1 POST)
Directorate: Trauma Medical and Surgical (Medical Emergency)

SALARY:
Gr 1: R362 559 – R420 318 per annum
Gr 2: R445 917 – R548 436 per annum
Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

CENTRE: King Edward VIII Hospital

REQUIREMENTS:
Matric/Senior Certificate or equivalent qualification, degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in Trauma plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. Gr. 1: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse Plus one year post basic qualification in Trauma Specialty. Gr.2: A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification (Specialty) in Trauma. Knowledge, Skills, Training, and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, co-ordination and liaison skills, problem solving skills.

DUTIES:
Assist in planning/organizing and monitoring of objectives of the specialized unit, provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMDS evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift,
to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources, liaise with professional Nurse in charge in Medical Emergency Unit, allocation of Staff within the Directorate on rotational basis, to nurse a critically ill patient who is ventilated, on oxylog and on continuous monitoring, to nurse all types of patients regardless of diagnoses according to disease profile within the directorate, to nurse a paediatric ventilated/ medical patient for close monitoring, to lead in resuscitation of critical patients, to be well versed with labour relations procedures, to be well versed with disaster management procedures, to implement national core standards and formulate quality, improvement plans and projects to improve quality of care., to be knowledgeable about management of risks in a trauma unit and forensic nursing.

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

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

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

CLOSING DATE
03 August 2018

POST 29/67
DIETICIAN GRADE 1 REF NO: HRM 33/2018 (X1 POST)
Directorate: Dietetics

SALARY
GR 1: R300 828 – R342 357 per annum. Other Benefits: medical aid (optional), housing allowance: employee must meet prescribed

CENTRE
King Edward VIII Hospital (KEH)

REQUIREMENTS
Matric/Senior Certificate or equivalent qualification, current registration with the HPCSA as a Dietician (2018/2019) PLUS registration certificate as a Dietician with HPCSA. Experience: None. Recommendation: 2 years experience as a Dietician in a clinical setting. Knowledge, Skills, Training and Competencies Required: Sound knowledge of dietician principles including nutritional assessment and analysis, Sound knowledge of general clinical nutritional management, Excellent counselling skills, Good verbal and written communication skills, Good interpersonal and team building skills, Ability to work under pressure and independently, Time management skills, basic computer literacy in MS Word and Excel.

DUTIES
To provide nutritional counselling support to both in and out-patients requiring dietetic intervention, to monitor, evaluate and follow up all patients receiving nutritional intervention, to liaise with other staff members regarding the nutritional care of patients, to assist with training of staff in nutrition related issues, to assist with basic management departmental functions, including report writing and collation of daily basic and monthly statistics, to contribute towards quality improvement with the dietetics department, to make recommendations with regard to policies/procedures for the active functioning of dietetic department.

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: 10 August 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 X9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

CLOSING DATE: 03 August 2018

NOTE: Applications must be submitted on the prescribed application form Z83 (which must be originally signed and dated) and must be accompanied by a detailed CV and originally certified copies (not copies of certified copies) of required educational qualifications (including academic record / statement of results) set out in the advertisement (certificates are required, however, if a certificate is only to be issued at a graduation in the future, the statement of results, together with a letter from the educational institution, indicating the date of the graduation, will be accepted), 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/YY. 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 the post(s).

OTHER POST

POST 29/68

CHIEF PROVINCIAL INSPECTOR: REF NO: P 24/2018

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

R444 693 per annum

CENTRE

RTI, Nongoma

REQUIREMENTS

A relevant tertiary qualification (3-year Diploma/Degree in a Management or law field – NQF 6); plus a Basic Traffic Officer's Diploma; plus 3-5 years’ supervisory experience in a Traffic Law Enforcement field; plus 7-10 years’ working experience in Traffic Law Enforcement field; plus All valid relevant driving licenses (A and EC); plus Valid Peace Officer’s Certificate; plus No criminal record. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and traffic management regulations. Knowledge of vehicle inspections / impoundment. Knowledge of driving skills. Records and resource management skills. Customer relationship management skills. Planning, organizing, leadership, controlling and monitoring skills. People Management skills. Service delivery, communication and decision-making skills. Results and quality management skills. Problem solving skills. Innovation/continuous improvement skills. Analytical skills. Computer literacy. Negotiation and initiative skills. Project management, mentoring and coaching skills.

DUTIES

Manage the implementation of operational law enforcement plan: Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station / centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station / centre management and facilitate the development of and participation in a centre strategic / operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership: Co-ordinate stakeholder relations with other state departments and Law Enforcement Agencies (LEAs). Management of service delivery improvement: Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centres. Manage and ensure effective external community communication and liaise with local Community Police Forums. Ensure that Testing Centre Stations (TCS) are operating optimally. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers thereof are filed properly and kept up to date at all times. Management of Human Resources: Manage grievances according to prescribed procedures. Facilitate at least one team building activity per quarter for the centre. Ensure that leave is utilized and managed according to the relevant policies and instructions. Develop and implement in-service training program and monitor formal training needs of the unit. Manage performance of staff. Financial Management: Monitor monthly expenditure and inspection reports from the Province and implement corrective
action in problem areas. Regular budget control and management discussions as part of management meetings. Document overtime planning based on priorities. Participate in budget planning as required by the Province. Respond to requests from head office regarding outstanding financial queries within provided time limit. Ensure effective and efficient Asset Management. Monitor vehicle costs for station / centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that gets lost and put measures in place to deal with it. Manage assets as per inventories of station / centre.

ENQUIRIES
FOR ATTENTION
NOTE

: Mr VK Chetty Tel No: 033-355 8880/8071
: Ms. AA Mhlongo
: It is the intention of this Department to consider equity targets when filling this position. Short-listed candidates may be required to undergo a competency-based test. The Successful candidate will be required to enter into a Performance Agreement.
ANNEXURE Q

PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER

APPLICATIONS: The Director General, Office of the Premier, Private Bag X 9483, Polokwane, 0600 or Hand delivered to the Office of the Premier, No 40 Hans Van Rensburg Street, Mowaneng Building, Office No.A013, General Records (Registry), Ground Floor.

FOR ATTENTION: Mr. Junior Maboya / Mr. Mzamani Masangu

CLOSING DATE: 10 August 2018 at 16h00

NOTE: Applications must be submitted on a prescribed signed Form Z.83 (obtainable from any Public Service department or on the internet at www.gov.za/documents) which must be completed in full, originally signed and dated by the applicant. The application should be accompanied by recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and duration/dates) as well as certified copies of all qualifications, endorsed academic record/transcript, Identity Document and valid driver’s license. Failure to submit certified copies and required documents will result in the application not being considered / disqualification. Applications received after the closing date, faxed or e-mailed will not be considered. Please clearly indicate the reference number of the position which you are applying for. If you are applying for more than one position, submit separate applications for each post. All shortlisted candidates will be subjected to security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. The successful candidates must be willing to sign an oath of secrecy with the Department. Foreign nationals are requested to attach South African Qualification Authority (SAQA) accreditation of their qualifications. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub – section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. Applications which are forwarded / submitted to the wrong address will not be considered.

MANAGEMENT ECHELON

POST 29/69: HEAD AND ACCOUNTING OFFICER FOR DEPARTMENT OF HEALTH REF NO: OTP/11/18/02 (Five (5) Years Fixed Term Contract)

SALARY: R1 782 687 per annum (SMS Grade D, salary Level 16). Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package

CENTRE: Polokwane (Head Office)

REQUIREMENTS: An undergraduate qualification NQF 7 and a post graduate qualification NQF level 8 recognised by SAQA. At least Eight (8) – ten (10) years of experience at a senior management level (Three (3) years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996). A qualification in Medical or Health Sciences will be an added advantage. Ability to interact at both Strategic and operational levels. Proven managerial skills. Track record in preparation of management of strategic plans, business plans and budgeting. Proven skills and abilities in Health Management. Competencies (Core and Process Competencies) Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation, Analytic thinking and Proven management skills; Ability to interact at both strategic and operational levels. Personal Attributes: Assertiveness; Self-Driven; Team Player; Quick Thinking/ Innovative Thinking; Cultural Understanding; Change Management; Communication/ Conflict Resolution
DUTIES: Establish strategic direction of the department to ensure alignment with mandates by: Providing Departmental Management and Planning; Providing Corporate Governance in the department; Providing Executive authority and management support. Ensure the provision of strategic guidance and support in the delivery of integrated and comprehensive health care services in the province. Ensure the provision of strategic guidance and support in the delivery of integrated and comprehensive curriculum and education development programmes in the province. Ensure the establishment, implementation and maintenance of appropriate systems (Analytical Tools, and models or projections of expenditure/cost behaviour) and policies to ensure effective and efficient management of resources (financial, human and physical) by; providing financial management and corporate services in the Department.

ENQUIRIES: Mr. Junior Maboya /Mr. Mzamani Masangu at Tel No: 015 287 6290 / 6095 respectively.

POST 29/70: HEAD OF DEPARTMENT: PUBLIC WORKS, ROADS AND INFRASTRUCTURE

REF NO: OTP/11/18/01
(Five (5) Years Fixed Term Contract)
This is a re-advertisement and applicants that have previously applied for the post of HoD: PWRI need not to re-apply as their applications will be taken into account.

SALARY: R1 370 973 per annum (SMS Grade D, salary Level 15). Non-pensionable HoD allowance: 10% of the payable inclusive remuneration package

CENTRE: Polokwane (Head Office)

REQUIREMENTS: An undergraduate qualification NQF level 7 and a post graduate qualification NQF level 8 as recognised by SAQA. At least 8 -10 years’ experience at a senior managerial level (3 years of which must be with an organ of State as defined in the Constitution, Act 108 of 1996). A post graduated qualification in Financial/ Business Management/ Administration/ Assets and Infrastructure Management will be an added advantage. Proven managerial skills. Track record in preparation of management of strategic plans, business plans and budgeting. Ability to interact at both strategic and operational levels. Competencies (Core and Process Competencies) Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytical thinking. Key Competencies And Skills: Demonstrated ability to: Apply strategic thinking processes to influence the conceptualisation of a vision, align internal processes, systems and goals to the vision; Apply own judgement and take bold decisions in the context of varied levels of risk and ambiguity; Work effectively in ambiguous or changing situations. Apply purposeful and goal-directed thinking processes to evaluate information, assess situations and courses of action and to formulate inferences, calculate possibilities and reach logical conclusions through an unbiased, rational approach; Identify problems, their root causes, interrelations between problems and find solutions to them. Maintain high quality standards in the output and encourage others to meet similar standards. Exchange information and ideas, both verbally and in writing, in a clear and concise manner appropriate for the audience in order to explain, persuade, convince and influence others to achieve the desired outcomes. Understand, interpret and apply relevant legislation, policies, regulations, instructions, standards and guidelines to support the Department to effectively and efficiently deliver on its mandate. Manage allocated resources, both human and capital, effectively, economically and efficiently. Prepare and Manage strategic plans, business plans and budgeting.

DUTIES: Establish strategic direction of the department to ensure alignment with mandates by: Providing Departmental Management and Planning; Providing Corporate Governance in the department; Providing Executive authority and management support. Ensure the provision of strategic guidance and support in the delivery of integrated and comprehensive Infrastructure, EPWP and Immovable property. Ensure the establishment, implementation and maintenance of appropriate systems (Analytical Tools, ICT and models or projections of expenditure/cost...
behaviour) and policies to ensure effective and efficient management of resources 
(financial, human, Technological and physical). Manage the provision of 
infrastructure planning and design services. Provide infrastructure construction 
management services in line with approved provincial Infrastructure Delivery 
Management System (IDMS). Manage provincial government immovable property 
and departmental facilities in line with Government Immovable Asset Management 
Act (GIAMA). Manage the maintenance of roads infrastructure in the Province. 
Manage and coordinate the implementation of Expanded Public Works 
Programme (EPWP) in the Province.

ENQUIRIES
MR. JUNIOR MABOYA / MR. MZAMANI MASANGU AT TEL NO: 015 – 287 6290 / 6095 RESPECTIVELY.

POST 29/71
HEAD OF DEPARTMENT: SPORT, ARTS AND CULTURE REF NO: OTP/11/18/03
(5) YEARS FIXED TERM CONTRACT

SALARY
R1 370 973 PER ANNUM (SMS GRADE D, SALARY LEVEL 15). NON-PENSIONABLE HOOD ALLOWANCE: 10% OF THE PAYABLE INCLUSIVE REMUNERATION PACKAGE

CENTRE
POLOKWANE (HEAD OFFICE)

REQUIREMENTS
AN UNDERGRADUATE QUALIFICATION NQF LEVEL 7 AND A POST GRADUATE QUALIFICATION NQF LEVEL 8 AS RECOGNISED BY SAQA. AT LEAST EIGHT (8) – TEN (10) YEARS OF EXPERIENCE AT A SENIOR MANAGERIAL LEVEL (THREE (3) YEARS OF WHICH MUST BE WITH AN ORGAN OF STATE AS DEFINED IN THE CONSTITUTION, ACT 108 OF 1996). POST GRADUATE IN FINANCIAL/ BUSINESS MANAGEMENT/ ADMINISTRATION/ SOCIAL SCIENCE/ PUBLIC ADMINISTRATION WILL BE AN ADDED ADVANTAGE. PROVEN MANAGERIAL SKILLS. TRACK RECORD IN PREPARATION OF MANAGEMENT OF STRATEGIC PLANS, BUSINESS PLANS AND BUDGETING. ABILITY TO INTERACT AT BOTH STRATEGIC AND OPERATIONAL LEVELS. COMPETENCIES (CORE AND PROCESS COMPETENCIES) STRATEGIC CAPABILITY AND LEADERSHIP; PEOPLE MANAGEMENT AND EMPOWERMENT, PROGRAMME AND PROJECT MANAGEMENT; FINANCIAL MANAGEMENT; CHANGE MANAGEMENT; COMPUTER LITERACY; KNOWLEDGE MANAGEMENT, SERVICE DELIVERY INNOVATION; PROBLEM SOLVING AND ANALYSIS; CLIENT ORIENTATION AND CUSTOMER FOCUS; COMMUNICATION; PUBLIC SERVICE KNOWLEDGE; NEGOTIATION, POLICY FORMULATION AND ANALYTIC THINKING.

DUTIES
ESTABLISHING STRATEGIC DIRECTION OF THE DEPARTMENT TO ENSURE ALIGNMENT WITH MANDATES BY: RENDERING SUPPORT AND ADVICE TO THE MEC ON THE CORE MANDATES OF DEPARTMENT; ENSURING DEVELOPMENT AND TRANSFORMATION OF SPORT AND RECREATION SERVICES IN THE PROVINCE; PROVIDING STRATEGIC GUIDANCE AND SUPPORT IN THE DELIVERY OF CULTURAL, LANGUAGE, MUSEUM, HERITAGE, LIBRARY AND ARCHIVES SERVICES; GUIDING THE DEVELOPMENT AND IMPLEMENTATION OF THE DEPARTMENTAL STRATEGIC PLANS IN LINE WITH NATIONAL, PROVINCIAL AND DEPARTMENTAL STRATEGIC GOALS AND OBJECTIVES; ACTING AS ACCOUNTING OFFICER OF THE DEPARTMENT IN TERMS OF THE PUBLIC SERVICE ACT, PUBLIC FINANCE MANAGEMENT ACT, TREASURY REGULATIONS AND THE PUBLIC SERVICE REGULATIONS; ADVISING THE EXECUTIVE AUTHORITY ON DEPARTMENTAL STRATEGIC PROGRAMMES AND OBJECTIVES; PERFORMING MANAGEMENT FUNCTIONS IN RELATION TO THE MANDATES AND ACTIVITIES OF THE DEPARTMENT IN LINE WITH THE CONSTITUTION; MANAGING SERVICE DELIVERY IMPROVEMENT PLAN OF THE DEPARTMENT; MANAGING THE PERFORMANCE OF THE DEPARTMENT, INCLUDING SUBMISSION OF ANNUAL PERFORMANCE PLANS AND REPORTS, ENSURE IMPLEMENTATION AND MONITORING OF THE NDP AND LDP; ENSURING THAT FINANCIAL AND PHYSICAL RESOURCES OF THE DEPARTMENT ARE EXPENDED COST EFFECTIVELY AND EFFICIENTLY; PROVIDING STRATEGIC HUMAN RESOURCE MANAGEMENT OF THE DEPARTMENT; PROVIDING AND MANAGING THE DEPARTMENTAL ASSETS (MOVABLE AND IMMOVABLE), AND ENSURING THAT EIGHT GENDER PRINCIPLES ARE EFFECTIVELY AND EFFICIENTLY IMPLEMENTED.

ENQUIRIES
MR. JUNIOR MABOYA / MR. MZAMANI MASANGU AT TEL NO: 015 287 6290 / 6095 RESPECTIVELY.
ANNEXURE R

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: The Head of Department, Department of Community Safety and Transport Management, Private Bag X19, Mmabatho 2735, Office No. 136, 1st Floor, Tirelo building, Albert Luthuli Drive

FOR ATTENTION: Ms. Gadifele Noge

CLOSING DATE: 10 August 2018 at 15H30

NOTE: Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID-document/National Identity card must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidates requiring additional information regarding an advertised post, must direct their enquiries to Ms Gadifele Noge. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. 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 reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications Verification as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

OTHER POSTS

POST 29/72: SENIOR ADMINISTRATION OFFICER (SECURITY SERVICES) REF NO: 03/2018/19

This is a re-advertisement; candidates who previously applied are encouraged to reapply.

SALARY: R299 709 per annum (SL 08)

CENTRE: Head Office – Mahikeng

REQUIREMENTS: Grade 12 Certificate or equivalent Plus three (3) years Degree/National Diploma in Security Management or any security related qualification; Two (2) to Five (5) years appropriate experience in the security environment; Finger print taking certificate will be an added advantage and valid driver’s license. Knowledge: Knowledge and understanding of security policies/legislation. Knowledge of MISS Document. Skills: Problem solving skills. Communications skills. Presentation skills. Report writing skills and Time management. Basic computer literacy.


ENQUIRIES: Mr. K S. Khonkhobe, Tel No: (018) 200 8102
<table>
<thead>
<tr>
<th>POST 29/73</th>
<th>SENIOR STATE ACCOUNTANT (BUDGET CONTROL) REF NO: 04/2018/19</th>
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<td></td>
<td>This is a re-advertisement, candidates who previously applied are encouraged to reapply.</td>
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<tr>
<td>SALARY</td>
<td>R299 709 per annum (SL 08)</td>
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<td>CENTRE</td>
<td>Head Office – Mahikeng</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A Grade 12 Certificate or equivalent plus appropriate Bachelor’s Degree or National Diploma in Accounting or Auditing. 2 to 3 years relevant experience in Budgeting and expenditure management and monitoring. Knowledge: Knowledge of Public Finance Management Act, Treasury Regulations, Financial Systems (Walker/BAS, Vulindlela) and other Policies and Directives of the Department. Skills: Good Communication, Report writing and Computer Literacy skills in financial reporting. Ability to interpret policies, Facilitation and presentation skills.</td>
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<td>DUTIES</td>
<td>Provide support with regard to planning and budgeting process within the Department. Ensure effective implementation of the budget procedure manual and assist in formulating norms and guidelines for all budgeting responsibilities and provide advice in cost of projects and other budgeting processes. Ensure that budget is captured on Bas System, adjustments estimates including funds shifts as well as roll over funds. Prepare monthly early warning reports (in year monitoring) and identify budget deviation and report the projected shortfalls. Manage key performance responsibilities of the managed.</td>
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<td>ENQUIRIES</td>
<td>Ms. L. Motshumi Tel No: (018) 200 8142</td>
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<tr>
<th>POST 29/74</th>
<th>PRINCIPAL ROAD SAFETY OFFICER REF NO: 05/2018/19</th>
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<td>This is a re-advertisement; candidates who previously applied are encouraged to reapply.</td>
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<td>SALARY</td>
<td>R299 709 per annum (SL8)</td>
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<td>CENTRE</td>
<td>Dr Ruth Segomotsi Mompati District</td>
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<td>DUTIES</td>
<td>Administer Road Safety Education in all learning institutions within the District. Ensure the implementation of Road Safety Education projects and programmes. Ensure the implementation of Safety Awareness campaigns. Identify and analysis Road Safety needs within the Sub District. Monitor the implementation of Road Safety Initiatives. Manage key responsibilities areas (KRA) of staff.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr M.S Thomas Tel No: (053) 927 4645/076 908 9698</td>
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<tr>
<th>POST 29/75</th>
<th>LANDSIDE AND AIRSIDE OFFICER REF NO 06/2018/19</th>
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<td>This is a re-advertisement; candidates who previously applied are encouraged to reapply.</td>
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<tr>
<td>SALARY</td>
<td>R299 709 per annum (SL 08)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Pilanesberg Airport</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 Certificate and Degree/National Diploma/Diploma in Aviation/ Transport Management/Transport Economics/Commercial Pilot Training with two (2) to five (5) years experience at supervisory level. Relevant working experience in Aviation will be an added advantage. Knowledge: Must have experience of South African Civil Aviation Authority (SACAA) regulations pertaining to airport landside and Airside operations. Relevant experience in airport landside and Airside operations services. Skills: Must have ability to collaborate with other airport stakeholders to achieve a common goal. Must have ability to make effective decision regarding Airside and Landside operations during intense or emergency situations. Ability to listen &amp; communicate effectively. Must have ability to maintain effective working relationships with managers, supervisors, staff, tenants, other agencies and the general public Must have ability to work under adverse conditions for prolonged</td>
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periods of time. Code EB (Code 8) driving License Computer Literacy (Ms Word, Excel and PowerPoint).

**DUTIES**

Assist in developing & implementing airport operational policies & procedures to ensure the efficient operation and optimum safety & security of facilities. Direct the preparation & maintenance of Airside and Landside operations. Monitoring of CCTV systems, Terminals checks, fault and incident logging and reporting, coordinating evacuation of terminals, call-taking, dispatching, queue management, crowd control and concierge escorts. Maintain liaison with SACAA, air traffic controls tower and certification inspectors, airlines, airport tenants and other agencies. Perform other related duties and related tasks as assigned. Managing subordinates Perform other related duties and related tasks as assigned.

**ENQUIRIES**

Mr. O A.Baikgaki, Tel No: (018) 200 8089

**SALARY**

R299 709 per annum (SL8)

**CENTRE**

DR Kenneth Kaunda District

**REQUIREMENTS**

Grade 12 certificate or equivalent plus three years National Diploma/Degree in Transport or any administrative related, coupled with (2) to (3) years relevant working experience in operating licenses and permits administration, or with public transport services operators and provincial regulatory entity, transport planning, legislation and policy environment. A code 08 Drivers/EB driving license. Knowledge: Knowledge of National Land Transport Act, Act 5 2009 and its regulations. Knowledge of White Paper on National Transport Policy. Understanding of Provincial Regulatory Entity procedure manual. Knowledge of Public Service Act, Public Service Regulations. Understanding of Public Finance Management Act. **SKILLS**: Computer Literacy, Conflict Management, Communications (verbal and written) report skills, organizing and planning, initiative and good interpersonal relationship. Must have analytical skills, the ability to work independently and/or with little supervision and under pressure. Ability to handle conflict. Willingness to travel and work irregular hours. Must be computer literate (Microsoft, Excel and Power Point). Must have good Presentation skills Ability to work under pressure and long hours. OR Grade 12 certificate or equivalent plus 5 ten (10) years relevant working experience in operating licenses and permits administration, or with public transport services operators and provincial regulatory entity, transport planning, legislation and policy environment. A code 08 Drivers/EB driving license. Knowledge: Knowledge of National Land Transport Act, Act 5 2009 and its regulations. Knowledge of White Paper on National Transport Policy. Understanding of Provincial Regulatory Entity procedure manual. Knowledge of Public Service Act, Public Service Regulations. Understanding of Public Finance Management Act. **SKILLS**: Computer Literacy, Conflict Management, Communications (verbal and written) report skills, organizing and planning, initiative and good interpersonal relationship. Must have analytical skills, the ability to work independently and/or with little supervision and under pressure. Ability to handle conflict. Willingness to travel and work irregular hours. Must be computer literate (Microsoft, Excel and Power Point). Must have good Presentation skills Ability to work under pressure and long hours.

**DUTIES**

Supervise the operating licenses administration processes, coordinate and consolidate monthly and quarterly reports. Serve as an interface between district office and public transport operators and general public. Supervise output/performance of the district staff. Offer secretarial services to Provincial Regulatory Entity (PRE). Coordinate and facilitate PRE activities. Participate in the District and Local Municipalities transport forums. Liaise with external and internal stakeholders in the public transport fraternity. Manage key performance responsibilities of the managed. OR: Supervise the operating licenses administration processes, coordinate and consolidate monthly and quarterly reports. Serve as an interface between district office and public transport operators and general public. Supervise output/performance of the district staff. Offer secretarial services to Provincial Regulatory Entity (PRE). Coordinate and facilitate
PRE activities. Participate in the District and Local Municipalities transport forums. Liaise with external and internal stakeholders in the public transport fraternity. Manage key performance responsibilities of the managed.

ENQUIRIES: Mr. P.J Thaga, Tel No: (018) 200 8074

POST 29/77: ARTISAN (SPECIALISED PRODUCTION) REF NO: 08/2018/19 (X3 POSTS)
This is a re-advertisement; candidates who previously applied are encouraged to reapply.

SALARY: R269 931 per annum (OSD)
CENTRE: Brits (X1 Post)
Rustenburg (X2 Posts)

REQUIREMENTS:

DUTIES:
Attend to all aspects of technical design, Production, operation and maintenance activities. Perform technical services. Administer the utilisation of District fleet. Administer motor accidents. Provide technical services and support in conjunction with associates in field, workshop and technical office activities. Conduct quality assurance in line with specifications.

ENQUIRIES: MS. R.H Diale, Tel No: (014) 523 5727

POST 29/78: HEAVY DUTY DRIVER REF NO: 09/2018/19
This is a re-advertisement; candidates who previously applied are encouraged to reapply.

SALARY: R136 800 per annum (SL 04)
CENTRE: Dr Kenneth Kaunda Government Garage

REQUIREMENTS:
Abet (Grade 10) plus 5 – 10 years experience in a heavy duty field. Valid unendorsed heavy duty drivers license (EC1 or EC) preferably with PDP for goods. Knowledge: Knowledge of transport policies, inter alia transport circular No 4 of 2000 and working procedures in respect of working environment. Skills: Excellent Communication skills. People orientated. Ability to work under pressure and long hours. Knowledge of customer care.

DUTIES:
Transporting state vehicles to and from various merchants and collect those as and when they have been repaired or maintained. Collect quotations and invoices from different merchants and assist with puncture repairs. Assist with driving in and around town in case of delivering mail and other officials who brought vehicles for repairs and maintenance. Assist with completing check list for loaned vehicles when being issued out and upon return. Assist during accident/breakdown recoveries. Assist during auctions preparations. Assist with the completion of log-sheet returns and conveying vehicles to fitment centres for maintenance. Ensuring cleanliness of state owned vehicles at all times. Ensuring roadworthiness and checking license discs if they have not expired. Being posted in standby functions. Adhere to customer care. Render driving services including as well as chauffeur service to Provincial/Department’s clients.

ENQUIRIES: Mr. H. Strobl, Tel No: (018) 200 8143
OFFICE OF THE PREMIER

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

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

CLOSING DATE: 10 August 2018

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

MANAGEMENT ECHELON

POST 29/79: CHIEF DIRECTOR: INTEGRITY MANAGEMENT REF NO: NWOoP/19/07/01
Job Purpose: To coordinate the implementation of Anti-Corruption Programme of action and Security Management Services.

SALARY: R1 127 334 per annum (all-inclusive package Level 14)
CENTRE: Provincial Office, Mmabatho
REQUIREMENTS: Appropriate bachelor’s degree and/ or equivalent (NQF level and Credits) and extensive experience in anti-corruption, fraud investigations and security management services of which five years must be at a senior managerial level. Extensive knowledge and understanding of Public Service prescripts on anti-corruption, fraud and security management. Competencies: Strategic capability and leadership, Programme and project management, Financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.


ENQUIRIES: Mr. B Chuma, Tel No: (018) 388 3099

POST 29/80: CHIEF DIRECTOR: SERVICE DELIVERY MONITORING AND INTERVENTION REF NO: NWOoP/19/07/02
Job Purpose: To manage and facilitate service delivery monitoring support programmes and interventions.

SALARY: R1 127 334 per annum (all-inclusive package Level 14)
CENTRE: Provincial Office, Mmabatho
REQUIREMENTS: A bachelor’s degree in Public Management/Public Administration or related field of study and/ or equivalent (NQF level and Credits). Extensive relevant experience in service delivery interventions of which five years must be at senior management level. Extensive knowledge and understanding of Public Service prescripts and knowledge of the community development programme in the public service will
serve as an added advantage. Competencies: Strategic capability and leadership, Programme and project management, Financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.


**ENQUIRIES**: Mr. T.J. Mawelela, Tel No: (018) 388 2696

**POST 29/81**: CHIEF DIRECTOR: EXECUTIVE SUPPORT AND STAKEHOLDER MANAGEMENT SERVICES REF NO: NWooP/19/07/03

Job Purpose: To manage the provision and implementation of the executive support and stakeholder management services.

**SALARY**: R1 127 334 per annum (all-inclusive package Level 14)

**CENTRE**: Provincial Office, Mmabatho

**REQUIREMENTS**: A bachelors degree in Public Administration/ Management and/or equivalent (NQF level and Credits). Extensive relevant experience of which five years must be at senior management level. Sound knowledge and understanding of Intergovernmental Relations prescripts. Competencies: Competencies: Strategic capability and leadership, Programme and project management, Financial management, Change management, Knowledge management, Problem solving and analysis, People Management and Empowerment, Client orientation and customer focus and Communication.

**DUTIES**: Management and coordination of stakeholder management programme. Manage provision of administrative and secretariat support services to the Provincial Executive Council. Manage provision of administrative support services to the Director-General. Oversee the management and coordination of the International Relations and Intergovernmental Relations programmes. Management of the Chief Directorate.

**ENQUIRIES**: Mr. S. V. W Mbulawa Tel No: (018) 388 1596

**OTHER POST**

**POST 29/82**: GEOGRAPHICAL INFORMATION SCIENCES (GISc) TECHNICIAN REF NO: NWooP/19/07/04

**SALARY**: R380 364 - R448 035 per annum (OSD Grade C)

**CENTRE**: Provincial Office, Mmabatho

**REQUIREMENTS**: Bachelor’s degree in Geographical Information Science and Remote Sensing/Geo-informatics and/or equivalent (NQF level and Credits). 3 year post qualification Technical (GISc) experience. 3 – 5 years relevant and remote sensing (particularly image analysis and change detection) experience. Strong remote sensing and GIS analysis capabilities are highly desirable. Compulsory registration with SAGC as a GISc Technician (Valid proof of registration must be attached to the application) and a valid driver’s license.

**DUTIES**: Source spatial information from data custodians. Capture spatial information using various methods (on-screen digitizing; field collections; etc.). Develop and maintain spatial databases. Clean, edit and convert spatial information from various formats and sources. Perform data manipulation according to map and information requirements. Create and modify maps, graphs, diagrams, or other visual representations of geographic data. Perform innovative provincial spatial analysis and produce reports. Keep up with the technology developments in the GIS industry and give advice on the latest technologies. Coordinate/liaise with provincial departments and municipalities regarding spatial data collection, update and the development of the PSDF. Coordinate and promote the use of spatial information in Office of the Premier and the Province at large.

**ENQUIRIES**: Mr. U Kraak, Tel No: 018 -3885732
ANNEXURE S

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

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

CLOSING DATE: 06 August 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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.

OTHER POSTS

POST 29/83: SENIOR AGRICULTURAL ADVISOR: CENTRAL KAROO, REF NO: AGR 2018-39

SALARY: R356 289 per annum (Level 09)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: 4-year BSc Agri Degree, B Agri Management (Honours) or equivalent qualification within agricultural field; A minimum of 3 years’ experience in agricultural extension; Registration with the South African Council for Natural Scientific Professions (SACNASP) or present proof that such application has been lodged with the respective body; A valid code B driving licence. Recommendations: Experience in crops and vegetable production economics. Competencies: Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Problem solving skills; Time management; Project management practices; Proven computer literacy in MS Offices packages.

DUTIES: Responsible for specialised advice in mainly agricultural economics and management principles to farmers; Responsible for specialised inputs to business plans and project developments as well as project evaluation and monitoring; Responsible for farm assessments, farm plans and potential studies; Responsible for adaptive and demonstrative research projects in field of specialization; Responsible for training and development of farmers and colleagues; Extension and advisory services to all farmers.

ENQUIRIES: Mr F Mpona at (021) 415 3134

POST 29/84: LECTURER (COMPUTER TECHNOLOGY): BUSINESS SCIENCE, REF NO: AGR 2018-41

SALARY: R299 709 per annum (Level 08)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: An appropriate 4-year B- Degree; Experience in Education and Training; A valid code B driving licence. Recommendations: Required skills to do ICT equipment maintenance. Competencies: Proven knowledge within the computer technology field; Proven computer literacy; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Leadership, planning and organising skills, High levels of assertiveness and professionalism.

DUTIES: Prepare lesson plans and present practical, theoretical and/or short courses; Renewal and development of course material and study guides; Assessment of students; Administrative responsibility; To maintain the computer laboratories and lecture halls; Keep abreast of the applicable prescripts, policies, procedures, technologies and new developments in the subject field.

ENQUIRIES: Ms A Valentyn at (021) 808 5455
POST 29/85: ADMINISTRATION CLERK: VET LAB SERVICES: QUALITY CONTROL, REF NO: AGR 2018-40

SALARY: R163 563 per annum (Level 05)
CENTRE: Department of Agriculture, Western Cape Government
REQUIREMENTS: Senior Certificate (Grade 12). Recommendations: Previous experience working on a LIMS system (Laboratory Information Management System) is essential preferably labware LIMS; Experience in sample reception in a laboratory environment. Competencies: A good understanding of administration procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office, Excel, Outlook, Database); Organisational and planning skills; Interpersonal skills to work with external and internal clients; Ability to work independently and accurately.

DUTIES: Receive and assist clients at sample reception office; Receive biological samples such as blood, faeces and organs from clients; Contact clients to obtain missing information on submission forms; Capturing of samples registration information onto LIMS (Laboratory database system); Deliver samples to the relevant laboratory sections; Coordinate courier services for referral of samples to other laboratories; Assist with the updating of client information on the LIMS system; Assist with creating new client records on the LIMS system.

ENQUIRIES: Mr F Dreyer at (021) 887 0324

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: 06 August 2018
NOTE: Only applications submitted online will be accepted. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. 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.

MANAGEMENT ECHELON

POST 29/86: DIRECTOR: SAFETY PROMOTION AND PARTNERSHIPS, REF NO: CS 2017-28

SALARY: All-inclusive salary package of R948 174 – R1 116 918 per annum (Level 13)
CENTRE: Department of Community Safety, Western Cape Government
REQUIREMENTS: A three (3) year degree (or equivalent) on NQF 7 as recognised by the National Framework Authority; 5 years middle/ senior managerial experience; A Valid driving licence. Recommendations: A post graduate qualification in a relevant field would be advantageous. Competencies: Knowledge: Government planning cycle; Community policing; Volunteerism; Non Profit Organisations Skills; Advanced Project Management; Communication; Computer literacy; Report writing; Attributes; Initiative and willingness; Innovation; Willingness to work hard and flexible hours; Able to interact at all levels of the institution and sensitivity to management issues; Subject matter expert and creative problem solver; Analytical thinking as well as negotiating and facilitating skills; Strategic thinker, and ability to drive projects and programmes to the point of conclusion.

DUTIES: Line and People Management; Ensure good governance and compliance with all applicable legislation; Translate the strategic objectives and management plan of the department into clear and obtainable goals and objectives, and in turn, define
the purpose of the Directorate in order to link it to the departmental and provincial strategic goals; Efficiently and effectively manage people and financial resources available in pursuance of the purpose and objectives of the Directorate: Provincial Security Provisioning, whilst ensuring the promotion of sound labour relations and good financial administrative practices; Evaluate the performance/outputs of the Directorate on an ongoing basis against pre-determined targets with a focus on continual improvement and innovation; Project Management; Establish and manage Community Safety Outreach Programmes headed by the directorate in collaboration with the broader department, and sister departments; Establish and management of safety partnerships, involving the community, through various fora in order to achieve the Western Cape Government’s objectives of safety for all; Strategic Management; Prepare inputs for the strategic plan of the department, and communicate the plan to clients and staff within the directorate; Manage the transformation of service delivery and alignment of provincial national priorities; Establish broad client involvement and communicate the status of key objectives; Develop, implement and review provincial and departmental policies, as well as provide input to national policies.

ENQUIRIES

NOTE

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS

CLOSING DATE

NOTE

POST 29/87

ASSISTANT DIRECTOR: HERITAGE RESOURCE MANAGEMENT SERVICES

REF NO: CAS 2018-24

SALARY

CENTRE

REQUIREMENTS

DUTIES

ENQUIRIES

NOTE

Candidates who previously applied need not re-apply)

Candidates who previously applied need not re-apply)

Candidates who previously applied need not re-apply)
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: 06 August 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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.

OTHER POSTS


SALARY: Grade A: R256 815 - R285 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: An appropriate 3-year National Diploma/B-Degree in Environmental Management/ Natural or Physical Sciences; A valid driving licence (Code B). Recommendations: Environmental pollution/ Air Quality Management experience or training; Air quality monitoring/ management planning experience or training; Compliance monitoring and enforcement experience or training; Environmental impact assessments training or experience. Competencies: Knowledge of the following: Air quality/ Pollution Management/ Environmental Management; Implementation of specific projects related to pollution management; specifically air quality management; Compliance monitoring and enforcement or related environmental impact assessment; Administrative or related functions; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Strong report writing skills; Proven computer literacy in Word, Excel and PowerPoint; Planning and organisational skills; Ability to meet strict deadlines.

DUTIES: Contribute towards the development and administration of Air Quality Management systems and policies; Provide technical inputs and subject specific comment on air quality regulatory services/ management planning; Contribute towards the development and implementation of specific projects, particularly relating to air quality/ environmental pollution/ environmental management; Provide support with regards to compliance monitoring and enforcement as it relates to air quality/ environmental pollution management; Provide assistance with administrative and related functions.

ENQUIRIES: Dr J Leaner at (021) 483 2888

POST 29/89: GISC TECHNICIAN (PRODUCTION LEVEL): SPATIAL INFORMATION REF NO: EADP 2018-26

SALARY: Grade A: R293 652 – R314 853 per annum
Grade B: R334 179 – R360 240 per annum
Grade C: R380 364 – R448 035 per annum (OSD as prescribed).

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

REQUIREMENTS: 3-year National Diploma in GISc, Cartography or relevant qualification; Compulsory registration with the South African Geomatics Council (previously PLATO) as a GISc Technician or proof that application for registration was already submitted; A valid driving licence (Code B). Recommendations: Comprehensive knowledge of Geographical Information Systems (GIS), specifically ESRI products; Cartographic and presentation experience. Competencies: Knowledge of the following: Legislative knowledge pertaining to spatial data; Geographical
Information Systems (GIS), specifically the latest versions of ESRI products; technical GIS (knowledge regarding projections, data formats, geodatabases); Project Management; Legislation, policies, and standards pertaining to spatial data; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape including presentation skills; Excellent report writing skills; Problem solving skills; Investigation and research skills. Proven computer literacy in the MS Office suite (specific mention of MS Excel, MS Access required); Cartographic skills; Research skills.

**DUTIES**: Perform technical GISc activities; Maintain GIS Unit effectiveness; People Management; Functional requirement analysis; Converting and analysis of spatial data; Investigate and research new technology developments in the spatial information environment.

**ENQUIRIES**: Mr Andre Van Der Merwe at (021) 483 3499

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**DEPARTMENT OF HEALTH**

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

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

**MANAGEMENT ECHELON**

**POST 29/90**: DIRECTOR: HEALTH IMPACT ASSESSMENT

(With specific focus on knowledge generation, management and organisational learning)

Directorate: Health Impact Assessment

Purpose: This is a senior management position in the Strategic Support Services of the Department primarily involving the following: To lead the HIA Directorate to establish systems and processes to manage public health intelligence (including surveillance, information, evidence and its interpretation and analysis), information the priority setting process, measure the impact of interventions on the whole system and the health outcomes of the population.

**SALARY**: R948 174 per annum

**CENTRE**: Head Office, Cape Town

**REQUIREMENTS**: An appropriate qualification (NQF 7) in a health-related field plus 5 years of experience at a middle management/senior management level. Experience: 5 years’ minimum appropriate managerial experience in the health sector, preferably in the public health services and/or health programmes in the state or NGO environment. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Ability to travel to the districts and nationally if required. Positive attitude and ethical values. Competencies (knowledge/skills): Computer literacy and good writing skills. Strong leadership, managerial, organisational, strategic, interpersonal, communication operational and contingency planning skills. Independent decision-making and problem solving skills. Extensive knowledge of applicable legislation, regulations, national and provincial policies. Extensive knowledge of health systems and health system resilience strategies. Extensive knowledge of priority health programmes. Ability to work well with other role players inside and external to the Department. Extensive insights into disease surveillance and the monitoring and evaluation of health systems and programmes. Extensive insights and/or experience in knowledge management and information management systems. Insights into research and its translation into policy and practice. Recommendation: A post graduate qualification in public health.

**DUTIES**: Ensure the development of disease surveillance programmes. Co-ordinate health services and systems research and facilitate its translation to policy and practice within the department where appropriate. Determine the effectiveness and impact of Health Programmes, Services and Systems on population health. Coordinate and strengthen the capacity to undertake programme, service and system evaluations within the Department. Develop knowledge management and an
organisational learning approach. Manage the unit with due regard to corporate policies. Manage the interface between the Directorate and range of partners including HEIs, and other agencies. Develop and maintain an efficient, compliant information architecture, data governance structure and provincial health data centre that is responsive to the Information needs of the Department. Provide technical support to and inform the priority setting process within the Department. Manage the envisaged transition of the HIA directorate into a new unit which will incorporate epidemiology, surveillance, evaluation, health research and information and knowledge management (including the data centre) (but not quality assurance, occupational health and safety or infection prevention and control.) Oversee the management of public health registrars in the Department in collaboration with the HEIs.

**ENQUIRIES**

Dr K Vallabhjee, Tel No: (021) 483-6865 / Krish.Vallabhjee@westerncape.gov.za

**APPLICATIONS**

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

**NOTE**

Manage the envisaged transition, over the next year, of the HIA directorate into a new unit which will incorporate epidemiology, surveillance, evaluation, health research and information and knowledge management (but not quality assurance, occupational health and safety or infection prevention and control). No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of the interview.

**CLOSING DATE**

03 August 2018

**POST 29/91**

**DIRECTOR: PROFESSIONAL SUPPORT SERVICES**

Directorate: Professional Support Services

Purpose: The Directorate is to provide assurance that the Department is ensuring and/or providing good quality health services in keeping with the national and provincial standards and that risks are adequately identified, assessed and mitigated.

**SALARY**

R948 174 per annum

**CENTRE**

Head Office, Cape Town

**REQUIREMENTS**


**DUTIES**

Manage the regulation of private health care, community mental health care facilities and ambulance services in terms of licensing and the inspections thereof. Manage all aspects of medico-legal litigation and claims against the Department. Strategic role in occupational health with the development of policies, protocols and implementation support within the legislative parameters. This includes support and coordination across the Department of the Safety, Health, Environment, Risk and Quality (SHERQ) policy implementation. Manage unit with due regard to corporate policies. Fulfil a leadership role in the transition processes in the Department towards Healthcare 2030.

**ENQUIRIES**

Dr K Vallabhjee, Tel No: (021) 483-6865 / Krish.Vallabhjee@westerncape.gov.za

**APPLICATIONS**

Applications are submitted online via www.westerncape.gov.za/health-jobs
The Department is in transition towards a reconfigured architecture. The Directorate: PSS will reconfigure to a focus on Quality and Risk Assurance. This will include: Coordination of Quality Assurance and Improvement that includes Infection Prevention & Control (IPC); Occupational Health and Safety (OHS); Clinical & non-clinical risk management and support compliance with National Core Standards and Ideal Clinic Standards. Co-ordination and support for the development of Risk Assurance within the Department. No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of the interview.

CLOSING DATE: 03 August 2018

OTHER POSTS

POST 29/92: HEAD CLINICAL UNIT (MEDICAL) (RHEUMATOLOGY)

SALARY: R1 643 352 per annum (A portion of the package can be structured according to the individual’s personal needs)

CENTRE: Tygerberg Hospital, Parow Valley (This is a joint staff appointment with the SU-FMHS)

REQUIREMENTS: Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Rheumatology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist Rheumatology. Experience: A minimum of 3 years’ appropriate experience after registration with the HPCSA as Medical Specialist in Rheumatology. Inherent requirement of the job: Availability to work afterhours. Competencies (knowledge/skills): Ability to effectively function as a senior specialist managing staff in the wards, clinics and operate within the Departmental organisation and rules. Knowledge of Rheumatology at the level of Head of Clinical Unit. Dedication to patient care and to maintain professional integrity. Can function well within a team and the Department, effective communication with all categories of staff as well as students. Active participation in under- and post-graduate teaching and training programmes. Participation in administrative functions pertaining to the position. Ability to keep neat and complete records.

DUTIES: Overall strategic leadership of the division, giving expression to its vision of becoming a world-class centre for training, research and innovation. Clinical service delivery and transformation: Provide Clinical Leadership through effective and efficient clinical service provision, management, and outreach and support. Ensure and maintain organizational strategic capacity and synergy by improving service delivery and quality of service to stakeholders. Clinical Governance and Quality Assurance: Embed good governance and values-driven leadership practices through the establishment of specific targeted governance, and quality assurance initiatives within the division. Corporate Governance which includes ensuring sound people management and a capacitated human resource. Manage the Division within allocated budget. Faculty Responsibilities by Providing academic leadership and management as the Head of the Division, develop, and coordinate teaching programs in the Division, engage and supervise in research in the Division, Serving on University and external committees.

ENQUIRIES: Prof M R Moosa, Tel. No: (021) 938-9044 or Dr R Mistry, Tel. No: (021) 938-6267

APPLICATIONS: The Director: Peoples Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION NOTE: Ms C Dawood

CLOSING DATE: 03 August 2018

POST 29/93: SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (X2 POSTS)

Directorate: Financial Accounting

SALARY: R299 709 per annum

CENTRE: Head Office, Cape Town

REQUIREMENTS: Minimum educational qualification: A 3-year B-Degree qualification in Accounting/Auditing; A minimum of 3 years audit experience in an
accounting/auditing environment with extensive experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post. Experience: Appropriate experience in an accounting environment and preparation of financial statements. Knowledge of BAS, LOGIS and support systems will be an added advantage. Inherent requirement of the job: Valid Code (B/EB) driver’s licence and willingness to travel. Competencies (knowledge/skills): Extensive knowledge of the compilation of Financial Statements. Advanced computer literacy in Microsoft Office applications (Excel spread sheets, report writing and drafting of Word documents, MS PowerPoint presentations). Analytical and presentation skills. Knowledge of accounting principles and Accrual Accounting. Knowledge of Modified Cash Standard (MCS) and/or Generally Recognised Accounting Practice (GRAP) Standards and/or International Financial Reporting Standards (IFRS). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape.

**DUTIES**


**ENQUIRIES**

Ms LA Mars, Tel No: (021) 483-4209

**APPLICATIONS**

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

**NOTE**

Short-listed candidates may be required to do a computer literacy test and presentation as part of the evaluation process.

**CLOSING DATE**

03 August 2018

**POST 29/94**

**PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING)**

West Coast District

**SALARY**

Grade 1: R241 908 per annum
Grade 2: R297 516 per annum
Grade 3: R362 559 per annum

**CENTRE**

Swartland Sub-district Primary Health Care (Stationed at Malmesbury CDC)

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of registration for 2018. Experience: Grade 1: None after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 3: A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after-hours, travel and meet operational requirements. Valid (Code B/EB) driver’s licence. Ability to work in a team across service platforms. Competencies (knowledge/skills): Excellent communication with community and other stakeholders’ engagement and facilitation skills. Knowledge of relevant legislation, policies including Health Care 2030, Sustainable Development Goals, 1st 1000 days. Excellent planning and organisational skills in Community Health Care, programs and services. Excellent computer literacy in Microsoft office programs. Ability to communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

External interface management by planning, coordination and implementation of wellness initiatives and interventions with support from internal stakeholders to implement community orientated primary care. Inter-sectoral interface management with strong organisational linkages and partnerships with outside stakeholders, sectors, departments, NGOs and community structures. Lead and co-ordinate scheduled wellness activities for men, women, adolescents, and youth with a focus on the 1st 1000 Days initiative towards building healthy communities.
Coordinate wellness activities in the specific communities with a focus on Western Cape on Wellness (WoW!) to support an integrated approach in managing chronic conditions e.g. diabetes, hypertension, TB, HIV, mental health. Coordinate and support the collection, collation, interpreting of health data for reporting, monitoring and evaluation purposes.

ENQUIRIES: Ms H van der Westhuizen, Tel No: (022) 482-2729
APPLICATIONS: The Director: West Coast District Office, Private Bag X15, Malmesbury, 7300 or PG Nelson Street, Malmesbury.
FOR ATTENTION: Mr E Sass
NOTE: No payment of any kind is required when applying for this post. A detailed CV indicating your relevant work experience is required. Shortlisted candidates will be required to do a practical computer exercise.

CLOSING DATE: 03 August 2018

POST 29/95: ARTISAN PRODUCTION GRADE A TO C (AIR CONDITIONING/REFRIGERATION)
Directorate: Engineering and Technical Support Services

SALARY:
Grade A: R179 523 per annum
Grade B: R211 464 per annum
Grade C: R246 870 per annum

CENTRE:
Head Office based at Bellville Mobile Workshop

REQUIREMENTS:
Minimum educational qualification: Appropriate Trade Test Certificate. Experience:
Grade A: No experience required.
Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate.
Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate.
Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Perform standby duties when necessary. The successful candidate will be required to register with the South African Qualification and Certification Committee as an Authorised Practitioner: Air Conditioning and Refrigeration Gas. Competencies (knowledge/skills): Conversance with the requirements of the Occupational Health and Safety Act (Act 85 of 1993). Ability to do welding work.

DUTIES:
Repair and maintenance of air-conditioning and refrigeration systems including screw chillers, refrigerators, air ducts, coils, compression and reciprocating plants. Inspect equipment and installations. Assist Artisan Foreman with administration, planning and schedules. Control over tools and materials. Training and develop staff. It would be required of the officer to learn and comply with in-house systems and procedures.

ENQUIRIES: L Semono/K Mathews, Tel No: (021) 918-1382/1560
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to do a competency test.
CLOSING DATE: 03 August 2018

POST 29/96: ARTISAN PRODUCTION GRADE A TO C (ELECTRICAL)

SALARY:
Grade A: R179 523 per annum
Grade B: R211 464 per annum
Grade C: R246 870 per annum

CENTRE:
Tygerberg Hospital, Parow Valley

REQUIREMENTS:
Minimum educational requirements: Appropriate Trade Test Certificate. Experience:
Grade A: No experience required.
Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate.
Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate.
Inherent requirements of the job: Valid driver’s license. Physically fit to perform duties. Work overtime should the need arise, day or night and standby duties. Competencies (knowledge and skills): The ability to communicate in at least two of the three official languages of the Western Cape. Conversant with the requirements of the Machinery and OHS Act. (Act 85). Ability to fault-find and repair down to
component level. Competent with hands-on practical work experience. Wireman’s licence. Knowledge sans 10142.

**DUTIES**
Perform administrative and related functions with regard to workshop, control over equipment, tools, plant and materials. Ensure quality assurance on all maintenance and repair work performed, keep register of all work done and keep control of job cards. Provide in-service training to subordinates and manage the performance of staff. Compile and submit reports as required and provide input on the operational plan of the workshop. Assist with Supervision of the workshop staff, perform related administrative duties and mentor technical staff in the application of new technologies and procedures. Assist the Foreman in ordering, procurement and control of maintenance material and equipment. Assist on all maintenance and repairs on electrical equipment and or related equipment and with the execution of engineering projects.

**ENQUIRIES**
Mr S Edwards-Medd: Tel No: 021 938 4237

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

**NOTE**
No payment of any kind is required when applying for this post. Shortlisted candidates may be required to complete a practical test.

**CLOSING DATE**
03 August 2018

**POST 29/97**
ADMINISTRATIVE OFFICER: SUPPORT SERVICES
West Coast District

**SALARY**
R242 475 per annum

**CENTRE**
Vredendal Hospital

**REQUIREMENTS**
Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience and knowledge of support services with reference to facility management and supervision. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work extra hours and be on standby duties. Competencies (knowledge/skills): Advanced computer literacy (MS Word and Excel). Good written and communication skills in at least two of the three official languages of the Western Cape. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills.

**DUTIES**
Effectively manage and supervise staff for the support sections, including household staff, food services, telecommunication, porter services, laundry, transport section, registry, messenger service, workshop and out-sourced contractors. Responsible for the effective and efficient rendering of porters and helpdesk coordination, burial/bereavement services and security management. Effective and efficient management of the Registry Section according to Policy. Effective Contract Management of all out-sourced firms operating at Hospital and Clinics. Effective Human Resource functions of Support Services section’s staff, discipline and provide support to facility Manager (HRM).

**ENQUIRIES**
Mr MT Julius, Tel No: (027) 213-2039

**APPLICATIONS**
The Manager: Medical Services, Vredendal Hospital, Private Bag X21, Vredendal, 8160.

**FOR ATTENTION**
Ms ME Tangayi

**NOTE**
No payment of any kind is required when applying for this post. A practical test may form part of the interview process.

**CLOSING DATE**
10 August 2018

**POST 29/98**
ADMINISTRATION CLERK: INFORMATION MANAGEMENT AND TECHNOLOGY (IT HARDWARE)

**SALARY**
R163 563 per annum

**CENTRE**
Tygerberg Hospital, Parow Valley

**REQUIREMENTS**
Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience. Competencies (knowledge and skills): Knowledge of hardware and data management software policies and procedures. Ability to train and teach personnel in the use of IT equipment. Computer literacy (Windows, Word and Excel). Knowledge of IT hardware, configurations, network, printer drivers and their properties.
DUTIES: Check correct completion of DITCOM forms, update DITCOM register and log calls with IT helpdesk when necessary. Assist with the planning, configuration and roll out of computer hardware. Set up Windows printing and sharing of printers. Assist with inventory information. Update records of condemned IT Hardware. Assist with the requisitioning of IT Hardware.

ENQUIRIES: Mr S Right, Tel No: (021) 938-6712

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

NOTE: Shortlisted candidates must be prepared to do a test as part of the evaluation process.

CLOSING DATE: 10 August 2018

DEPARTMENT OF LOCAL GOVERNMENT

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

CLOSING DATE: 06 August 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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.

OTHER POST

POST 29/99: ASSISTANT DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 2018-29 (X3 POSTS)

SALARY: R356 289 per annum (Level 09)

CENTRE: Department of Local Government, Western Cape Government

REQUIREMENTS: A 3-year National Diploma/B-Degree in Town Planning or Public Management or Development studies; A minimum of 3 years’ relevant experience in development planning or local government planning; Basic financial management qualification; A valid code B driving licence. Recommendations: GIS skills and experience. Competencies: Basic financial management; Computer literacy (MS Office package); Skills: Problem solving, analytical thinking, presentation and facilitating; Communication (written and verbal) in at least two of the official languages in the Western Cape.

DUTIES: Assessing the quality of Integrated Development Plans; Monitor and report on annual integrated development planning, review and implementation, including on-site consultation with municipalities; Provide support to individual municipalities with drafting and reviewing of IDP’s; Assist with the coordination and monitoring of sector planning mechanisms for alignment and integration of municipal, provincial and national programmes; Provide capacity-building in integrated development planning to municipalities with area based planning; Assist with the preparation and management of project plans, and prepare monthly/quarterly performance review; Maintain an integrated development planning document database in paper format and electronic media that is accessible to all three spheres of government; Prepare and manage sub-directorate budgets; Spatial mapping and GIS.

ENQUIRIES: Mr W Carelse at (021) 483 2859

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: 06 August 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. Please ensure that you submit your application before the
closing date as no late applications will be considered. 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.

MANAGEMENT ECHELON

**POST 29/100**

**CHIEF DIRECTOR: CONNECTED GOVERNMENT AND INFRASTRUCTURE SERVICES, REF NO: DOTP 2018-79**

**SALARY**

R1 127 334 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS).

**CENTRE**

Department of The Premier, Western Cape Government

**REQUIREMENTS**

Relevant B Degree or equivalent on NQF level 7 as recognised by SAQA; and Minimum of 6 years’ experience at senior managerial level within the IT environment. Recommendations: Post graduate qualification in the fields of ICT Engineering or Computer Science would be advantageous. Competencies: Knowledge: Understanding of technology directions, trends, and strategic business impact of key business and IT initiatives; Expert knowledge of the Open Systems Interconnection (OSI) model which includes knowledge of network transmission technologies and knowledge of routing technologies; Knowledge of network service commissioning activities; Knowledge of voice services technologies; Knowledge of Internet Services including the network architecture and Internet application services; Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security / Infrastructure and networks / Architecture and frameworks; Knowledge of the human resources management function; Knowledge of financial and supply chain management processes; Knowledge of strategic and project management; Knowledge of provincial policy development processes; Knowledge of the strategies and policies of the government of the day; Knowledge of strategy development, strategy management and strategy monitoring and review processes; and Project management. Skills: Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using leading-edge technology and/or diverse user systems; An ability to present and discuss technical information in a way that establishes rapport, persuades others, and gains understanding; Exceptional project management skills, including the ability to effectively deploy resources and manage multiple projects of various diverse scope in a cross-functional environment; Excellent networking and network formation skills; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong inter-personal skills; Excellent communication skills; Outstanding planning, organising and people management skills; and Computer literacy skills. Strong negotiation and service level management skills. Personal attributes: Drive enterprise objectives through ability to, predict, analyse, and manage cultural and technological changes within the organisation; Dynamic leadership ability that can develop and energise multidiscipline, high performance work teams to learn and apply new skills/techniques to business needs; A highly developed interpretive and conceptualisation / formulation ability; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; The ability to persuade and influence; and The ability to deal with a wide variety of external and internal clients.

**DUTIES**

Line Management: Strategic management, guidance and advice with regard to the roll-out of the broadband initiative. This includes the following broad areas of service delivery: Overall responsibility for the rollout of the WCG Broadband initiative in accordance with the WCG Broadband Strategy and Implementation Plan; Coordinate the roll-out of the Schools LAN Project, Manage the migration to VOIP at corporate sites; Coordinate the roll-out of Public Wifi Hotspots at WCG sites; Oversee the contract and service level management of the Broadband contract; Implement the roll-out of broadband infrastructure initiative to WCG sites; and Render transversal telecommunications services. Strategic Management of the WCG ICT infrastructure and corporate networking environment; Manage
transversal telecommunication services. Programme/project management for the broadband initiative: Manage the work effort to achieve the outcome set out in WCG Broadband strategies and policies; Assist in defining the programme objectives and reviewing these as required; Coordinate the activities of the service providers; Negotiate change of plans with service providers; Communicate to all internal and external stakeholders; Allocate resources; Monitor adherence to schedule; Responsible for ensuring that the project is delivered on time, within budget and to an agreed quality level. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate; Participate in the Branch strategic planning process; Active involvement in the development and management of the strategic and business plans for the Chief Directorate; Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined key measurable objectives and standards; Report to the Senior Executive Manager on a regular basis on the activities of the Chief Directorate; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Chief Directorate’s Business Plan; Motivate, train and guide staff within the Chief Directorate, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff within the Chief Directorate; Monitor information capacity building within the Chief Directorate; Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan for the Chief Directorate; Promote sound labour relations within the Chief Directorate; Actively manage and promote the maintenance of discipline within the Chief Directorate. Financial Management: Active participation in the budgeting process at Branch level; Preparing of the Annual and Adjustment Budgets for the Chief Directorate; Assume direct responsibility for the efficient, economic and effective control and management of the Chief Directorate’s budget and expenditure; Assume direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Chief Directorate; Report to the Programme Manager on all aspects of the Chief Directorate’s finances; Perform diligently all duties assigned by the Programme Manager; Assume overall responsibility for the management, maintenance and safekeeping of the Chief Directorate’s assets; and Ensure that full and proper records of the financial affairs of the Chief Directorate are kept in accordance with any prescribed norms and standards. Clients and Stakeholder Liaison: Provincial Cabinet; Provincial Parliament; Director-General and PTM; Provincial departments; National Departments and agencies e.g. State Information Technology Agency (SITA) and other departments/provincial administrations; Department of Public Service and Administration; Auditor General of South Africa; Academic and research institutions; Private sector organisations and NGO’s; Local Municipalities.

ENQUIRIES: Mr C Solomons at (021) 483 4439

OTHER POSTS

POST 29/101: SERVICE MANAGER: HEALTH AND SOCIAL DEVELOPMENT, REF NO: DOTP 2018-69

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); A minimum of 6 years’ experience in the ICT Service Management field of which 3 years must be management experience; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of the following: Public Service Acts, policies and regulations; ICT Training, Infrastructure and Security; HR matters; Finance; Business and Systems analysis; Technical standards and procedures; Project Management; Strategic Planning and co-ordination skills; Excellent communication (verbal and written) skills in at least two of the three official languages of the Western Cape.
DUTIES: Manage a team of professionals and service providers, directly or indirectly, that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating client services; Provide inputs on to the development and planning of provincial ICT policy and strategy; Maintain Departmental MSP; Manages data-modelling; Act as e-Government champion; Co-ordinates all aspects of e-Government service delivery and operational support; Develop and manage appropriate departmental service level agreements and contracts; Manage client services; Provide inputs into the budget and fiscal process; Member of the component’s management team. Strategic Management; Human Resource Management; Financial Management.

ENQUIRIES: Mr L. Benting Tel No: (021) 483 8941


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: None.

Competencies: Advanced knowledge of ICT network service management principles and procedures; Knowledge of WAN and LAN architecture and systems; Planning, analytical and communication skills; Advanced knowledge of IT SLA interpretation and execution.

DUTIES: Manage a team of professionals and service providers that perform and deliver services to clients. Responsible for monitoring and managing broadband service levels against agreed Service Level Agreements (SLA's); Responsible for administration, reporting and governance; Provide strategic management, Human Resource Management as well a Financial Management.

ENQUIRIES: Mr L. Lategan Tel No: (021) 483 6978/ 815 8391

POST 29/103: TECHNOLOGY MANAGER: CONNECTED GOVERNMENT BUILDINGS AND SCHOOLS REF NO: DOTP 2018-81

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); A minimum of 6 years’ technical experience in an ICT enabled environment (3 years must be on management level); A valid code B driving licence. Recommendations WAN architecture experience; VOIP architecture experience; Project management experience (large projects); Cisco CCNA; Windows and Linux server experience.

Competencies: Knowledge of the following: VOIP architecture and systems; Cisco products as well as Windows and Linux environments; ICT training, security, LAN and WAN architecture, infrastructure, technical standards and procedures; Project management; Business and systems analysis; Financial management and team leadership; Analytical skills; Communication (verbal and written) skills in at least two of the official languages of the Western Cape.

DUTIES: Manage a team of professional and service providers that perform and deliver services to clients; Maintain technical architectures for the department. Manage data administration and enterprise application integration; Continuously define and review the purpose, objectives and priorities of the component; Active involvement in the development and management of strategic and business plans for the component; Financial and human resource management; Project management and overseeing of project administration.

ENQUIRIES: Mr L. Lategan at (021) 483 6978 or (021) 815 8391

POST 29/104: DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DOTP 2018-86

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) majoring in Accounting and Auditing; A minimum of 3 years’ management experience in
internal auditing or similar environment. Recommendations: Registration as a Certified Internal Auditor (CIA) or Certification in Control Self-Assessment (CCSA)/Certified Government Auditing professionals; A valid driving licence. Competencies: Knowledge of the following: Audit practices; Strategic Planning and Management; Engagement Planning and Execution; Reporting and Progress Monitoring; International Standards for the Professional Practice of Internal Auditing (ISPPA); Governance principles; Risk Management; Internal Control System; Analytical thinking; Client focus; Continuous learning; Interactive communication; Relevant legislation, policies and procedures; Communication (written and verbal) skills in at least two of the three official languages of the Western.

DUTIES: Develop an approved risk based rolling 3 year strategic and 1-year operational plan for the allocated provincial departments and/or public entities, including resource allocation; Develop engagement work program which includes control adequacy assessment and test procedures; Ensure quality on the entire audit process and delivery of the operation plans in line with stringent deadlines; Preparation and presentation of final report to executive management; Maintenance of good client relations and effective management; Effective scheduling of staff and monitoring productivity levels.

ENQUIRIES: Mr S Malan at (021) 483 9962

POST 29/105: DEPUTY DIRECTOR: INTERNAL AUDIT (QUALITY ASSURANCE) REF NO: DOTP 2018-88

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) majoring in Accounting and Auditing; A minimum of 3 years’ management experience in Internal Auditing or similar environment. Recommendations: Completion of the following training courses through the Institute of Internal Auditors (SA): Performing and effective Quality Assessment; Building a sustainable Quality Programme; Registration as a Certified Internal Auditor (CIA) or Certification in Control Self-Assessment CCSA)/Certified Government Auditing professionals. Competencies: Knowledge of the following: Information gathering; Interactive communication; Analytical thinking; Client focus; Internal Standards for the Professional Practice of Internal Auditing (Standards); Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

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

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


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); A minimum of 5 years’ experience in the ICT Service Management field of which 3 years must be management experience; A valid code B driving licence. Recommendations: Experience in an ICT skills development environment; Project Management experience; Experience of annual and adjustment budget preparation; Annual, quarterly and monthly expenditure reporting; Procurement
processes; Asset Management; People Management experience; Working knowledge and experience of e-learning/ digital learning methodologies and practices; Working knowledge and experience of a Learning Management System (LMS). Competencies: Knowledge of the following: Public Service Acts, policies and regulations; ICT Training, Infrastructure and Security; HR matters; Finance; Business and Systems analysis; Technical standards and procedures; Project Management; Policy formulation; Financial Management; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Change and Diversity Management; Exceptional creativity is required to develop completely new methods/ policy/ strategy/ understanding and thought leadership; Adaptability to meet goals of the organisation.

DUTIES:
Manage a team of professionals and service providers, that needs to perform and deliver services in accordance with the approved requirements and prioritised needs relating client services; Ensure quality control; Ensure that the expense structure remains within the budgets allocated to the department for information technology by tracking expenditure; Ensure effective Capacity Management and planning to meet business demands relating to services; Liaison with client departments; Provide inputs on the development and understanding of ICT policy and strategy; Provide input into the budget and fiscal processes; Manage data-modelling; Develop and manage appropriate departmental service level agreements and contracts; Strategic Management; Human Resource Management and Financial Management.

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

POST 29/107:
FORENSIC CONSULTANT: FORENSIC INVESTIGATIONS (CLUSTER B) REF NO: DOTP 2018-83

SALARY:
R356 289 per annum (Level 09)

CENTRE:
Department of the Premier, Western Cape Government

REQUIREMENTS:
3-year B-Degree in Commerce/ Law/ Auditing/ Forensics with a minimum of 3 years’ experience in conducting forensic investigations; A valid Code B driving licence. Recommendations: Experience in investigations within the public sector; Qualification of B. Com Honours in Computer Forensics; Certified Fraud Examiner (CFE) or Certified Forensic Practitioners (CFP) professional designation or similar professional designation; Experience in Local Government sphere. Competencies: Analysis and fact-finding skills; Factual and legal analysis skills; Good interviewing skills and ability to take statements during investigations; Project management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES:
Planning and execution of forensic investigations and managing multiple investigations at the same time, prioritising each investigation based on facts; Conducting investigations through meticulous fact finding and evidence retrieval within allocated time frames; Drafting factual reports containing appropriate findings, recommendations and subsequent follow-up of recommendations made; Testifying in disciplinary hearings and in criminal trials; Developing and maintaining professional relationships with all stakeholders.

ENQUIRIES:
Ms D Viljoen at (021) 483 4701

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

CLOSING DATE:
06 August 2018

NOTE:
Only applications submitted online will be accepted. Please ensure that you submit your application before the closing date as no late applications will be considered. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency based assessments). The competency
assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. 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.

MANAGEMENT ECHELON

POST 29/108
CHIEF DIRECTOR: PUBLIC POLICY SERVICES REF NO: PT 2018-24

SALARY : All-inclusive salary package of R1 127 334 – R1 347 879 per annum (Level 14)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : Honour’s Degree in Economics/ Finance/ Business Administration/ Public Policy; 5 years’ senior management experience; and A valid unendorsed driving licence, or alternative mode of transport for people with disabilities. Recommendations Strong research based policy analysis and analytical ability; Proven knowledge of budget policy, economic analysis and fiscal policy application. Competencies: Working knowledge of the follow: Human Resource Management function; Financial Management processes; and Financial norms and standards (Public Finance Management Act (PFMA), Municipal Management Act (MFMA), National Treasury Regulations (NTR’s) and Provincial Treasury Instructions; Excellent communication skills; Excellent planning, organizing and people management skills; Strategic capability and leadership skills; The ability to multitask, deal with the ambiguity and manage under rapidly and changing and pressurized circumstances.

DUTIES : To provide for the effective and efficient development of revenue streams, cash and liability management; To provide for provincial economic analysis and advice that informs budget policy and the budget allocation process; and co-ordinate provincial budget policy, planning and performance; To provide for local government economic analysis and advice that informs fiscal policy and budget allocation decisions and associated remedial steps; Assist, assess and report on policy attainment across the local government sphere and introduce associated remedial steps; Oversight responsibility of the departmental public entity i.e. the Western Cape Gambling and Racing Board.

ENQUIRIES : Mr H Malila Tel No: (021) 483 6673

POST 29/109
DIRECTOR: LOCAL GOVERNMENT REVENUE AND EXPENDITURE GROUP REF NO: PT 2018-25

SALARY : All-inclusive salary package of R948 174 – R1 116 918 per annum (Level 13)
CENTRE : Provincial Treasury, Western Cape Government
REQUIREMENTS : Bachelor’s degree in Public Finance/ Accounting/ Economics or Public Policy; 5 years proven financial management experience; Valid driving licence or alternative mode of transport for people with disabilities; Proven knowledge of government expenditure and government financial systems; Knowledge of the Human resource Management functions; Knowledge of the Financial Management processes; Knowledge of Financial norms and standards (Public Finance Management Act and Municipal Finance Management Act. Recommendations: Extensive knowledge on matters relating to Municipal Financial Management; Extensive knowledge on the operations of municipalities. Competencies: Excellent communication skills; Excellent planning and organising skills; Strategic capability and leadership skills; Sound budgeting skills; People management skills.

DUTIES : Implementation and coordination of Provincial Treasury’s responsibilities contained in the Municipal Finance Management Act; Monitor the municipal adjustments budget process; Monitor and report on the outcome of municipal revenue and expenditure budgets; Assess and provide recommendations on conditional grant frameworks of local government; Establish efficiency indicators in local government spending and revenue collection; Analyse and assess debtor management strategies in municipalities and implement budget reforms; Responsible for human resource management within the directorate.

ENQUIRIES : Mr J Gantana Tel No: (021) 483 3604
DEPARTMENT OF SOCIAL DEVELOPMENT

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

CLOSING DATE : 06 August 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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.

OTHER POSTS

POST 29/110 : SOCIAL WORKER POLICY DEVELOPER: CHILD PROTECTION REF NO: DSD 2018-82

SALARY : Grade 1: R344 184 – R385 644
Grade 2: R409 137 - R549 837 (Salary will be determined as per OSD prescripts)

CENTRE : Department of Social Development, Western Cape Government

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

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

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

ENQUIRIES : Ms N. Nabela at (021) 483 4016

POST 29/111 : SOCIAL WORK POLICY DEVELOPER: SERVICES TO FAMILIES REF NO: DSD 2018-84

SALARY : Grade 1: R344 184 – R385 644 per annum
Grade 2: R409 137 - R549 837 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 South African Council for Social Service Professions; Compulsory registration with SACSSP as a Social Worker. Grade 1: A minimum of eight (8) years appropriate experience in social worker after registration as Social Worker with the SACSSP. Grade 2: A minimum of eighteen (18) years appropriate experience in social work after registration as Social Worker with the SACSSP of which 10 years must be appropriate experience in Social Work Policy Development. Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Recommendations: None

COMPETENCIES: Knowledge of the following: Field of child care and protection; Current legislation, international instruments, policies and procedures impacting on the child care and protection field; Policies of the government of the day; Constitutional, legal and institutional arrangements governing the SA public sector; Good communication (written and verbal) and skills in at least two of the three official languages of the Western Cape; Proven computer literacy.
DUTIES: Develop, implement and maintain social work policies aimed at ensuring and contributing towards services to families; Develop services to family programmes to ensure the effective and efficient implementation of the relevant policies guiding services to families; Keep up to date with new developments in the social work field; Conduct the evaluation and implementation of services to family programmes; Perform the administrative functions required in the unit; Monitoring and evaluate NPO's compliance against signed transfer payment agreements and compliance against legislative, programme specific norms and standards.

ENQUIRIES: Mr T Kwakwini at (021) 483 4115

POST 29/112: MONITORING OFFICER: CHILD PROTECTION REF NO: DSD 2018-85

SALARY: R299 709 per annum (Level 08)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: An appropriate 3 year tertiary qualification (National Diploma/B-Degree) with a minimum of 1 year’s relevant experience. Recommendations: None

Competencies: A good understanding of the following: Modern systems of governance and administration; NGO Sector; Constitutional, legal and institutional arrangements governing the South Africa public sector; Assessment systems; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy in MS Office; Strong conceptual and formulation skills; Outstanding planning, organising and People Management skills.

DUTIES: Assist with development of monitoring and review systems; Conduct financial and Governance assessments for existing and new NPO’s; Monitor and review services rendered by the NPO in line with the Provincial and National policy frameworks; Administration of the Non-Financial Data (NFD) process.

ENQUIRIES: Mr T Kwakwini at (021) 483 4115

POST 29/113: SOCIAL WORKER: SOCIAL WORK SERVICES, KHAYELITSHA 2 REF NO: DSD 2018-79

SALARY: Grade 1: R242 553 – R281 181 per annum
Grade 2: R298 299 – R344 184 per annum
Grade 3: R363 507 – R421 404 per annum
Grade 4: R447 069 – R549 837 per annum (Salary will be determined as per OSD prescripts)

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: None

Competencies: Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; Conduct assessments to identify conditions in individuals, groups, families and committees that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions.
conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Study, interpret and apply the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

ENQUIRIES
Ms M Harris at (021) 900 4524

POST 29/114
SOCIAL WORKER: SOCIAL WORK SERVICES, KHAYELITSHA 3 REF NO: DSD 2018-80

SALARY
- Grade 1: R242 553 – R281 181 per annum
- Grade 2: R298 299 – R344 184 per annum
- Grade 3: R363 507 – R421 404 per annum
- Grade 4: R447 069 – R549 837 per annum (Salary will be determined as per OSD prescripts)

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: None

COMPETENCIES
Knowledge of the relevant legislation, policies and prescripts; Good communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Customer Service Orientation/ Diversity Citizenship skills; Self-management and motivation skills.

DUTIES
Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes; Attend to any other matters that could result in, or stem from, social instability in any form; Conduct assessments to identify conditions in individuals, groups, families and committees that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Produce and maintain records of social work interventions, processes and outcomes; Study, interpret and apply the social services legal and policy framework continuously; Perform all the administrative functions required of the job.

ENQUIRIES
Ms M Harris at (021) 900 4524

POST 29/115
SOCIAL WORKER: MONITORING AND EVALUATION, REF NO: DSD 2018-83

SALARY
- Grade 1: R242 553 – R281 181 per annum
- Grade 2: R298 299 – R344 184 per annum
- Grade 3: R363 507 – R421 404 per annum
- Grade 4: R447 069 – R549 837 per annum (OSD as prescribed)

CENTRE
Department of Social Development, Western Cape Government

REQUIREMENTS
A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as Social Worker. Experience: Grade 1: Registration as a Social Worker with the SACSSP; No experience required. Grade 2: A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP; Grade 3: A minimum of 20 years appropriate experience in
social work after registration as a Social Worker with the SACSSP; **Grade 4:** A minimum of 30 years appropriate experience in social work after registration as a Social Worker with the SACSSP. Note: Proof of first registration as Social Worker with the SACSSP must be submitted with your online application. Recommendations: None Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Monitoring and Evaluation processes; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Good planning and organising skills.

**DUTIES**
- Develop and review social work monitoring and evaluation service plans for the pre-funding assessment of organisations aimed at rendering older persons programmes; Management of relevant databases for the respective programmes; Develop and review monitoring tools to ensure adequate assessment of the effectiveness of services to families programmes; Coordinate the submission of corrective development plans by organisations and monitor the compliance with regards to these plans; Monitoring and compliance against transfer payment agreements legislative, programme specific and generic norms and standards.

**ENQUIRIES**
- Mr T Kwakwini at (021) 483 4115

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

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

**CLOSING DATE**
- 06 August 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. Please ensure that you submit your application before the closing date as no late applications will be considered. 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.

**OTHER POSTS**

**POST 29/116**
- **DEPUTY DIRECTOR: TECHNICAL SERVICES: HEALTH INFRASTRUCTURE**
  - **REF NO:** TPW 2018-161

**SALARY**
- All-inclusive salary package of R826 053 per annum (Level 12)

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

**REQUIREMENTS**
- An appropriate 3-year tertiary qualification (National Diploma/B-Degree) T/N/S streams with a minimum of 6 years relevant experience; A valid code B driving licence. Recommendations: Willingness to travel regularly. Competencies: Programme and project management; Research and development; Legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating high performance culture; Networking; Financial management; Contract documentation and administration; Act/regulations of Occupation Health and Safety Act; National Building Regulations and all relevant built environment legislation; Public sector procurement; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

**DUTIES**
- Oversight of the management of technical services: Ensure the improvement of technical services; Monitor contract performance-identify gaps for improvement; Monitor Professional Services Providers (PSPs)-Identify gaps for improvement; Participate in Post Occupancy Evaluations (PoE); Manage and ensure the Facility Condition Assessments (FCAs) plan is carried out; Management of databases, administrative and related functions: Infrastructure planning; Manage, supervise and control technical and related assets; Research and development: Norms and standards; Provide input on facility and technical manuals for health infrastructure; Improve the delivery of the maintenance programme; Develop required templates and SOP.

**ENQUIRIES**
- Ms J Thomas at (021) 483 2004
POST 29/117 : DEPUTY DIRECTOR: ASSESSMENT REF NO: TPW 2018-119

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 3 years’ management experience; A valid code B (08) driving licence. Recommendations: Monitoring and compliance experience. Competencies: Good understanding of the following: National Land Transport Amendment Bill (NTLA); Public Transport and related procedures, rules, regulations and acts (WCRTA of 1986); Inter-governmental relations and engagements; Mediation and Conflict Management Practices; Ability to work under pressure and meet tight deadlines; Conflict resolution; Report writing; Planning, mediation, negotiation and punctual; Communication (written and verbal) skills in at least two of the three official languages in the Western Cape.

DUTIES : Chair and attend to hearing in terms of Section 7A (20) of the Transportation Act Amended Law 8 of 1996; Capacitate Minibus Taxi Industry; Provide an Investigation and Mediation service; Provide a Monitoring and Compliance; Make recommendations to the Provincial Taxi Registrar with regard to any matter which may be referred to it and which relates to the exercise of performance of the Registrar’s powers and duties.

ENQUIRIES : Ms E Searle at (021) 483 0271


SALARY : All-inclusive salary package commencing from R679 338 per annum. (Salary will be determined as prescribed by 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 a Professional Engineer; A minimum of 3 years’ post-qualification engineering experience; A valid 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

POST 29/119 : ASSISTANT DIRECTOR: TECHNICAL SERVICES (MECHANICAL): HEALTH
REF NO: TPW 2018-166

SALARY : R444 693 per annum (Level 10)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : 3-year National Diploma (T/N/S stream or equivalent qualification) Or N3 with a passed test trade in the building environment or Registration as an Engineering Technician; Minimum of 6 years relevant experience; A valid driving licence. Recommendations: Extensive experience in the construction industry including maintenance work; Proven Management experience. Competencies: Extensive knowledge and experience of project management, personnel management, contract administration of maintenance/construction of buildings, financial and procurement procedures; Knowledge of the Occupational Health and Safety Act, relevant legislation, Public Service Act, regulations and the PFMA; Excellent analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills in at least two of the three official languages of the Western Cape province; Computer literacy (MS Project, Word, Excel, and PowerPoint); A valid driving licence.

DUTIES : Plan, execute and control maintenance programmes and projects in Cape Town office; Manage the relevant resources i.e: The projects and budgets, Maintain and update the various IT systems, Administrative and technical personnel, and Equipment; Ensure that all projects are investigated, researched, planned and then executed on time and within budget, according to the agreed scope and specification to the satisfaction of the user department; Ensure that all facilities are operational at all times; Fulfill your role as a member of the Directorate: Policies, Strategies and Systems, management team, and project manager of the Department; Define and review on an ongoing basis; The purpose, feasibility, targets, objects and priorities in relation to user departments; Ensure the proper maintenance and care of equipment and all resources allocated; Maintain the official database Biz-Projects, RPM, Live-link and keep all the systems up to date; Manage all personnel related matters; Responsible for financial management and line function procurement.

ENQUIRIES : Mr A. Van Niekerk at (021) 483 4562

POST 29/120 : ASSISTANT DIRECTOR: TECHNICAL SERVICES (ELECTRICAL): HEALTH
REF NO: TPW 2018-167

SALARY : R444 693 per annum (Level 10)
CENTRE : Department of Transport and Public Works, Western Cape Government
REQUIREMENTS : 3-year National Diploma (T/N/S stream or equivalent qualification) Or N3 with a passed test trade in the building environment or Registration as an Engineering Technician; Minimum of 6 years relevant experience; A valid driving licence. Recommendations: Extensive experience in the construction industry including maintenance work; Proven Management experience. Competencies: Extensive knowledge and experience of project management, personnel management, contract administration of maintenance/construction of buildings, financial and procurement procedures; Knowledge of the Occupational Health and Safety Act, relevant legislation, Public Service Act, regulations and the PFMA; Excellent analytical, problem solving, interpersonal and organisational skills; Good verbal and written communication skills in at least two of the three official languages of the Western Cape province; Computer literacy (MS Project, Word, Excel, and PowerPoint).

DUTIES : Plan, execute and control maintenance programmes and projects Cape Town office; Manage the relevant resources i.e: The projects and budgets, Maintain and update the various IT systems, Administrative, Technical and Professional Personnel, and Equipment; Ensure that all projects are investigated, researched, planned and then executed on time and within budget, according to the agreed
scope and specification to the satisfaction of the user department. Ensure that all
cilities are operational at all times; Fulfill your role as a member of the Directorate:
Infrastructure Policies, Strategies and Systems, management team, and project
manager of the Department; Define and review on an ongoing basis, the purpose,
feasibility, targets, objects and priorities in relation to user departments; Ensure
the proper maintenance and care of equipment and all resources allocated;
Maintain the official database Biz-Projects, RPM, liveLink and keep all the systems
up to date; Manage all personnel related matters; Responsible for financial
management and line function procurement.

ENQUIRIES
Mr A. Van Niekerk at (021) 483 4562

POST 29/121
ENGINEERING TECHNOLOGIST: MECHANICAL (PRODUCTION LEVEL):
HEALTH, REF NO: TPW 2018-157

SALARY
Salary commencing from R344 271 per annum (Salary will be determined as per
OSD prescripts)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
Bachelor of Technology (B Tech) in Engineering; Compulsory registration with the
Engineering Council of South Africa (ECSA) as a Professional Electrical
Engineering Technologist; A minimum of 3-years post qualification Engineering
technologist experience; A valid driving licence (Code B). Recommendations:
None Competencies: Technical: Project management; Technical design and
analysis knowledge; Research and development; Computer-aided engineering
applications; Knowledge of legal compliance; Technical report writing; Networking;
Professional judgement; Generic: Problem solving and analysis; Decision making;
Team leadership; Creativity; Self-management; Customer focus and responsivenes; Communication; Computer skills; People management; Planning
and organising; Good verbal and written communication skills in at least two of the
three official languages of the Western Cape.

DUTIES
Render technical advisory services: Support engineers, technicians and
associates in field, workshop and office activities; Promote safety in line with
statutory and regulatory requirements; Evaluate existing technical manuals,
standard drawings and procedures to incorporate new technology; Solve broadly
defined technological challenges through application of proven techniques and
procedures; Develop, maintain and manage current technologies; Identify and
optimize technical solutions by applying engineering principles; Perform
administrative and related functions: Provide inputs into the budgeting process as
required; Compile and submit reports as required; Develop, implement and
maintain databases. Research and development: Continuous professional
development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve
expertise; Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES
Ms Jodie Thomas at (021) 483-2004

POST 29/122
ARCHITECTURAL TECHNOLOGIST (PRODUCTION LEVEL): REF NO: TPW
2018-158 (X2 POSTS)

SALARY
Salary commencing from R344 271 per annum (Salary will be determined as per
OSD prescripts).

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
Bachelor of Technology in Architecture (B Tech) or relevant qualification as
recognised by South African Council for the Architectural Profession (SACAP);
Minimum of 3 years post qualification experience as a Architectural Technologist;
A valid code B driving licence; Compulsory registration with SACAP as an
Architectural Technologist. Recommendations: None Competencies: Technical:
Project management knowledge and experience; Architectural planning; Research
and development; Computer-aided architectural applications; Knowledge of legal
compliance; Technical report writing; Networking; Professional judgement;
Generic: Problem solving and analysis; Decision making; Team leadership;
Creativity; Self-Management; Customer focus and responsiveness; Communication (written and verbal) skills in at least two of the three official
languages of the Western Cape; People management; Planning and organising;
DUTIES: Provide technological advisory services: Support architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models and design; Detail design, landscape design and preparation of working drawings that will serve as a legal instructions to the building contractor and in the process supervise building to ensure that the buildings built according to the workings drawings; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defines technological challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; Identify and optimize technical solutions by applying architectural principles; Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; Develop, implement and maintain database; Research and Development: Keep up with new technologies and procedures; Research/literate studies on technical architectural technology to improve expertise; To liaise with relevant boards/councils on architectural-related matters.

ENQUIRIES: Ms J. Thomas Tel No: (021) 483 2004

POST 29/123: CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: TPW 2018-164 (X4 POSTS)

SALARY: R299 709 per annum (Level 08)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician; A minimum of 3 years' building construction on-site experience; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of facets of the construction industry and National Building Regulations; Knowledge of the latest SANS 10142 [Electrical wiring code], compilation of specifications and tender regulations; Computer literacy; Excellent technical report writing skills; Excellent communication skills at project management level [verbal and written] in at least two of the official languages of the Western Cape; Customer focus and responsiveness; Quality Management; Scope Change Management; Conflict Management; Problem solving and analysis; Planning and organising; Contract Management; Ability to work well within a team and independently.

DUTIES: Deliver infrastructure maintenance, upgrading and minor new work of Health Facilities; Project management and administration in respect of scheduled and unscheduled maintenance works, executed by contractors; Manage the activities of contractors on construction sites and exercise quality control projects; Preparations of tender documentation, specifications and bills of qualities, analyse and compile project documentation; Budget preparation and estimates of costs for proposed maintenance repair works; The assessment, preparation, compilation and submissions of facility condition reports of Health Facilities; Maintain and report progress consistently to the department management information system and back up documents and information on the database.

ENQUIRIES: Mr A Van Niekerk at (021) 483 4562


SALARY: R299 709 per annum (Level 08)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: A National Diploma (T/N/S streams) or equivalent; or N 3 and a passed trade test in the building environment, or Registration as an Engineering Technician; A minimum of 3 years' appropriate experience; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of the following: All facets of the construction industry and the National Building Regulations; Construction regulations within the Occupational Health & Safety Act, compilation of
specifications and tender regulations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Report writing, which include condition assessments and project management skills; Proven Computer literacy.

**DUTIES**: Responsible for delivery of infrastructure maintenance, upgrading and minor new works; Ensure that project management and administration principles are applied to each project; Liaison with external service providers for example contractors, built professional consultants, facility managers, local municipalities and department of health; Responsible for PERMIS, mentorship and development; Good time management and effective neat housekeeping; Ensure that the social-economic impact (job creation) is maintained; Ensure that facility condition assessments of facilities in terms of GIAMA are delivered consistently.

**ENQUIRIES**: Mr A Van Niekerk at (021) 483 4562

**POST 29/125**: MECHANICAL ENGINEERING TECHNICIAN (PRODUCTION LEVEL): ENGINEERING SERVICES: HEALTH INFRASTRUCTURE REF NO: TPW 2018-159

**SALARY**: Salary commencing from R293 652 per annum (Salary will be determined as per OSD prescripts)

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

**REQUIREMENTS**: National Diploma/ B-Degree in Engineering; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 3 years’ post qualification technical (engineering) experience. A valid code B driving licence. Recommendations: None Competencies: Technical: Project management knowledge and experience; Design and analysis knowledge; Knowledge of Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Report writing; Consulting; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; People management; Planning and organising; Change Management; Good analytical, problem solving, interpersonal and organisation skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Computer literacy (MS Project, Word, Excel, and PowerPoint).

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

**ENQUIRIES**: Ms Jodie Thomas at (021) 483 2004

**POST 29/126**: CONSTRUCTION SAFETY OFFICER: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY HEALTH REF NO: TPW 2018-160

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

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

**REQUIREMENTS**: Grade 12 (Senior certificate or equivalent qualification); A minimum of 3 years’ experience in the built environment; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of the following: Occupational Health and Safety Act and regulations (Act 85 of 1993); Building construction activities; Contract administration; Legislation pertaining to Occupational Health and Safety Act, Basic Conditions of Employment Act, Compensation for Occupational Injuries and Disease Act, Environment Conservation Act; Western Cape Maintenance Framework; Communication
DUTIES: Managing of contract administration support; Managing health and safety plans for maintenance and capital projects; Ensure that all contractors executing construction works on projects are in accordance with approved H&S plan; Creating an environment which will enhance and contribute to safe working conditions and service delivery; Consultation with contractor and safety officers on project sites regarding ways to improve service delivery; Remain up to date with all applicable prescripts/policies and procedures; Inspect contractor’s equipment of sites and Health and Safety file; Ensure that sufficient demarcations and warning signs are provided in areas where lifting operations are being done on sites; Prepare health and safety specifications for construction works; Render technical services, inspection of sites, compile reports, promote safety and prepare budgets; Monitor compliance of the OHS Act; Ensure the services of appointed Health and Safety Agents are correctly executed.

ENQUIRIES: Ms J. Thomas Tel No: (021) 483 2004

POST 29/127: ACCOUNTING CLERK: BOOKKEEPING AND CLAIMS REF NO: TPW 2018-152

SALARY: R163 563 per annum (Level 05)
CENTRE: Department of Transport and Public Works, Western Cape Government
REQUIREMENTS: Grade 12 (Senior Certificate or equivalent qualification) with Accounting and Mathematics as passed subjects. Recommendations: Prior experience in government finance; Accounting experience. Competencies: Knowledge of the following: Government financial systems (BAS); Reporting framework (SCOA); Applicable legislation; Computer skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES: Clearance of balances in the assets and liabilities accounts; Allocations of cash receipts of the department on BAS; Compile claims recoverable and payable of the department; Do adjustment journals of the department in relation to expenditure/revenue/assets and liabilities on BAS; Document control of section

ENQUIRIES: Mr G Pretorius at (021) 483 5277

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS: Applications must be submitted by using the following URL https://www.scubedonline.co.za/recruitment_wced/ via Google Chrome or Mozilla Firefox.
CLOSING DATE: 10 August 2018
NOTE: The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applicants must ensure that the required documentation are uploaded before applying for the vacancies. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

OTHER POSTS

POST 29/128: SENIOR EDUCATION PSYCHOLOGIST (REF NO: D 9)
Component: Learner Support

SALARY: Grade 1: R974 634 – R1 081 689 per annum
Grade 2: R1 114 383 – R1 274 178 per annum. The salary will be adjusted according to the experience obtained after registration with the relevant professional body.

**CENTRE**

: Metro South Education District Office, Mitchell’s Plain

**REQUIREMENTS**


**DUTIES**

: Coordinate and monitor the provision of: Training of teachers, parents and support staff in the early identification of psychological barriers to learning and development. Training of teachers, parents and support staff to manage learners who have been identified as experiencing psychological barriers to learning and development (e.g. Individual Support Plan (ISP) / Group Support Plan (GSP)). Coordinate and plan the development and implementation of preventative programmes for learners, parents and School Governing Body’s (SGBs) that address and / or prevent psychological barriers to learning and development. Plan, coordinate and monitor the implementation of Inclusive Education Policies including the Screening, Identification, Assessment and Support (SIAS) Policy with regards to: The implementation of learner support pathway conduct assessments, provide short term psycho-educational and psycho-therapeutic interventions to learners who experience psychological barriers to learning and development. The provision of assistance to and training of teachers, parents and SGBs with regard to legislation and the implementation of policies related to children experiencing psychological barriers to learning and development. Promote an inclusive ethos at all schools and the district in collaboration with relevant role-players. Report quarterly on the implementation of psychological programmes for early identification of and interventions relating to barriers for learning and special needs to the Head: Learners Support and Provincial Psychology Manager. Render, manage and co-ordinate the provision of specialised psychological support to strengthen District- and School-Based Support Teams (DBSTs/SBSTs). Render, manage and co-ordinate participation in inter- and intra-sectoral networks and collaborations. Provide professional supervision of Psychologists within the district to ensure an effective, efficient and quality psychological service.

**ENQUIRIES**

: Mr GKR Stander Tel No: (021) 370 2000: Metro South Education District Office

**POST 29/129**

: EDUCATION PSYCHOLOGIST (X9 POSTS)

Component: Learner Support

**SALARY**

: Grade 1 - R674 892 – R745 512 per annum
Grade 2 – R791 253 – R878 181 per annum
Grade 3 - R918 288 – R1 081 689 per annum. The salary will be adjusted according to the experience obtained after registration with the relevant professional body.

**CENTRE**

: LOLT IsiXhosa: Metro Central Education District Office, Maitland Ref No: A 10 (X1 Post)
Metro North Education District Office, Parow Ref No: B 12 (X4 Posts)
Cape Winelands Education District Office, Worcester Ref No: F 16 (X1 Post)
Eden & Central Karoo Education District Office, Knysna (Circuit 4) Ref No: H 10 (X1 Post)
REQUIREMENTS:

DUTIES:
Train teachers, parents and support staff in the early identification of psychological barriers to learning and development. Train teachers, parents and support staff to manage learners who have been identified as experiencing psychological barriers to learning and development (e.g. Individual Support Plan (ISP) / Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Bodies (SGBs) that address and / or prevent psychological barriers to learning and development. Implementation of Inclusive Policies including the Screening, Identification, Assessment and Support (SIAS) Policy. Report quarterly on the implementation of psychological programmes for early identification of and interventions relating to barriers for learning and special needs to the Senior Education Psychologist. Provide specialised psychological support to strengthen District- and School-Based Support Teams (DBSTs/SBSTs). Participate in inter- and intra-sectoral networks and collaborations.

ENQUIRIES:
Ms S Nowers Tel No: (021) 514 6700: Metro Central Education District Office
Mr D Millar Tel No: (021) 938 3133: Metro North Education District Office
Mr J Benjamin Tel No: (023) 348 4600: Cape Winelands Education District Office
Mr DS Maarman Tel No: (044) 803 8300: Eden & Central Karoo Education District Office

POST 29/130:
CHIEF EDUCATION SPECIALIST: HEAD CURRICULUM SUPPORT (REF NO: A 9)
Component: Curriculum Support

SALARY:
R644 640 – R998 724 per annum (Post Level 06)
R861 486 – R1 334 562 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS

CENTRE:
Metro Central Education District Office, Maitland

REQUIREMENTS:
Appropriate three (3) year qualification in Education (REQV 13) preferably a post graduate qualification. Nine (9) years’ experience of which 4 years must be teaching experience in education and 5 years’ management experience in education. Registration with SACE. A valid driver’s licence. Knowledge: National and Provincial Education legislation, policies and regulations. National Curriculum Statements. National and Provincial Assessment and Examination Policies. National and Provincial Education specific Library policies. Financial management. Project Management. People Management and empowerment. Information and Knowledge Management. e-Learning. Development of standard operating procedures. Skills: Communication skills; Language skills; Computer skills (MS Word, Excel, Access, PowerPoint, MS Project); Planning and Organising skills; Report writing skills; Interpersonal skills; Project planning skills; Quality assurance and reporting; Systemic analysis and reasoning; Negotiation skills; Presentation and facilitation skills; Problem solving and analysis; Client Orientation and Customer Focus; Service Delivery Innovation.
| **DUTIES** | Manage the Implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Special Schools (offering the NCS) for Gr R to Gr 12. Manage the school-based assessments, internal- and external examinations (National Senior Certificate (NSC) and National Assessments at District Level. Manage and coordinate the implementation of eLearning at Public Ordinary and Special Schools. Manage the establishment, development, administration and effective use of various school library models (including mobile libraries). Perform managerial tasks regarding the staff in the Sub directorate. |
| **ENQUIRIES** | Ms S Nowers Tel No: (021) 514 6700 |
| **POST 29/131** | **CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGER (X4 POSTS)** Component: District Circuits |
| **SALARY** | R644 640 – R998 724 per annum (Post Level 06)  
R861 486 – R1 334 562 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS) |
| **CENTRE** | Metro North Education district Office, Parow Ref No: B 11 (X1 Post)  
Metro South Education District Office, Mitchell’s Plain Ref No: D 8 (X1 Post)  
Cape Winelands Education District Office, Worcester Ref No: F 14 (X1 Post)  
Eden & Central Karoo, Oudtshoorn (Circuit 5) Ref No: H 9 (X1 Post) |
| **REQUIREMENTS** | Appropriate three (3) year qualification in Education (REQV 13) preferably Honours or Masters degree. Nine (9) years’ experience of which 4 years must be teaching experience in education and 5 years’ school management experience preferably as a Principal. Registration with SACE. A valid driver’s licence.  
Knowledge: Extensive knowledge of applicable Education policies and procedures. Knowledge of the Education Environment. Management principles. Educator and Public service procedures. Knowledge of people management processes. Employee relations processes and procedures. Financial and Project management. Skills: Interpret and apply relevant education policies and procedures; People management planning; Problem solving; Sound budgeting; Facilitation and presentation; Conflict management; Communication skills in 2 official languages of the Western Cape Government. Report writing; Planning and organising; Computer literacy (Advanced level); Analytical thinking. Data analysis. |
| **DUTIES** | Ensure that Public Ordinary and Public Special Schools within the Circuit are effective and efficiently managed and governed which entails the following: Work in Collaboration (planning together-, supporting, monitoring and reporting) with the Head Management and Governance, Head Curriculum, Head SLES and Deputy Director Corporate. Support, advise, do capacity building and manage principals of Public Ordinary Schools and Public Special Schools. Manage and optimize outputs of principals in order to achieve organisational goals. Manage the IQMS of the principal and senior personnel of all schools in the circuit. Evaluate and report on the functionality of Public Schools within the Circuit. Develop, implement and monitor plans to address underachievement in, for example systemics and NSC examinations, with school principals and school management teams. Support, advise and do capacity building of School Management Teams and School Based Support Teams of Public Ordinary Schools and Public Special Schools. Support, advise and do capacity building with School Governing Bodies of Public Ordinary Schools and Public Special Schools. Managing the process of opening and closure/merging of Public Schools within the circuit in collaboration with Head Office and Head: Management and Governance. Manage and report on school related achievements and challenges. Facilitate or assisting with the Provincial Forensic Services investigations into irregular activities identified at a school. Promote leadership and manage principals and support the management of staff (employees) in Public Ordinary Schools and Public Special Schools: Provide management support to public ordinary and public special schools. Implement personnel provisioning for public schools. In collaboration with the School Governing Body (SGB) conduct credible recruitment and selection processes of school management teams, which include the competency assessment process. Manage the performance, evaluation and rewarding of principals. Advise and support with the implementation of recruitment and selection processes of post level one staff in public ordinary and special schools. Advise and support with the implementation of staff performance management processes in public ordinary... |
and special schools. Motivate, ensure development and capacity building of staff to achieve and maintain excellence in service delivery. Promotion of sound labour relations within public schools. Promote and maintain professional work ethic within public ordinary and special schools. Ensure the implementation of the curriculum at Public Ordinary and Public Special Schools within the Circuit which entails the following: Work in collaboration (planning together, supporting, monitoring and reporting) with the Head Curriculum and support on the following: Managing curriculum support including consultation with and advice to teachers, facilitating inclusive education and reporting on school visits. Ensure public schools adhere to the implementation of national and provincial curriculum policies, and assisting public ordinary and special schools to implement them appropriately. Ensure and monitor professional development of educators in public ordinary and special schools as related to curriculum. Ensure and monitor the provisioning of correct and timely delivery of Learner and Teacher Support Material (LTSM). Ensure and monitor the installation and application of e-Administration in Public Schools. Promote and encourage eLearning in teaching and learning. Monitor and report on the implementation of recommendations from curriculum specialist and other sources to ascertain and address management related needs and challenges (issues). Ensure Learner support (SLES) services to Public Ordinary and Public Special Schools: Work in Collaboration (planning together, supporting, monitoring and reporting) with the Head Learner Support with the implementation of learner health, wellbeing and specialised programmes. Facilitate learner behaviour support and placement of learner due to expulsion. Monitor the functionality of School Based Support Teams (SBSTs). Monitor and report on the implementation of recommendation from learner support specialists and other sources to ascertain and address management related needs and challenges. Perform managerial and administrative functions pertaining to the Circuit: Participate in the recruitment and selection of staff. Motivate, train and guide staff. Manage the performance and evaluation of staff. Monitor and maintain knowledge and information management systems (CEMIS, DMIS). Promote sound labour relations. Manage Circuit Office (Rural Circuit Offices). Oversee infrastructure, grounds and records (records management) are maintained. Oversee the GG Transport function within the circuit. Ensure that the office administration functions are provided. (Reception, telecom, cleaning services).

ENQUIRIES: Mr D Millar Tel No: (021) 938 3133: Metro North Education District Office Mr GKR Stander Tel No: (021) 370 2000: Metro South Education District Office Mr J Benjamin Tel No: (023) 348 4600: Cape Winelands Education District Office Mr DS Maarman Tel No: (044) 803 8300: Eden & Central Karoo Education District Office

POST 29/132 CHIEF EDUCATION SPECIALIST: HEAD LEARNER SUPPORT (X2 POSTS)
Component: Learner Support

SALARY: R644 640 – R998 724 per annum (Post Level 06) R861 486 – R1 334 562 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Metro East Education District Office, Kuils River Ref No: C 12 (X1 Post) Cape Winelands Education District Office, Worcester Ref No: F 15 (X1 Post)


DUTIES: Manage the implementation of programmes for early identification and interventions relating to barriers to learning and special needs: Ensure the
provision of preventative interventions (psychological, social work, education therapy, and learning support). Ensure the provision of therapeutic interventions (psychological, social work, education therapy, and learning support). Ensure the implementation of the support pathway using the SIAS and standardise forms. Report quarterly on the implementation of programmes for early identification of and interventions relating to barriers to learning and special needs to the District Director and Head Office. Manage the strengthening of District- and School-based Specialised Support: Ensure that support structures are established at schools in collaboration with Circuit Managers. Ensure that school based teams are supported. Manage the assessment accommodations for the District. (in collaboration with Curriculum). Provide support and advice to District Behaviour Committee in collaboration with Circuit Manager and Management and Governance. Provide support and advice to the District institutions on matters related to barriers to learning and inclusive education. Facilitate the functioning and support of ISLES (Inclusive Specialised Learner Education Support) District-based Teams and Outreach Teams. Facilitate research and information gathering to identify trends and needs within the District. Provide District inputs to Head Office with regard to policy development and reviews. Report quarterly on the strengthening of District- and School-based specialised support. Develop and maintain inter- and intra-sectoral networks, collaborations and stakeholder engagements at District level to enhance specialised support: Coordinate the collaboration of District-level inter-sectoral forums to support and enhance the capacity of the system to address barriers to learning and special needs within the Care and Support for teaching and learning framework (CSTL). Coordinate the collaboration between the District (ISLES) Support Teams unit and the multi-disciplinary teams at the Special Schools/Resource Centres. Coordinate the collaboration with the Departments of Health-, Social Development and other relevant departments to roll out the Integrated School Health Programme. Report quarterly on inter- and intra-sectoral networks and collaboration and stakeholder engagements to the District Director and Head Office. Implementation and further expansion of inclusive education: Manage the process of strengthening Full-Service /Inclusive Schools. Ensure the building of the capacity of all schools to become more inclusive and to include learners who experience barriers to learning. Manage the process of strengthening Special Schools and converting into Special School Resource Centres. Report quarterly on the implementation of the expansion of inclusive education to the District Director and Head Office. Implementation of ISLES training and capacity building initiatives for District and Institution-based staff: Manage the co-ordination of training provided by Provincial/National Departments. Manage the coordination of training provided by other organisations/service providers. Develop training budgets for addressing needs identified within the Districts. Manage training budgets for inclusive and specialised education (including Workplace Skills Plan). Provide input into District budget regarding inclusive and specialised education needs. Ensure training is provided to address needs identified as part of performance management. Report quarterly on the implementation of training and capacity building initiatives for District- and Institution-based staff to The District Director and Head Office. Perform managerial regarding the staff in the Sub directorate: Responsible for the recruitment and selection of staff. Motivate and ensure optimal performance of all staff. Manage the performance evaluation in collaboration with the specialist manager. Monitor knowledge and information management. Promote sound labour relations. Promote and maintain professional work ethics. Perform people management functions within the sub directorate. Perform budgetary tasks.

ENQUIRIES: Mr BO Schereka Tel No: (021) 900 7005: Metro East Education District Office Mr J Benjamin Tel No: (023) 348 4600: Cape Winelands Education District Office

POST 29/133: DEPUTY CHIEF EDUCATION SPECIALIST: LANGUAGE SERVICES (REF NO: I 10) Directorate: Communication

SALARY: R482 706 – R940 824 per annum (Post Level 5) R734 736 – R1 257 237 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)
CENTRE: Cape Town

REQUIREMENTS:
A recognised three-year qualification (REQV 13) with a major in Linguistics, a language or a language-related field; At least 8 years’ experience as a Language Practitioner in editing and translating; SACE registration; Proficiency in at least two of the three official languages of the Western Cape. Recommendations: A postgraduate qualification in linguistics, a language or a language-related field. Knowledge of Translation Memory Software. Competencies & Attributes: Computer literate; Experience in the promotion and preservation of languages; Experience in language terminology development, editing and translation; Knowledge of the legislative prescripts that govern multilingualism; Knowledge and experience of legislative prescripts that govern administration. The successful incumbent must possess the following personal attributes: reliable, flexible and client-focused.

DUTIES:
Manage and lead the Language Services Unit of the Western Cape Education Department; Responsible for monitoring the implementation of the relevant language policy; Facilitate the editing and translation of documents and promote multilingualism; Supervise quality control of documents; Keep record of the documents processed by the unit; Provide a language advisory service to Departmental employees.

ENQUIRIES: Ms B Hammond Tel No: (021) 467 2532

NOTE:
Shortlisted candidates will be required to complete a departmental language test, which will include editing and translation.

POST 29/134:
DEPUTY CHIEF EDUCATION SPECIALIST: SCHOOL MANAGEMENT AND GOVERNANCE SUPPORT (REF NO: A 11)
Component: Management and Governance

SALARY:
R482 706 – R940 824 per annum (Post Level 05)
R734 736 – R1 257 237 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE:
Metro Central Education District Office, Maitland

REQUIREMENTS:

DUTIES:
Oversee the implementation of school governance and management policies and instruments within the district. Support infrastructure planning and delivery in the Education District. Manage, coordinate and monitor Learner Transport within the District. Manage, coordinate and monitor the implementation of the NSNP programme in the District. Manage, coordinate and monitor school safety in the District. Manage, coordinate and monitor school and hostel administration functions in the District. Manage, coordinate and monitor school enrichment functions in the District. Perform managerial tasks with regard to the school management and governance support.

ENQUIRIES:
Ms S Nowers (021) 514 6700

POST 29/135:
DEPUTY CHIEF EDUCATION SPECIALIST: INTER/SEN PHASE CURRICULUM COORDINATOR (GRADE 4-7) (X2 POSTS)
Component: Curriculum Support

SALARY:
R482 706 – R940 824 per annum (Post Level 05)
R734 736 – R1 257 237 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE:
Metro Central Education District Office, Maitland (Ref No: A 12)
West Coast Education District Office, Paarl (Ref No: E 12)
REQUIREMENTS: Appropriate three (3) year qualification in Education (REQV 13). Eight (8) years' experience of which 3 years must be teaching experience in Grade 4 - 7 and 5 years management experience in Grade 4 - 7. Registration with SACE. A valid driver’s licence. Knowledge: Knowledge and understanding of all relevant National and Provincial Legislation and Policies. Knowledge and understanding of the National Curriculum Statements which includes the Curriculum Assessment Policy Statements, National Protocol for Assessment and the National Policy pertaining to the Programme and Promotion Requirements for grades R -12. Knowledge and experience in teacher and materials development. Knowledge and understanding of National and Provincial Strategic Plans (NDP, Schooling 2025). Knowledge and understanding of the Language in Education Policies. Knowledge and understanding of ICT. Knowledge and Information Management. Knowledge and understanding of the organisational structure and operational model of WCED. Knowledge of Finance (PFMA). Skills: Strong verbal and written communication skills. Analytical and report writing skills. Computer skills (MS Word, Power Point, Excel). Facilitation and Presentation skills. Project planning and organising skills. Monitoring, evaluation and development skills. Finance skills.

DUTIES: Manage the implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Special Schools within the Education District. Manage and coordinate the effective training and development of Teachers within the District. Ensure the monitoring and support of Curriculum implementation within Public Ordinary and Special Schools. Manage the Moderation and Assessment of Curriculum Implementation. Manage and facilitate the planning, administration and financial processes in the division. Perform managerial tasks regarding the staff in the Intermediate Phase Division.

ENQUIRIES: Ms S Nowers Tel No: (021) 514 6700: Metro Central Education District Office
Ms H Van Ster Tel No: (021) 860 1200: West Coast Education District Office

POST 29/136: DEPUTY CHIEF EDUCATION SPECIALIST: FOUNDATION PHASE CURRICULUM COORDINATOR (GRADE R-3) (REF NO: D 10)
Component: Curriculum Support

SALARY: R482 706 – R940 824 per annum (Post Level 05)
R734 736 – R1 257 237 per annum (MMS all-inclusive package) All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Metro South Education District Office, Mitchell’s Plain

REQUIREMENTS: Appropriate three (3) year qualification in Education (REQV 13). Eight (8) years' experience of which 3 years must be teaching experience in Grade R - Grade 3 and 5 years management experience in Grade R - Grade 3. Registration with SACE. A valid driver’s licence. Knowledge: Knowledge and understanding of the National Curriculum Framework (NCF). Knowledge and understanding of the National Curriculum Statements which includes the Curriculum Assessment Policy Statements, National Protocol for Assessment and the National Policy pertaining to the Programme and Promotion Requirements for grades R -12. Knowledge and understanding of all relevant Education Legislation and Policies. Knowledge and understanding of National and Provincial Strategic Plans (NDP, Schooling 2025). Knowledge and experience in teacher and materials development. Knowledge of Language in Education policies. Knowledge of Finance (PFMA). Skills: Computer (MS Word, Power Point, Excel), analytical and report writing. Strong verbal and written communication. Facilitation and presentation. Project planning and organising. Monitoring, evaluation and development. Finance.

DUTIES: Manage the implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Public Special Schools within the Education District. Manage and coordinate the training and development of Teachers within the District. Ensure the monitoring and support of Curriculum implementation within Public Ordinary and Special Schools. Manage the Moderation and Assessment of Curriculum Implementation. Manage and facilitate the planning, administration and financial processes in the division. Perform managerial tasks regarding the staff in the Foundation Phase Division.

ENQUIRIES: Mr GKR Stander (021) 370 2000: Metro South Education District Office
POST 29/137: CLINICAL PROGRAMME COORDINATOR (REF NO: I 12)
Directorate: Inclusive and Specialised Education Support

SALARY: Grade 1: R420 318 – R473 067 per annum plus benefits OSD
Grade 2: R487 266 – R548 436 per annum plus benefits

CENTRE: Cape Town

REQUIREMENTS: An appropriate qualification as a professional nurse. Registration as a Professional Nurse with the Professional Board Of The Health Professions Council Of South Africa (HPCSA) (Must Provide Proof Of Current Registration). At least 7 years relevant experience. Appropriate knowledge and experience of education. A certified copy of a valid driver’s licence. Proficiency in at least 2 of the official languages of the Western Cape.

DUTIES: Collaborate with the Provincial Manager: Specialised Support Services on management, planning and co-ordination of health and medical support services to ordinary and special schools. Oversee the development and implementation of health and medical policies, directives, acts and regulations. Plan and facilitate the early identification, assessment and support of learners experiencing health barriers to learning. Identify health indicators and risk factors. Maintain standards and norms of health practitioner practice to promote health. Develop and implement quality assurance guidelines, protocols, norms and standards. Utilise IT and other management information systems to manage information for the enhancement of service delivery. Establish, maintain and participate in inter-sectoral and multi-disciplinary teamwork that promotes effective and efficient health care. Foster partnerships to enhance support and inclusion, e.g. the integrated school health programme. Provide professional supervision to health support services. Manage the continuous professional development (CPD) of health staff. Ensure sound administrative and ethical practices according to the guidelines provided by the health professions council of South Africa (HPCSA). Maintain a database of all registered health staff in the districts. Promote the screening, identification, assessment and support (SIAS) policy and processes. Assist medical staff in school-based support teams to develop individual support plans for learners experiencing barriers to learning. Provide expert evidence and/or opinions on medical and health support issues as required. Relevant budget administration.

ENQUIRIES: Ms B Daniels Tel No: (021) 467 2028

POST 29/138: SENIOR EDUCATION SPECIALIST: AFRIKAANS LANGUAGE PRACTITIONER (REF NO: I 11)
Directorate: Communication

SALARY: R391 677 - R886 308 per annum plus benefits (Post Level 03)

CENTRE: Cape Town

REQUIREMENTS: A recognised three-year qualification (REQV 13) which must include Afrikaans at 3rd year tertiary level; At least 3 years’ experience as a Language Practitioner in editing and translating. SACE registration. Recommendations: Ability to translate from Afrikaans to English. Knowledge of Translation Memory Software. Competencies & Attributes: Excellent verbal and written communication skills in Afrikaans and a high level of competence in English; Ability to communicate on a personal level; Service orientated; Computer skills in MS-Word and use of email; The ability to work under pressure; The ability to work both independently and as part of a team; Honesty and a high sense of responsibility.

DUTIES: Edit Afrikaans documents, correspondence and examination papers. Translate official circulars, documents, communiqués and media releases from English to Afrikaans. Provide a language advisory service to Departmental employees.

ENQUIRIES: Ms B Hammond Tel No: (021) 467 2532

NOTE: Shortlisted candidates will be required to complete a departmental language test, which will include editing and translation.
POST 29/139  

SENIOR EDUCATION SPECIALIST: SEN/FET SUBJECT ADVISOR (GRADE 8-12) (X11 POSTS)
Component: Curriculum Support

SALARY
R391 677 - R886 308 per annum plus benefits (Post Level 03)

CENTRE
Tourism Subject Advisor: Metro North Education District Office, Parow Ref No: B 13 (X1 Post)
History Subject Advisor: Metro East Education District Office, Kuils River Ref No: C 13 (X1 Post)
IsiXhosa Subject Advisor: Metro South Education District Office, Mitchell’s Plain Ref No: D 11 (X1 Post)
Economics Subject Advisor: West Coast Education District Office, Paarl Ref No: E 13 (X1 Post)
Physical Science Subject Advisor: West Coast Education District Office, Paarl Ref No: E 14 (X1 Post)
History Subject Advisor: Cape Winelands Education District Office, Paarl Ref No: F 17 (X1 Post)
English Subject Advisor: Cape Winelands Education District Office, Worcester Ref No: F 18 (X1 Post)
Afrikaans Subject Advisor: Overberg Education District Office, Caledon Ref No: G 8 (X1 Post)
Mathematics Subject Advisor: Overberg Education District Office, Caledon (Ref No: G 9) (X1 Post)
Mathematics Literacy Subject Advisor: Overberg Education District Office, Caledon (Ref No: G 10) (X1 Post)
Tourism Subject Advisor: Eden & Central Karoo Education District Office, George Ref No: H 13 (X1 Post)

REQUIREMENTS
Appropriate three (3) year qualification in Education (REQV 13). Five (5) years teaching experience in Grade 8 -12. Registration with SACE. A valid driver’s licence. Knowledge: Knowledge and understanding of all relevant National and Provincial Legislation and Policies. Knowledge and understanding of the National Curriculum Statements which includes the Curriculum Assessment Policy Statements, National Protocol for Assessment and the National Policy pertaining to the Programme and Promotion Requirements for grades R -12. Knowledge and understanding of National and Provincial Strategic Plans (NDP, Schooling 2025). Knowledge and understanding of the Subject. Knowledge and experience in teacher and materials development. Knowledge and understanding of the Language in Education Policies. Knowledge and understanding of ICT Knowledge and Information Management. Knowledge and understanding of the organisational structure’s and operational model of WCED. Skills: Strong verbal and written communication skills. Analytical and report writing skills. Computer skills (Word, Power Point, Excel). Facilitation and Presentation skills. Project planning and organising skills. Monitoring, evaluation and development skills. Financial Planning skills.

DUTIES
Facilitate and coordinate the implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Special Schools. Training and development of Teachers. Training and development of Teachers. Monitoring, evaluation and support of Curriculum implementation within Public Ordinary and Special Schools. Moderation and Assessment of Curriculum Implementation. Planning and Administration functions.

ENQUIRIES
Mr D Millar Tel No: (021) 938 3133: Metro North Education District Office
Mr BO Schereka Tel No: (021) 900 7005: Metro East Education District Office
Mr GKR Stander Tel No: (021) 370 2000: Metro South Education District Office
Ms H Van Ster Tel No: (021) 860 1200: West Coast Education District Office
Mr J Benjamin Tel No: (023) 348 4600: Cape Winelands Education District Office
Mr B Loriston Tel No: (028) 214 7300: Overberg Education District Office
Mr DS Maarman Tel No: (044) 803 8300: Eden & Central Karoo Education District Office
POST 29/140: SENIOR EDUCATION SPECIALIST: INTER/SEN SUBJECT ADVISOR (GRADE 4-7) (X6 POSTS)
Component: Curriculum Support

SALARY: R391 677 - R886 308 per annum plus benefits (Post Level 03)
CENTRE:
Afrikaans HL and FAL Subject Advisor: Metro East Education District Office, Kuils River Ref No: C 14 (X1 Post)
Afrikaans and English Subject Advisor: Cape Winelands Education District Office, Worcester Ref No: F 19 (X1 Post)
Mathematics Subject Advisor: Cape Winelands Education District Office, Worcester Ref No: F 20 (X1 Post)
English Subject Advisor: Overberg Education District Office, Caledon Ref No: G 11 (X1 Post)
Social Science Subject Advisor: Eden & Central Karoo Education District Office, George Ref No: H 14 (X1 Post)
English Subject Advisor: Eden & Central Karoo Education District Office, George Ref No: H 15 (X1 Post)

REQUIREMENTS:
Appropriate three (3) year qualification in Education (REQV 13). Five (5) years teaching experience in Grade 4 - Grade 7. Registration with SACE. A valid driver’s licence. Knowledge: Knowledge and understanding of all relevant National and Provincial Education Legislation and Policies. Knowledge and understanding of the National Curriculum Statements which includes the Curriculum Assessment Policy Statements, National Protocol for Assessment and the National Policy pertaining to the Programme and Promotion Requirements for grades R -12. Knowledge and understanding of National and Provincial Strategic Plans (NDP, Schooling 2025). Knowledge and understanding of the Subject. Knowledge and experience in teacher and materials development. Knowledge and understanding of the Language in Education Policies. Knowledge and understanding of ICT Knowledge and Information Management. Knowledge and understanding of the organisational structure and operational model of WCED. Skills: Strong verbal and written communication. Analytical and report writing. Computer (Word, Power Point, Excel). Facilitation and presentation, project planning and organising. Monitoring, evaluation and development.

DUTIES:
Facilitate and coordinate the implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Special Schools. Training and development of Teachers. Monitoring, evaluation and support of Curriculum implementation within Public Ordinary and Special Schools. Moderation and Assessment of Curriculum Implementation. Planning and Administration.

ENQUIRIES:
Mr BO Schereka Tel No: (021) 900 7005: Metro East Education District Office
Mr J Benjamin Tel No: (023) 348 4600: Cape Winelands Education District Office
Mr B Loriston Tel No: (028) 214 7300: Overberg Education District Office
Mr DS Maarman Tel No: (044) 803 8300: Eden & Central Karoo Education District Office

POST 29/141: SENIOR EDUCATION SPECIALIST: FOUNDATION PHASE SUBJECT ADVISOR (GRADE R - 3) (X7 POSTS)
Component: Curriculum Support

SALARY: R391 677 - R886 308 per annum plus benefits (Post Level 03)
CENTRE:
English and Afrikaans: Metro East Education District Office, Kuils River Ref No: C 15 (X1 Post)
Cape Winelands Education District Office, Worcester Ref No: F 21 (X1 Post)
IsiXhosa: Cape Winelands Education District Office, Worcester Ref No: F 22 (X1 Post)
IsiXhosa: Eden & Central Karoo Education District Office, Mossel Bay (Circuit 2) Ref No: H 16 (X1 Post)
Eden & Central Karoo Education District Office, Oudtshoorn (Circuit 6) Ref No: H 17 (X1 Post)
Eden & Central Karoo Education District Office, Beaufort West (Circuit 7) Ref No: H 18 (X1 Post)
Eden & Central Karoo Education District Office, George (Circuit 8) Ref No: H 19 (X1 Post)

**DUTIES**: Facilitate and coordinate the implementation of the National Curriculum Statement (NCS) in all Public Ordinary and Special Schools. Training and development of Teachers. Monitoring, evaluation and support of Curriculum implementation within Public Ordinary and Special Schools. Moderation and Assessment of Curriculum Implementation. Planning and Administration.

**ENQUIRIES**: Mr BO Schereka Tel No: (021) 900 7005: Metro East Education District Office
Mr J Benjamin Tel No: (023) 348 4600: Cape Winelands Education District Office
Mr DS Maarman Tel No: (044) 803 8300: Eden & Central Karoo Education District Office

**POST 29/142**: SENIOR EDUCATION SPECIALIST: LEARNING SUPPORT ADVISOR (X2 POSTS)
Component: Curriculum Support

**SALARY**: R391 677 - R886 308 per annum plus benefits (Post Level 03)

**CENTRE**: LOLT IsiXhosa: Metro Central Education District Office, Maitland Ref No: A 13 (X1 Post)
Metro East Education District Office, Kuils River, Ref No: C 16 (X1 Post)


**DUTIES**: Train teachers, parents and support staff in the early identification of learning barriers particularly barriers to accessing the curriculum. Train teachers, parents and support staff to manage identified learners who experience curriculum barriers to learning (e.g. Individual Support Plan (ISP) / Group Support Plan (GSP)). Develop and implement goals/needs driven initiatives/programmes and workshops for learners, parents and School Governing Bodies (SGBs) to prevent and address learning barriers. Implementation of Inclusive Policies including the Screening Identification and Assessment Support (SIAS) Policy. Report quarterly on the implementation of learning support intervention programmes for early identification of and curriculum interventions relating to barriers to learning to the Learning Support Coordinator. Provide specialised learning support to strengthen District- and School-based Support Teams (DBSTs/SBSTs). Participate in inter- and intra-sectoral networks and collaborations. Perform supervisory tasks of Learning Support Teachers (LST) in identified Public Ordinary and Special Schools Outreach Teams.
ENQUIRIES

Ms S Nowers Tel No: (021) 514 6700: Metro Central Education District Office
Mr BO Schereka Tel No: (021) 900 7005: Metro East Education District Office