



PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 34 OF 2018
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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

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION: kindly note that the post of Director: Organisational Design with Ref No: DPSA/18/010 advertised in vacancy circular 28 dated 13 July 2018; The following requirement: A proven track record in the Organisational Design (OD) field and relevant managerial experience should read as follows: A proven track record in the Organisational Design (OD) field and 5 years relevant experience at a middle/senior managerial level. Applicants who have already applied need not to re-apply, as their applications will still be considered. Enquiries: Mr. B.W. Malaza Tel No: (012) 336 1644. We apologise for any inconvenience caused. **GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM:** kindly note that the post of Content Coordinator with Ref No: 3/1/5/1-18/6 advertised in vacancy circular 33 dated 17 August 2018; The following note: Preference will be given to Indian Male/Female and White Male/Female should read as follows: Preference will be given to a person with disability. We apologise for any inconvenience caused.

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DEPARTMENT OF DEFENCE



- CLOSING DATE** : 14 September 2018 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

- POST 34/01** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DID/17/18**
Directorate Regulatory Audit
- SALARY** : R444 693 per annum (Level 10)
- CENTRE** : Mpumalanga Regional Office (Nelspruit)
- REQUIREMENTS** : An appropriate Bachelor's Degree or equivalent qualification in Internal Auditing with experience in Internal Auditing. Possession of either one or more professional certificate: Certified Internal Auditor (CIA), Certified Government Auditing Professional (CGAP) and Certification in control Self-Assessment (CCSA) will be an added advantage. Knowledge of International Standards for the Professional Practise of Internal Auditing, Enterprise Risk Management Framework, Public Finance Management Act, 1999(Act No 1 of 1999) and Treasury Regulations. A valid driver's licence will be an added advantage. The successful candidate will be required to undergo a security clearance and must be willing to travel extensively and work irregular hours.
- DUTIES** : Evaluate the internal control system, risk management and governance processes of the department. Plan allocated audits; develop audit programme, execute the audits based on audit programme; gather relevant data; document all findings raised and provide supporting evidence; compile audit reports and discuss them with the clients. Supervise the audit teams throughout the audit engagement. Conduct audits in compliance with the International Standard for Professional

Practice of Internal Auditing. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Conduct ad hoc audits as requested.

ENQUIRIES : Lt Col N.J. Kekana, Tel No: (012) 312 4718

APPLICATIONS : Department of Defence, Defence Inspectorate Division, Private Bag X671, Pretoria, 0001 or may be hand delivered to Liberty Building, 278 Madiba Street, Pretoria where it may be placed in a box at the reception.

NOTE : Candidates may be subjected to a technical exercise that intends to test relevant technical elements of the required job. This post was advertised in PSVC 31 of 2018 and the closing date has been extended.

POST 34/02 : **ADMINISTRATION CLERK: PRODUCTION REF NO: DLSD/26/18**

SALARY : R163 563 per annum (Level 05)

CENTRE : Legsato, Thaba Tshwane, Pretoria

REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent qualification. An appropriate academic qualification in Administration or related field will be an advantage. Basic knowledge of office administration and records management procedures and practices. Special requirements (Skills needed): Computer literate (MS Excel, MS PowerPoint and MS Word). Good communication (Verbal and Written), Co-ordination, Planning and Organisational skills. Interpersonal relationship skills, Problem solving, Maintain discipline and the ability to interpret policy directives.

DUTIES : Render clerical service to Legsato Thaba Tshwane. Receive and record incoming and outgoing mail (i.e. letters, packages and submissions). Manage, send and receive facsimiles. Ensure receipt, identification, filling, dispatching and safe keeping of official correspondence when in use. Maintain an updated distribution list(s) for circulars, circular minutes, etc. Keep/Maintain an effective filling system. Ensure that office equipment is in good working condition for the directorate. Assist in monitoring and maintaining office inventories and equipment.

ENQUIRIES : Maj L. Masemola / L/Cpl M.M Mmelese, Tel No: (012) 355 5334.

APPLICATIONS : Department of Defence, Defence Legal Services Division, Private Bag X161, Pretoria 0001 or may be hand delivered to Department of Defence Headquarters, Armscor Building, Corner Nossob and Boeing Streets, Erasmuskloof, Pretoria.

DEPARTMENT OF ENERGY

<u>APPLICATIONS</u>	:	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)
<u>FOR ATTENTION</u>	:	Mr. D Mbhokota/ Mr. T Kekana/ P Ndlovu
<u>CLOSING DATE</u>	:	07 September 2018
<u>NOTE</u>	:	Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. NB email or fax applications will not be accepted.

OTHER POST

<u>POST 34/03</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma in Accounting/Cost and Management Accounting/Finance/ Internal Auditing with a minimum of three (3) years' experience in an Accounting environment PLUS the following key competencies, Knowledge of: Public Finance Management Act, Treasury Regulations, DoRA, Basic accounting System, Logis, Persal. Thinking Demand: Problem solving, Creativity, Ability to Negotiate. Skills: Computer Literacy, Good verbal and written communication, Ability to communicate at all levels. Personal Attributes: Self-driven, Innovative and self-confidence, Ability to work under pressure. Recommendation: Completed articles will serve as an added advantage.
<u>DUTIES</u>	:	Implement, monitor and review CFO branch policies, standard operating procedures, delegations of authority and internal controls. Identify shortcomings in terms of application of process and report on internal control efficiencies with recommendations. Identify potential risks and update branch risk register. Respond to auditors (internal and external) queries. Coordinate and Compile Interim Financial Statements and Annul Financial Statements, including the preparation and follow up of annexures and work papers. Coordinate and compile consolidated monthly, quarterly and annual compliance reports. Provide managerial activities.
<u>ENQUIRIES</u>	:	Ms. S Dlamini ☎012 406 7964

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag X63, Arcadia, Pretoria, 0001
- CLOSING DATE** : 10 September 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-employment checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The GPAA reserves the right to utilize practical exercises/tests/competency assessments for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

OTHER POST

- POST 34/04** : **MANAGER: PHYSICAL SECURITY (REF NO: M/PS/2018/08 -1P)**
- SALARY** : R697 011 per annum (all-inclusive package) Level 11
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : Recognized three-year National Diploma/ Degree (360 credits) with at least Six (6) years appropriate proven experience in the field of physical security ideally within Public Service of which three years should be in the field of security supervision/managerial role. Computer literacy that include a good working knowledge of Microsoft Office products. A relevant NIA security management course will be an advantage. PSIRA Grade A registered. Valid driver's license (code 8). Excellent verbal and written communication skills are essential.

Knowledge of the Access Control to Public Premises and Vehicles Act, Firearm Control Act, Criminal Procedure Act, Fire Brigade Act, Disaster Management Act, Occupational Health and Safety Act, MISS and other relevant and applicable security directives, legislations and regulations. Experience in policy implementation and formulation of plans. Knowledge of investigations. Understanding of electronic security systems. Policy formulation. Knowledge of Fire regulations. Understanding and managing security risks. Conducting research. Investigations awareness programme. Knowledge of Occupation Health and Safety Act. Knowledge of National Information Security Policy. Knowledge of Control of Access to Public Premises and Vehicles Act. Knowledge of security directives (NIA, SAPS, NPA). Knowledge of Security breaches and investigations. Interpersonal sensitivity. Customer orientated. Effective report writing skills. Problem solving and analysis. Emergency and crisis management. Surveillance Rules and Techniques. Observation, situation analysis skills. Ethical business conduct. Reliable, capable of being entrusted with sensitive information. Good communication skills both verbal and spoken. Good reporting skills. Good interpersonal skills. Conflict resolution and negotiations skills. Operating and auditing skills. Disaster and recovery skills. Good analytical and innovative thinking skills. Honesty and integrity. Non aggressive, cautions and disciplined. Assertive, precise. Able to work in teams and independently. Co-operative, good communicator in various languages. Flexibility, well spoken, receptive to suggestions. Self- driven, ability to work under pressure.

DUTIES

: The successful candidate will be responsible for the management of the Physical Security unit, which inter alia include but is not limited to: Manage the total security function of the GPAA: Create an enabling environment for the GPAA to achieve its strategic goals by providing guidance to the Facilities Senior Manager to develop, implement and maintain security policies, procedures, and processes, in accordance with best practice standards, frameworks and regulations. Develop, implement and monitor achievement of an effective Business Plan and budget for Security to support the achievement of GPAA's strategic objectives. Identify risks and threats to the security of the GPAA, and vulnerabilities in the organisational capacity to counter such; Develop and implement appropriate security measures and procedures. Ensure integration of all security-related aspects with regard to personnel, documents, physical security, communications, computers and surveillance activities; Advise management regarding the security implications of executive decisions. Facilitate the management of security-related issues by the Security Committee. Ensure the effective management of vetting applications and security clearances. Ensure effective management of company and company's employees screening. Maintain records of security incidents. Manage fire system throughout GPAA offices. Manage Occupational Health and Safety. Develop and implement processes for physical security services: Develop physical security risk assessment process. Respond to physical security incidents and assess impact of incidents. Develop policies and procedures. Conduct investigations into security breaches and maintain incident-tracking database. Assess the impact of incidents and make recommendations. Render required physical security services to related contractors/ provinces and agencies. Perform and develop physical security risk assessment processes such as threat and risk assessment, appraisals and security audits. Interact with law enforcement, security related and relevant external and internal organizations and authorities. Provide event security control management. To drive the operational management of the Physical Security Unit to ensure that a condition of security is maintained on an acceptable level and Ensure effective implementation of the Minimum Information Security Standards (MISS), Minimum Physical Security Standards and compliance with Control Access of Public Premises and Vehicles Act 53 of 1985. Develop and implement physical security and vetting policies and procedures on the basis of the risk profile of at the GPAA offices: Develop and implement both physical security and vetting policies. Ensure that all employees are trained on both security policies and procedures. Ensure compliance with security policies. Ensure proper maintenance of both policies. Evaluate and optimise the effective implementation of appropriate security measures and procedures: Liaise with various security managers to evaluate the nature, extent, impact and probability of security risks and threats

directed at the GPAA, to develop a security risk assessment report for GPAA Management. Develop appropriate control and counter measures (i.e. preventative strategies) to minimise and manage identified security risks and threats. Manage all resources of the unit: Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise, and developmental needs of the individual. Identify development and succession planning requirements. Ensure employment equity compliance. Monitor that outputs achieve business requirements. Facilitate staff productivity and efficiency, minimizing absenteeism and turnover figures. Motivate staff through the implementation of various reward mechanisms. Facilitate departmental communication through appropriate structures and systems. Manage the budget of the unit and monitor expenditure patterns as per the prescripts. Provide Physical Security Services: Compile duty rosters for 24 hour security in organization Ensure staff is trained. Ensure security surveillance equipment is properly installed. Conduct physical security awareness and training programs. Provide physical security management reports on all projects and initiatives. Develop and implement security-related training and awareness programmes: Facilitate the development and maintenance of a security training capacity. Manage and coordinate the creation of awareness of Physical security and vetting requirements, through various communication channels available to obtain cooperation and support from GPAA staff. Interact with security-related and relevant authorities: Liaise and interact regarding planned and unplanned inspections. Liaise regarding information security. Liaise regarding physical security requirements and problems, and measures to address.

**ENQUIRIES
FOR ATTENTION
NOTE**

: Mr Tumisho Manaka Tel No: 012 319 1075
 : Mr Tumisho Manaka – Recruitment
 : One position of Manager: Physical Security is currently available at the Government Pensions Administration Agency: Pretoria Office. This position will be filled permanently. Employment Equity target for the post is African, Coloured, Indian or White female candidates or persons with a disability. Candidates of the specified groups are encouraged to apply.

POST 34/05

: **SENIOR STATE ACCOUNTANT: EMPLOYEE BENEFITS ACCOUNTING
GENERAL LEDGER (REF NO: SSA/EBA-GL/2018/06 – 1P/08RA)**

**SALARY
CENTRE
REQUIREMENTS**

: R299 709 per annum (basic salary) Level 08
 : Pretoria Head Office
 : A Recognized three-year National Diploma/Bachelor's Degree or equivalent three year qualification (360 credits/NQF6) in Finance (Accounting as a subject). Three (3) years appropriate proven experience in a financial accounting environment of which one (1) year should be in a supervisory role. Computer literacy that includes a good working knowledge of Microsoft Office products. Knowledge of Public Finance and Management Act. Knowledge of General ledger bookkeeping. Knowledge of Financial accounting. Knowledge of Government Employees Pension Rules and Legislations. Analytical thinking. Customer relations. Problem solving. Communication skills. Ability to work in a team. Ability to work accurately and independently. Honesty/integrity. Hard working. Attention to detail.

DUTIES

: The key outputs for this position include, but are not limited to: Administration of General Ledger transactions: Perform reconciliations relating to employee benefits general ledger accounts; Process journal entries and corrections; Follow-up on differences and make the relevant corrections; Attend to audit queries relating to employee benefits general ledger accounts. Render financial accounting services, monitoring and ensuring that procedures are adhered to: Review payments relating to maintenance orders; magistrate courts or beneficiaries; Review and confirm new and updated pay points; Review and confirm journal entries; Ensure that deductions of maintenance orders are implemented; Ensure that payment schedules are sent after each payment run; Ensure that pension pay-out is claimed from departments; and enquiries are attended to. Manual calculation of AIPF and TEPF year-end provision for benefits payable: Review membership and pensioner roll reconciliations; Review payment calculations of exited members; Request reports and identify suspended pensioners; Calculate AIPF and TEPF year-end

provision for benefits payable; and Timeous resolution of audit queries. Effective management reporting: Ensure that benefit payment statistics are provided monthly to management. Supervision of the staff: Allocate work according to skills and competencies of subordinates; Manage staff performance; Develop, train and coach; Maintain discipline; and Ensure that subordinates are informed about changes in work environment or management decisions.

ENQUIRIES
FOR ATTENTION
NOTE

- : Ms Felicia Mahlaba Tel No: 012 319 1455
- : Ms Felicia Mahlaba– Recruitment
- : One Senior State Accountant: EB Accounting position is currently available at GPAA. The successful incumbent will prepare general ledger reconciliations and render effective and efficient financial administration support services. The post will be filled permanently. Employment Equity targets for the post is African, Coloured or Indian male/female or people with disability. Candidates of the specified groups are encouraged to apply.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(KING HINTSA (TVET) COLLEGE AND UMFOLOZI TVET COLLEGE)**

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

- APPLICATIONS** : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.
- CLOSING DATE** : 07 September 2018 at 16H00, applications received after the closing date, emailed or faxed applications will not be considered.
- NOTE** : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.
- ERRATUM: UMFOLOZI TVET COLLEGE:** kindly note that the post of Training Officer: Fitter: Technical Training Centre with Ref No: 2018/042 advertised in vacancy circular 32 dated 10 August 2018; the job title should read as follows: Training Officer: Boiler Maker: Technical Training Centre, Ref No: 2018/042 and In addition, the sentence "A relevant recognised fitter artisan qualification" should have read as follows: A relevant recognised boiler making artisan qualification.

OTHER POSTS

- POST 34/06** : **PROJECT MANAGER (ASSISTANT DIRECTOR) (INFRASTRUCTURE AND FACILITIES MANAGEMENT REF NO: KHC 01-08/2018)**
Three (03) Years Contract
- SALARY CENTRE REQUIREMENTS** : R356 289 plus 37% in lieu of benefits per annum (SL 09)
Admin Centre - Butterworth
An appropriate Bachelor Degree in Civil Engineering/ Building Science or equivalent qualification in the relevant construction field. Five years relevant working experience in Construction or civil of which three years must be on supervisory level. (Registration with a relevant professional body would be an added advantage – proof should be attached). An understanding of the Public Finance Management Act, 1999 (PFMA), Civil Engineering, Project Management. Skills and attributes: Conceptual, Technical and Human skills. Must be computer literate and have a valid driver's license.
- DUTIES** : Monitor and report on infrastructure development and maintenance as well as performance in accordance with the relevant Laws and Regulations; Manage the contractors and service providers' functions by ensuring that all deliverables are met within the reasonable and agreed timelines; Prepare monthly, quarterly and annual reports for Management and Council; Prepare and monitor the Budget for the unit; Manage the staff and resources within the unit; Strengthen internal controls on project and contract management; Prepare the project file to all relevant stakeholders and assist to resolve audit queries.
- ENQUIRIES** : Mr Ndzame MM or Ms Soyizwapi P Tel No: 047 401 6400
- POST 34/07** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT & ADMINISTRATION AND DEVELOPMENT (HRMA&D) REF NO: 2018/044**
- SALARY CENTRE** : R356 289 per annum (Level 09) plus benefits as applicable in the Public Service Central Office

- REQUIREMENTS** : An appropriate 3 years Bachelor's Degree/National Diploma/NQF level 6 (or equivalent qualification). Five years' experience in the spheres of human resource management, administration and development of which 2 years must be in a supervisory position in the Public Sector. Valid driver's license and willingness to travel when required. Expert knowledge of the legislative and regulatory environment informing human resource management, administration and development as well as labour relations. Knowledge of the Persal system associated with human resource management and administration. Ability to design and implement internal system and controls to ensure sound operational management. Proven computer literacy, including advanced MSWord, MSExcel and MSPowerPoint. Proven report writing and presentation skills. Conflict management skills with regard to people management. Good communication and writing skills. Must be able to understand and interpret prescripts and policies. Ability to work under pressure and willingness to work extended hours when required. Proven skills related to the preparation and implementation of human resource-related plans.
- DUTIES** : Human Resource Development: Formulate human resource development policies and procedures and compliance established through the quality assurance process. Manage the formulation of the Workplace Skills Plan and submission. Develop and implement systems and mechanisms for development planning in order for Committees to be established and functional. Manage Induction programme. Manage the implementation of the annual training plan. Manage the performance management process. Manage the administration of the financial assistance and bursaries for employees. Human resource Administration: Formulate human resource administration policies and procedures. Manage the human resource recruitment, selection, appointment and termination processes. Manage employees' conditions of service and records. Manage HRMA&D Risk Register. Human Resource Management: Formulate human resource management policies and procedures. Analyse and administer the organisation and post establishment. Manage the human resource planning process. Manage the human resource practices. Labour Relations: Manage the grievance, dispute resolution, collective action and conduct management processes. Represent the College at collective bargaining forums in the absence of the Labour Relations Officer. Unit Management: Formulate and maintain job profiles for all posts within the Unit. Conduct meetings with internal staff and plan and assign work within the Unit. Manage the Unit's budget and cash flow. Compile the annual objectives of the Unit in collaboration with Unit members. Close out non-conformances resulting from Quality as well as Health and Safety. Conduct performance appraisals with Unit staff and arrange and monitor individual development.
- ENQUIRIES** : Mrs. NNF Khanyile, Tel No: (035) 902 9532
- APPLICATIONS** : uMfolozi TVET College, HRMA&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
- NOTE** : Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate or equivalent qualification must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote

representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 13 September 2018 at 16:00
- POST 34/08** : **NC (V) ENGINEERING RELATED DESIGN LECTURER REF NO: 2018/018**
(Re-advertisement) Applicants who had previously applied, are welcome to re-apply.
- SALARY CENTRE REQUIREMENTS** : R198 774 – R441 369 per annum plus benefits as applicable in the Public Service
: Mandeni Campus
: A relevant recognised Mechanical Engineering diploma/degree. Must be able to teach all Engineering Related Design subjects for L2 to L4. Very good knowledge of subject area and work/related applications. Good record keeping and administrative skills. Computer proficiency in MS Office Suite. Advantageous: Assessor/Moderator accredited. Two years teaching/training/industry-related experience. Driver's License.
- DUTIES** : Teaching and Learning Delivery: Teach students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to libraries and/or access to IT facilities appropriate to the subject requirements and advise on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Student Assessment and Evaluation: Assess students by setting and marking exams and assignments, and evaluating completed projects. Ensure that work is set and assessed consistently, in line with OBE principles and College Assessment policy and complete all related administrative records or reports. Participate in subject related assessment and moderation committees. Maintain all assessment records of student progress and performance. Teaching Administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and term estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Subject Development and Marketing of Programmes: Maintain up-to-date knowledge of industry trends in subject area. Participate in INSET courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material based on current industry trends. Represent the subject area at "open days" and other promotional events. Provide guidance and work related insights to students, parents and the general community. Student Guidance and Support: Provide advice on subject related career options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Manage student behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.
- ENQUIRIES APPLICATIONS** : Mr S Mthembu Tel No: (035) 902 9655
: uMfolozi TVET College, HRMA&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
- NOTE** : Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculum Vitae. Certified copies of all

original qualifications (Matric Certificate or equivalent qualification must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

CLOSING DATE

: 13 September 2018 at 16:00

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to persons with disabilities.

INTERNSHIP PROGRAMME

The Department of International Relations and Cooperation is inviting applications for a twenty-four (24) months Internship Programme as a contribution towards Skills Development by giving unemployed graduates an opportunity to gain experience in various areas.

- APPLICATIONS** : Please forward your application to the e-mail address – internhospitality@dirco.gov.za) quoting the reference number (post number) or post name in the subject line in order to receive an acknowledgement.
- CLOSING DATE** : 07 September 2018
- NOTE** : Applications must be submitted on a Z83 form <http://www.dirco.gov.za/employment/employ.pdf> (duly completed & signed) or obtainable from any Public Service department and must be accompanied by a comprehensive CV and certified copies (not older than 3 months) of qualifications (including academic transcripts), reflecting compliance with the minimum requirements as well as certified copy of your ID. Please indicate the study field / area at the reference number; If you apply for more than one (1) study field / area, please complete a Z83 for each study field /area and forward to the individual e-mail addresses; No faxed / hand-delivered applications will be considered. Only first time Internship Programme participants will be considered; Successful candidates must be willing to sign an oath of secrecy with the Department; Applicants will be expected to be available for selection and interviews at a time, date and place as determined by the Department; Interns will be placed within the Department of International Relations and Cooperation at Offices in the Gauteng Province (Head Office / Guesthouses / State Protocol Lounge at OR Tambo International Airport); It is, therefore, required that candidates should have their own transport and accommodation; All appointments are subject to the verification of qualifications, citizenship, reference checks and security vetting; If you are in possession of foreign qualifications, an evaluation certificate from the South African Qualifications Authority (SAQA) must accompany your application. Failure to submit the required documents/information will result in your application not being considered; No late applications will be considered / accepted; Correspondence will be limited to short-listed candidates only; should you not be contacted within three (3) months after the closing date, please consider your application as unsuccessful. Please note that successful interns will be expected to sign an Internship Contract/Agreement with the Department. Note: Candidates who have already participated in an Internship Programme in any Government Department will not be considered.

OTHER POST

- POST 34/09** : **HOSPITALITY MANAGEMENT/ FOOD & BEVERAGE MANAGEMENT AND PROFESSIONAL COOKERY**
Twenty-four (24) months
- STIPEND** : R5 500 per month
- CENTRE** : Gauteng Province (Head Office / Guesthouses / OR Tambo International Airport)
- REQUIREMENTS** : Applicants must have a degree (NQF 7) or diploma (NQF 6) in any of the aforementioned disciplines and must be at least 18 to 35 years old.
- ENQUIRIES** : Ms K Padayachee-Vacik, Tel No: (012) 351 0319

DEPARTMENT OF LABOUR

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

- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- CLOSING DATE** : 07 September 2018 at 16:00
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies(Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Certified copy of a copy will not be accepted Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

- POST 34/10** : **DEPUTY DIRECTOR: BILLING AND CLINICAL CODING REF NO: HR 5/1/2/3/131**
(This is a re-advertisement candidates who previously applied are encouraged to re-apply)
- SALARY** : R697 011 – R821 052 per annum (All inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : A Three year qualification in Accounting/ Finance/ Informatics/ Cost and Management Accounting/ Business Management (or Administration)/ Health related qualifications (Nursing/ Occupational Therapy/ Physiotherapy)/ Information Technology/ Computer Studies/ Operations Management/ Production Management. Certificate in billing and clinical coding will be an added advantage. 3 years functional experience in medical aid/ claims processing environment. 2 years supervisory experience in billing and coding. Knowledge: Compensation Fund business strategies and goals. Public Service Regulations, policies and procedures. Compensation Fund value chain and business processes. COIDA, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk awareness. Technical

knowledge. General knowledge of the Public Service Regulation Legislative requirements: PFMA and National Treasury Regulations Skills: Business Writing. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Customer Focus. Accountability. People Management and Empowerment (including developing others). Client Orientation. Communication. Risk Management and Corporate Governance.

DUTIES : Monitor the determination and publishing of medical tariffs for COIDA. Manage the loading of COID tariffs and other medical tariffs in the operational system. Manage and ensure technical support to operational system users and oversee training. Develop policies and guidelines related to billing and clinical coding. Manage all the resources in the sub-directorate.

ENQUIRIES : Ms D Nkabinde Tel No: (012) 319 9378

POST 34/11 : **DEPUTY DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/130**
(This is a re-advertisement candidates who previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R697 011 – R821 052 per annum (All inclusive)
: Compensation Fund, Pretoria
: A Three year qualification in Accounting/ Finance/ Informatics/ Cost and Management Accounting/ Business Management (or Administration)/ Health related qualifications (Nursing/ Occupational Therapy/ Physiotherapy)/ Information Technology/ Computer Studies/ Operations Management/ Production Management. 3 years functional experience in medical aid/ claims processing environment. 2 years supervisory experience in medical payments. Knowledge: Compensation Fund business strategies and goals. Public Service Regulations, policies and procedures. COIDA, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation Legislative requirements: PFMA and National Treasury Regulations Skills: Business Writing. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Customer Focus. Accountability. People Management and Empowerment (including developing others). Client Orientation. Communication. Risk Management and Corporate Governance.

DUTIES : Manage the processing of litigation medical invoices to avoid lawsuits. Manage the coordination of allocation of batches to the provinces. Monitor and provide technical support to provincial processors and medical service providers. Develop guidelines for medical payment and provide advice to the negotiating team. Manage all the resources in the sub-directorate.

ENQUIRIES : Ms D Nkabinde Tel No: (012) 319 9378

POST 34/12 : **DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 5/1/2/3/129 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R697 011 – R821 052 per annum (All inclusive)
: Compensation Fund, Pretoria
: A Three year qualification in Public Administration (or Management)/ Commerce/ Business Administration (or Management)/ Development Systems. Certificate in Project Management methodologies will be an added advantage. 3 years middle management experience in training and development environment. 2 years supervisory experience in project management. Knowledge: Departmental and the Fund's policies and procedures. Public Financial Management Act (PFMA). COIDA. All Labour legislations. Project Management. Skills Development Act. Skills Levies Act. Strategic Management. Batho Pele principles Skills: People Management. Problem Solving. Presentation. Strategic Management. Conflict Management. Facilitation. Event management. Analytical. Planning and Organizing. Strong Analytic Skills. Communication Skills- Both Written and Verbal. Ability to influence. Computer Literacy. Report Writing. Driving.

<u>DUTIES</u>	:	Engage with relevant stakeholders in training/skills programmes that will benefit Compensation Fund beneficiaries. Identify beneficiaries and Institutions to be funded for Labour Activation purposes. Monitor the activities of Institutions receiving funding and report on constrains including corrective actions. Manage Advocacy Campaigns to create awareness on Labour Activation Programmes. Manage the resources of the Sub directorate
<u>ENQUIRIES</u>	:	Ms N Magonono Tel No: (012) 406 5606
<u>POST 34/13</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY (POLICY) REF NO: HR 5/1/2/3/128</u>
<u>SALARY</u>	:	R489 429 per annum (OSD) Grade 1
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	A Degree in Physiotherapy. A Minimum five (5) years experience in Rehabilitation, post community service. Registration with the HPCSA Knowledge: Public Service, DoL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Value Chain and business processes. Public Service Regulations, DoL and Fund regulations, policies and procedures. Customer Service (Batho Pele Principles) Legislative Requirements: COIDA, Regulations and Policies. National Health Act. Allied Health Professions Act. Rehabilitation Framework & Policy. Skill Development Act. Integrated National Disability Strategy (INDS). Occupational Health and Safety Act (OHS). Public Service Act. Employment Equity Act. Labour Relation Act. Promotion of Equality and Prevention of Unfair Discrimination Act. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Constitution Act 108 of 1996 (amended). General knowledge of the Public Service Regulations Skills: Rehabilitation skills. Analytical skills. Business Writing Skills. Required IT skills. Strategic Leadership. Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving and Analysis. Decision Making. Accountability. Client Orientation and Customer Focus. Communication. Work Ethic and self-management. Risk Management and Corporate Governance. Environmental Awareness.
<u>DUTIES</u>	:	Provide inputs in the development of Rehabilitation and Reintegration programme for COID patients and monitor the implementation thereof. Provide guidance in the Implementation of Rehabilitation, Reintegration and early return to work strategy. Interact with high level internal and external stakeholders. Coordinate the case management activities in the Fund. Manage all resources in the section.
<u>ENQUIRIES</u>	:	Dr MP Selepe Tel No: 012 319 9495
<u>POST 34/14</u>	:	<u>ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 5/1/2/3/127 (X3 POSTS)</u>
<u>SALARY</u>	:	R356 289 – R419 679 per annum (All inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	A Three year qualification in Public Administration (or Management)/ Commerce/ Business Administration (or Management)/ Development Systems. Certificate in Project Management methodologies will be an added advantage. 2 years functional experience in training and development. 2 years supervisory experience in project management environment. Knowledge: Departmental and the Fund's policies and procedures. Public Financial Management Act (PFMA). COIDA. All Labour legislations. Project Management. Skills Development Act. Skills Levies Act. Strategic Management. Batho Pele principles Skills: People Management. Problem Solving. Presentation. Strategic Management. Conflict Management. Facilitation. Event management. Analytical. Planning and Organizing. Strong Analytic Skill. Communication Skills- Both Written and Verbal. Ability to influence. Computer Literacy. Report Writing. Driving.
<u>DUTIES</u>	:	Coordinate all the priority projects to ensure successful delivery for Labour Activation Programmes. Coordinate financial administrative duties and ensure timeous consolidation of expenditure reports including submission of variance reports for the Directorate. Implement information management systems and

- ensure the records are maintained. Perform advocacy campaigns to create awareness on Labour Activation Programmes.
- ENQUIRIES** : Ms N Magonono Tel No: (012) 406 5606
- POST 34/15** : **ASSISTANT DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/126**
(This is a re-advertisement candidates who previously applied are encouraged to re-apply)
- SALARY** : R356 289 – R419 679 per annum (All inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Three year qualification in Accounting/ Finance/ Informatics/ Cost and Management Accounting/ Business Management (or Administration)/ Health related qualifications (Nursing/ Occupational Therapy/ Physiotherapy)/ Information Technology/ Computer Studies/ Operations Management/ Production Management. 2 years functional experience in medical aid/ claims processing environment. 2 years supervisory experience in medical payments environment. Knowledge: Compensation Fund business strategies and goals. Public Service Regulations, policies and procedures. Compensation Fund value chain and business processes. COIDA, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation Legislative requirements: PFMA and National Treasury Regulations Skills: Business Writing. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Customer Focus. Accountability. People Management and Empowerment (including developing others). Client Orientation. Communication. Risk Management and Corporate Governance.
- DUTIES** : Coordinate the processing of litigation medical invoices to avoid lawsuits. Coordinate the allocation of batches to the provinces. Provide technical support to provincial processors and medical service providers. Consolidate inputs in developments of guidelines for medical payments. Manage all the resources in the sub-directorate.
- ENQUIRIES** : Ms D Nkabinde Tel No: (012) 319 9378
- POST 34/16** : **ASSISTANT DIRECTOR: BILLING AND CLINICAL CODING REF NO: HR 5/1/2/3/125**
(This is a re-advertisement candidates who previously applied are encouraged to re-apply)
- SALARY** : R356 289 – R419 679 per annum (All inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Three year qualification in Accounting/ Finance/ Informatics/ Cost and Management Accounting/ Business Management (or Administration)/ Health related qualifications (Nursing/ Occupational Therapy/ Physiotherapy)/ Information Technology/ Computer Studies/ Operations Management/ Production Management. Certificate in billing and clinical coding will be an added advantage. 2 years functional experience in medical aid/ claims processing environment. 2 years supervisory experience in billing and coding. Knowledge: Compensation Fund business strategies and goals. Public Service Regulations, policies and procedures. Compensation Fund value chain and business processes. COIDA, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation Legislative requirements: PFMA and National Treasury Regulations Skills: Business Writing. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Customer Focus. Accountability. People Management and Empowerment (including developing others). Client Orientation. Communication. Risk Management and Corporate Governance.
- DUTIES** : Determine the publishing of medical tariffs for COIDA. Monitor and implement the systematic recording of COID tariffs and other medical tariffs. Provide technical support to operational system users and oversee training. Monitor and implement

policies and guidelines related to billing and clinical coding. Manage all the resources in the sub-directorate.
ENQUIRIES : Ms D Nkabinde Tel No: (012) 319 9378
POST 34/17 : **ASSISTANT DIRECTOR: INFORMATION SECURITY REF NO: HR 5/1/2/3/124**
SALARY : R356 289 – R419 679 per annum (All inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Three year qualification in Information Security Management \ Security Risk Management. 2 years functional experience in Information Security environment. 2 year's supervisory experience. Private Security Industry Regulatory Authority – Grade B Knowledge: Compensation Fund Strategic Objectives. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Knowledge of security investigation. Information Security. Information Technology. Cyber Security. Required IT knowledge. Risk Awareness. Physical security. Forensic Investigation. Law of evidence. TSCM –Technical Surveillance counter-measures. Threat, Risk and vulnerability Assessment Legislative requirements: Constitution Act 108 of 1996 as (Amended). Minimum information security standard. Occupational Health and Safety Act (OHS). National Intelligence Act. Criminal Procedure Act. Firearms Control Act. Promotion to Access Information Act. Protection of Information Act. National key point Act. Protection of Information Bill. Cyber Security Bill. Strategic intelligence Act. Promotion of Administrative Justice Act. Public Finance Management Act. Public Service Act. Protection of Personal Information Act (POPI) Skills: Required Technical proficiency. Report Writing Skills. Required IT (Ms Office & Operating Skills). Communication. Continuous improvement. Problem solving. Planning and organising. People Management. Risk Management and Fund Governance. External Environmental Awareness. Investigation.
DUTIES : Co-ordinate the implementation of Information Security measures in the Fund. Monitor communication and computer security in the Fund. Manage document security in the Fund. Co-ordinate security awareness programmes in the Fund. Management of resources.
ENQUIRIES : Mr AK Pillay Tel No: 012 319 9495

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za
- FOR ATTENTION** : Ms J Mchunu
- CLOSING DATE** : 07 September 2018 @ 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on originally signed Z.83 accompanied by original certified copies of qualification(s), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 34/18** : **OUTCOMES FACILITATOR: RURAL ECONOMY REF NO: 072/2018**
Outcome: Rural Economy
- SALARY** : R1 189 338 - R1 401 000 all-inclusive salary package per annum (Level 14). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant Bachelor's Degree (NQF 7) in Rural Development or Environment/developmental studies or Agriculture with at least 10 years' experience in Rural Development, Environment, Agriculture, Spatial Planning and/or Economic Development of which 5 years must be at Senior Managerial level. A post-graduate

qualification (NQF 8, 9 or 10) will be an added advantage. Must have knowledge and skills of rural development & land reform strategies; traditional leadership system and food security frameworks & policies. Competencies / Skills: Research, report writing project management and leadership skills. In-depth knowledge of the legislative environment applicable to government and the development, implementation and monitoring of related policies and procedures; excellent financial, HR and strategic management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office and data analysis applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES

: The successful incumbent will be responsible to develop, coordinate, facilitate and provide support with the monitoring of the implementation of Rural Economy (Outcomes 7), regarding the NDP and MTSF and develop intervention strategies and plans. This entails Managing, developing, reviewing and supporting detailed planning and implementation of the MTSF and NDP with regard to rural economy; Managing and coordinating sector specific research; and developing and establishing the implementation of the Socio-economic Impact Assessment System (SEIAS). Monitoring and Evaluating the implementation of set priorities and targets and formulate intervention strategies and providing technical advice and support to all stakeholders and other governance structures and bodies. Monitoring/recommending of the unit's statutory responsibilities in terms of PSA, PFMA and DPSA directives. Managing/supervising of effective and efficient Human Resources planning for the unit. Ensuring of effective and efficient business/operational and annual performance planning for the unit and ensuring of effective and efficient management of procurement, equipment and facilities within the unit.

ENQUIRIES

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

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>. 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.
- CLOSING DATE** : 07 September 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. 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.

MANAGEMENT ECHELON

- POST 34/19** : **CHIEF OPERATING OFFICER (REF NO: 3/2/1/2018/266)**
Office of the Director General
- SALARY** : R1 446 378 per annum (Level 15) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Administration (Management)/Business Administration (Management) / Economic/Law. 8-10 years of experience at senior managerial level. Job related knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Procurement Policies and processes including other relevant legislation; Public Service transformation; Understanding of transformation imperatives of government, including the mandate of the Department; Understanding of governance principles and good knowledge of various stakeholders; Cross cultural insight and knowledge of protocol. Job related skills: Communication; Computer literacy; Coordination and facilitation; Innovative and analytical thinking; Project and conflict management; Strategic planning; Presentation; Organisation and leadership ability; Creativity and innovation; Negotiation. Technical expertise. Team work. Working under pressure. Flexible and able to multi task. A valid driver's licence.
- DUTIES** : Monitor the performance of the Department's Branches with a view of providing support (inclusive to provinces) against set priorities and targets. Manage the overall performance of the Department. Provide high level strategic support to the Director General and the Department by ensuring that an alignment exists between the performance of the Department and the performance of all branches and provinces. Develop and implement the strategy and policy positions of the

department. Participate in the various Rural Development and Land Reform planning programmes with a view of enhancing achievement of the strategic goals of the Department as outlined in the National Services Delivery Agreement. Ensure integrated services delivery planning process in the Department. Develop and implement departmental governance in line with the business operating model, including facilitation of delegations of authority. Develop operations efficiency metrics and monitor department-wide Programmes and Projects (through Project Management Tools in the Back Office). Manage the monitoring and evaluation function of the Department in line with standards set by Presidency. Facilitate efficient and accurate reporting in the Department. Support the Director General in Inter-Governmental Relations and cluster coordination function. Develop and implement integrated systems and processes to support achievement of departmental priorities. Ensure stakeholder involvement in the service delivery programmes of the Department. Ensure effective implementation of ICT monitor and manage the compliance of the Department and statutory bodies with the PFMA and other relevant legislation. Oversee the Department's transformation and empowerment.

- APPLICATIONS** : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
- NOTE** : Appointment is subject to a positive security clearance and the signing of a performance agreement. 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. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.
- POST 34/20** : **DIRECTOR: INFORMATION TECHNOLOGY AUDIT (REF NO: 3/2/1/2018/259)**
Chief Directorate: Internal Audit
This is a re-advertisement; applicants who applied previously must reapply.
- SALARY** : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Internal Auditing/IT Auditing/IT or equivalent qualification (NQF 07). A post graduate qualification in the specialist audit field and CISA or ISM/CRISC/CISSP will be an advantage. 9 years of experience in IT Audit. 5 years of experience at middle managerial/senior managerial level. Membership of the Information Systems Audit and Control Association is recommended. Job related knowledge: The Standards of the Institute of Internal Auditors; Risk based Information Technology Audit methodologies and procedures; IT Frameworks such as ITIL, COBIT, ISO 27000 and ISO 20000. Job related skills: Written and verbal communication; Interviewing; Analytical and problem solving; Staff and interpersonal relations; Project management; Computer literacy; Business process analysis; Risk and control assessment skills.
- DUTIES** : Establish/improve, develop and functionally manage the Information Technology Audit Directorate on an on-going basis in line with the Chief Directorate's Methodologies, Procedures and Information Technology Objectives. Compile and oversee the compilation of the 3-year strategic rolling and annual Information Technology audit plans for approval by the Chief Audit Executive by December annually. Co-ordinate with other internal and external assurance providers to ensure proper coverage to minimise duplication of effort. Oversee the execution of the annual Information Technology audit plan projects according to the deliverables and timelines defined in the approved Information Technology audit projects' planning memorandums. Manage outsourced and co-sourced Information

Technology audit projects according to the deliverables and timelines defined in the approved SLA, project plans and audit projects' planning memorandums. Report on the progress and deliverables of the Information Technology annual audit plan monthly to the Chief Audit Executive and prepare the directorate's quarterly progress report for the audit committee. Oversee the implementation of management action plans on all Information Technology audit reports by performing quarterly progress follow-up and oversee the execution of follow-up audits on all Information Technology audit projects within 1-2 years after completion of the audit project. Implement, monitor and report on the Directorate's Quality Assurance Improvement Program (QAIP). Manage the Information Technology audit directorate on an on-going basis in line with the Departmental prescripts.

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

NOTE : Appointment is subject to a positive security clearance and the signing of a performance agreement. 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. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

OTHER POSTS

POST 34/21 : **SENIOR RESTITUTION ADVISOR (REF NO: 3/2/1/2018/267)**
Directorate: Operational Management

SALARY : R826 053 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Appropriate LLB or B Proc degree. 8 years extensive post qualification legal professional and advisory experience. Admission as an Attorney will be an added advantage. Post qualification experience in court litigation. Job related knowledge: Restitution of Land Rights Act, 22 of 1994, Law and other relevant acts and legislative prescripts; Specialised knowledge of Constitutional Law; Law of contracts; SA law, in particular land reform laws; Conveyance and vetting of documents. Job related skills: Proven supervisory and management; Ability to draft legal opinions and contracts; Negotiation, research and very good drafting; Ability to think independently, analytically and innovatively; Good problem solving; Mediation and conflict resolution; Computer literacy; Court litigation. Experience in conveyance and vetting of documents. A valid driver's licence. Preparedness to travel and work irregular hours under tremendous pressure.

DUTIES : Check legal compliance. Check research report. Check section 42D. Check gazette report. Check section 42E expropriation. Check CPA constitution. Provide litigation support in the restitution branch. Draft referrals. Issue notice of instruction to appoint State Attorney. Attend court. Attend pre-trials. Serve referrals on interested parties. File the notification of referrals. Facilitate the implementation of court orders. Draft legal documents. Draft legal documents deed of sale. Draft settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution. Facilitate adoption of CPA constitution. Draft legal opinion. Facilitate the registration of transfers. Sign agreements for both parties. Issue instruction to conveyers. Monitor the transfer regularly on the weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of section 42D. Request clearance rates from municipality. Prepare memorandums for payment of rates. Acquire proof

	:	of payment of rates. Obtain certificates from municipality. Monitor the transfer process until the end and inform the claimants.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Sancardia Building, 6th floor, Cnr Steve Biko and Stanza Bopape Street, Arcadia, 0007.
<u>NOTE</u>	:	Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 34/22</u>	:	<u>SENIOR PROJECT OFFICER: PRE-SETTLEMENT (REF NO: 3/2/1/2018/260)</u> Directorate: Operational Management
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	North West (Bojanala District)
<u>REQUIREMENTS</u>	:	Bachelor's Degree/National Diploma in the field of Commerce, Humanities, Agriculture and Development Studies, Town Planning or any other relevant qualification. 2-3 years' experience in restitution or land reform environment. Job related knowledge: Development management including strategic management; Research methods and techniques; Community facilitation; Understanding and interpret business plan; Land reform and development related issues; At least three local African languages will be an added advantage. Job related skills: Project management; Negotiation; Contract management; Leadership; Communication; Computer literate; Ability to draft terms of reference for service providers and ability to manage consultants. Willingness to travel, spend extended periods on the field and work irregular hours. A valid driver's license (code 08).
<u>DUTIES</u>	:	Research, validate and verify the restitution claims to determine compliance with the Restitution Act. Manage negotiations and settlement of urban and rural land claims. Ensure that the restitution projects are included in Municipalities Integrated Development Programmes an align priorities and financial resources. Obtain verbal evidence regarding the background and circumstance of removal and the claim. Establish the validity of land claims. Prepare and package S42D memorandum for presentation and approval at QCC. Organise and prepare land owners for negotiations for purchase of their properties. Facilitate community meetings and mediate conflict. Liaise with stakeholders and community. Facilitate negotiations through settlement phase, package land claims. Facilitate community participation in projects and write reports for submission. Assess available documents and decide what documents are still needed. Find documents required for further research, including archival research. Manage, monitor and evaluate implementation of project. Take responsibility for budgeting. Draw up detailed business plan. Liaise with stakeholders and community. Complete the necessary administrative tasks related to implementation of projects.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X74, Mahikeng, 2745 or hand it delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 34/23</u>	:	<u>SENIOR PROJECT OFFICER: POVERTY REDUCTION (REF NO: 3/2/1/2018/261)</u> Directorate: Rural Enterprise and Industrial Development This is a re-advertisement, applicants who applied previously must reapply.
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Western Cape (Cape Town Metro/West Coast)
<u>REQUIREMENTS</u>	:	Bsc in Agriculture/Bachelor of Social Sciences/Degree in Agricultural Economics/National Diploma in Agriculture/Degree in Development Studies NQF6 or NQF7. 2 years experience. Job related knowledge: Rural development; Social survey household profiling methodologies; Agricultural management; Cooperatives and enterprises; Regularise cooperatives into formal registered entities; Community facilitation; Stakeholder facilitation; Financial, contract and project management; Markets for enterprises and cooperatives support. Job related skills: Report writing; Computer literacy; Project management; Negotiation;

		Conflict management; Communication; Presentation. A valid driver's license (code 08).
<u>DUTIES</u>	:	Conduct household profiling; research, profiling in CRDP sites and land reform project. Identify households with CRDP sites, FPSU as well as land reform project to conduct household profiling. Conduct analysis of the outcomes of the households profiling conducted in the FPSU, CRDP sites and land reform projects. Write up the analysis of the household profiling on the NSIS system and qualitative report. Conduct extensive research on household profiling that will ensure information can be used for budgetary planning on municipal level as well as branches within the department. Support cooperatives and enterprise to ensure that they are legally registered and development of business plans. Ensuring that cooperative we support are legally registered and constitution is in place. Organise the training of the cooperatives. Assisting and supporting the cooperatives with the development of business plans. Ensuring that cooperatives are legally compliant but also are implementing the constitution as per the cooperatives act. Ensuring that all cooperatives have registration numbers, and have emblem of their cooperatives. Ensure that cooperatives are compliant with SARS and are submitting their AFS. Monthly workshops on the cooperatives act. Facilitate financial support, capacity building and mentoring of Rural Enterprises. Implement the business plans for cooperatives which the department will be supporting. Research other financial support which cooperatives can obtain to enhance cooperatives. Provide capacity support to cooperatives in the form of training. Mentoring the cooperatives which we support of various business methodologies that will make these cooperatives sustainable. Develop various sustainable models that will enhance cooperatives. Obtain markets for these cooperatives for their produce. Being actively involved in the overseeing of these cooperatives that will to ensure sustainability. Developing terms of reference in specification of projects. Sitting on the Bid Adjudication and Bid Evaluation committees. Provide support to District Agri-parks management committees and stakeholder engagement and attending of DJOC meetings. Provide secretariat support to the District Agri-parks Management Council. Provide transport and accommodation for the DAMC where necessary. Oversee the administration processes of the DAMC. Conduct workshop on the Terms of Reference of the DAMC. Facilitate the creation of jobs and skills development in the district.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X10, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town.
<u>NOTE</u>	:	African, Indian and White males and Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 34/24</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER (REF NO: 3/2/1/2018/268)</u> Directorate: Social Organisational and Youth Development
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Eastern Cape (East London)
<u>REQUIREMENTS</u>	:	Degree/National Diploma in Public Administration or equivalent qualification. 2 – 3 years in relevant working environment. Job related knowledge: Public Service Regulations; Financial procedures; Treasury regulations; Basic Accounting System (BAS). Job related skills: Computer literacy; Interpersonal relations; Organising and planning; Communication (Written and verbal); Analytical; Problem solving; Financial management.
<u>DUTIES</u>	:	Provide financial management services in the Directorate. Facilitates, plan, oversee, drive the timely and accurate preparation of the Directorate's annual budget in line with PFMA, Treasury Regulations, Strategic priorities weekly/monthly/quarterly. Compilation of DMP, MTEF, Adjustment estimates and ENE. Compilation of various submissions/memorandum and responses in relation to the disbursement function. Oversee effective, efficient and economical utilisation of the Directorate's funds. Coordinate budgeting, audit and functional functions of the Directorate. Verification of T&S sundry and overtime payment. Client liaison. Coordinate Supply Chain Management services. Compile, manage and maintain of the Demand Management Plan for Directorate. Management of Supply Chain Management functions. Facilitate monthly, quarterly and annual reporting on SCM

related matters. Manage/control over safe keeping, utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capturing and authorisation of goods/services on the LOGIS system. Handle queries from internal and external clients relating to supply chain matters. Client liaison. Convene performance management meeting within Directorate. Render administrative support services. Manage, motivating and developing staff through individual performance agreements. Provide assistance in the developing/reviewing of Directorate's operational plan. Handle correspondence within Directorate. Attend to queries arising from internal and stakeholders. Prepare documents for meetings. Administer leave forms/attend to queries. Manage filing system. Make travel/conference bookings and confirmations. Handle office accommodation. Open new file for new appointees.

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

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

POST 34/25 : **STATE ACCOUNTANT: LOSS CONTROL (REF NO: 3/2/1/2018/262)**
Directorate: Financial Accounting and Reporting

SALARY : R242 475 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Financial Accounting/Management Accounting/Finance Management. 1 year experience in the financial management environment. Job related knowledge: Public Financial Management Act (PFMA); Persal, Basic Accounting System (BAS) and LOGIS; Treasury regulations. Job related skills: Interpersonal relations; Organising; Written and verbal communication; Computer literacy.

DUTIES : Manage loss control. Check and verify invoices before payment is made. Ensure that files are opened for all new cases. Ensure the effective filing system is maintained in the section. Updating progress report. Follow-up on long outstanding files/cases. Review and check the memorandum for referral of cases/matters to legal services. Refer of cases to legal services. Supervise human and financial resources. Prepare monthly reporting including the age analysis. Prepare inputs for interim financial reporting and annual financial reports. Check and authorise journals. Manage effective and clear suspense accounts. Monitor and evaluate the performance of staff in accordance with the PMS.

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

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

POST 34/26 : **BEACON ASSISTANT (BEACONS) (REF NO: 3/2/1/2018/263)**
Directorate: Survey Services

SALARY : R136 800 per annum (Level 04)
CENTRE : Western Cape (Mowbray/Cape Town)
REQUIREMENTS : Grade 10/Junior Certificate. 3 years relevant working experience within the building trade. Job related knowledge: Building trade. Job related skills: Communication (verbal and written); Good organising; Good team work. Undertake physically-intensive field work, requiring extensive periods of time in the field. Live under camp conditions for the whole year. Ability to work with technical equipment. A valid driver's license.

DUTIES : Assist in building and maintaining trigonometrical beacons, benchmarks and town survey marks. Build trigonometrical beacons, benchmarks and town survey marks in accordance with beacon builder (artisan foreman) instructions as required. Maintain trigonometrical beacons, benchmarks and town survey marks in accordance with beacon builder (artisan foreman) instructions at all times. Assist the beacon builder (artisan foreman) with the management of the logistical aspects

of the beacon building team. Assist the beacon builder in arranging leave/off weekends of the beacon building team. Stand in for the beacon builder in his/her absence when required. Maintain the beacon building team vehicle and caravan at all times. Maintain the stores tents at all times. Maintain the beacon building team tools and stores at all times. Relocate camp when required. Supervise junior staff. Manage the work of the tradesman aid staff in accordance with the beacon builder instructions and the code of conduct for beacon builders at all times.

APPLICATIONS : Applications can also be submitted by post Private Bag X10, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town.

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

POST 34/27 : **DRIVER/MESSENGER (REF NO: 3/2/1/2018/264)**
Directorate: Programme Management Support

SALARY : R136 800 per annum (Level 04)
CENTRE : Pretoria

REQUIREMENTS : Grade 10 Certificate/ABET Qualification and a valid driver's licence (code 8). 7 months relevant working experience. Job related knowledge: City in which the function will be performed. Job related skills: Organising; Good communication and interpersonal relations and basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team.

DUTIES : Drive light and medium vehicles to transport passengers and deliver other items (mails, documents, office equipment). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled. Collect and deliver documentation and related items in the departmental/branch or any other component within the department relaxed external parties. Copy and fax documents.

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

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

POST 34/28 : **DRIVER/MESSENGER (REF NO: 3/2/1/2018/269)**
Office of the Surveyor General

SALARY : R136 800 per annum (Level 04)
CENTRE : Eastern Cape (East London)

REQUIREMENTS : Grade 10 or ABET Qualification. 7-12 months experience. Job related knowledge: City which the functions will be performed. Job related skills: Organising; Good communication; Good interpersonal relations; Basic literacy. A reliable and creative individual who is prepared to work under pressure and as part of a team. A valid driver's licence.

DUTIES : Drive light and medium vehicles to transport passengers and deliver other items (e.g. mail, documents and office equipment). Collect, distribute and control movement of documents. Do routine maintenance on the allocated vehicle and report defects timeously. Perform daily and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Complete all the required and prescribed records and logbooks with regards to the vehicle and the good handled. Maintain accurate and up to date schedule trip sheets; i.e. log official trips, daily mileage. Collect and deliver documentation and related items to the department/branch or any other branch within the department related external parties. Ensure proper and secure control over movement of documents. Assist in registry functions. File incoming correspondence and help to trace the files. Collect and deliver job parcels in-between sections within the office as per workflow (e.g. from registry to 1st level examination).

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

- NOTE** : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 34/29** : **TRADESMAN AID (BEACONS) (REF NO: 3/2/1/2018/265)**
Directorate: Survey Services
- SALARY** : R115 437 per annum (Level 03)
CENTRE : Western Cape (Mowbray/Cape Town)
REQUIREMENTS : Grade 10/Junior Certificate. Job related knowledge: Building trade (handyman). Job related skills: Communication (verbal); Good organising; Good team work. Undertake physical-intensive field work, requiring extensive periods of time in the field. Live under camp conditions for the whole year. Ability to work with technical equipment.
- DUTIES** : Assist in building and maintaining trigonometrical beacons, benchmarks and town survey marks. Build trigonometrical beacons, benchmarks and town survey marks in accordance with beacon builder (artisan foreman) instructions as required. Maintain trigonometrical beacons, benchmarks and town survey marks in accordance with beacon builder (artisan foreman) instructions at all times. Carry out tasks/instructions relating to the logistical aspects of the beacon building team. Maintain the beacon building team vehicle and caravan at all times. Maintain the stores tents at all times. Maintain the beacon building team tools and stores at all times. Relocate camp when required.
- APPLICATIONS** : Applications can also be submitted by post Private Bag X10, Mowbray, or Hand delivered at 1st floor No. 14 Long Street, Cape Town.
- NOTE** : Coloured and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : **Head Office (Pretoria):** Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabole
Kwa-Zulu Natal (Durban): Please forward your applications quoting the relevant reference number to the Regional Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000. For attention: The Manager (Human Resources)
Western Cape (Bellville / Clanwilliam): Please forward your applications quoting the relevant reference number to The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, Sanlamhof, 7532 or hand deliver to Sigma Building, 3 Blanckenberg Road, and Bellville. For attention: Ms K Melelo
- CLOSING DATE** : 07 September 2018
- 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). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

MANAGEMENT ECHELON

- POST 34/30** : **CHIEF DIRECTOR: WATER POLICY AND STRATEGY REF NO: 070918/01**
 Chief Directorate: Water Policy
- SALARY** : R1 189 338 per annum (Level 14) (All inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelors Degree in Public Administration / Natural Sciences or equivalent (NQF Level 7). Ten (10) years experience in policy development and water resource management. Five (5) years in senior management experience. Knowledge and experience in Policy Development. Knowledge and a clear understanding of public sector functions. Knowledge and experience in Management. Expert knowledge of the water business. Knowledge of National Water Act, Water Services Act, BBBEE Act, NEMA. Knowledge and understanding of South African Constitution. Knowledge and experience of Corporative Governance Structures. Proven strategic capability and leadership skills. Knowledge in Financial Management, Project / Programme Management and Change Management. Service delivery innovation (SDI), problem solving, analysis, people management, empowerment, accountability, ethical conduct, client orientation and customer focus skills. Good communication skills.
- DUTIES** : Lead the Review, development and maintenance of water and sanitation related policies including legislative amendment recommendations. Facilitate Monitoring,

evaluation and reporting on the implementation of policies. Guide, coordinate and facilitate the development and implementation of the National Water Resources and Sanitation Strategy. Ensure integration of water and sanitation resources services strategy. Coordinate and facilitate knowledge management principles throughout the water sector. Overall management of the Chief Directorates (Budget, Human Resource, Other Resources) etc.

ENQUIRIES : Ms ONV Fundakubi, Tel No: 012 336 6898

OTHER POSTS

POST 34/31 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: 070918/02**

Branch: Corporate Management

Dir: Employee Relations

SALARY : R697 011 per annum, (Level 11)

CENTRE : Pretoria

REQUIREMENTS : A National Diploma or three (3) year Degree in Labour Relations Management. Four (4) to six (6) years management experience in Labour Relations. Practical knowledge of policy development and implementation. Knowledge and experience of Labour Relations processes and HR information. Understanding of Government legislation. Financial management and knowledge of the PFMA. Negotiation skills. Knowledge of techniques and procedures for the planning and execution of operations. Knowledge and experience of programme, project management and relationship management. Problem solving, analysis, people, diversity management, client orientation and customer focus. Good communication skills. Accountability and ethical conduct skills. Knowledge of analytical procedures.

DUTIES : Provide input into Employee Relations policies. Analyse current policies and Labour Relations trends. Recommend policy amendments. Implement employee relations policies. Hold road shows advising the department on key Labour Relations policy issues. Advise Management and Employees on employee relations matters. Manage dispute resolution, collective bargaining and disciplinary processes. Coordinate discipline cases. Management of Human Resources. Investigate complex cases. Register and manage grievances. Maintain compliance in all labour relations matter, Dissemination of information and conducting training, Liaising with internal and external stakeholders and Representing the Department at Conciliation and Arbitration.

ENQUIRIES : Mr O Mulaudzi, Tel No: 012 336 7985

POST 34/32 : **ASSISTANT DIRECTOR: COMPLIANCE AND ENFORCEMENT REF NO: 070918/03**

Operational Integration KZN

SD: Enforcement

SALARY : R444 693 per annum (Level 10)

CENTRE : Durban

REQUIREMENTS : A National Diploma or Degree or in Natural Science or equivalent qualification in the field of Natural or Environmental Sciences. Three (3) to Five (5) years relevant experience in the environmental and water management field, as well as experience in waste management, industries, urban development and mining. Experience in compliance and enforcement of environmental legislation. Knowledge of the National Water Act, 1998, the Water Services Act, 1997, and related policies, strategies and guidelines. Innovative thinking, negotiation and networking skills. Good communication (verbal and written) skills. Willingness to travel extensively and work irregular ours. Knowledge of human resources policies and Public Finance Management Act. A valid driver's licence (certified copy must be attached).

DUTIES : Implement and enforce the National Water act, The Water Services Act and other relevant legislation, policies and regulations. Assist in the development of policies and regulations. Assist with the development and implement of the Compliance Monitoring and Enforcement Strategy. Develop and implement compliance monitoring systems, inspection guidelines or protocols. Audit compliance with

legislation, policies, regulation and licenses. Implement suspension and withdrawal of entitlement to water use licenses in terms of the National Water Act. Conduct routine inspections to ascertain compliance with relevant water and environmental prescripts. Conduct investigations, prepare audit reports, implement enforcement action in the form of formal or informal warnings, administrative enforcement such as statutory notices, compliance notices and directives and court applications to enforce notices. Prepare necessary information, reports and evidence for court applications. Ensure liaison, cooperation and coordination with other enforcement agencies and government institutions involved in compliance and enforcement. Provide support to the Regulation sub directorates and the Proto Catchment Management Agency in all areas of compliance and enforcement.

ENQUIRIES : Ms A Masefield, Tel No: 031 336 2700

POST 34/33 : **ASSISTANT DIRECTOR: BILLING OPERATIONS REF NO: 070918/04**
Branch Finance WTE
SD Billing Operations

SALARY : R356 289 per annum, (Level 09)
CENTRE : Pretoria

REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7 with Financial Accounting 3. Three (3) to five (5) relevant experience. Three (3) years supervisory experience in the financial environment/sector. Working experience with an ERP system. Practical knowledge of Financial Reporting Standards. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations, Guidelines and Division of Revenue Act. Knowledge and understanding on Human Resource Management Legislation, policies practices and procedures. Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Knowledge and experience in administrative, clerical procedures and systems. Knowledge of Commercial Laws, Departmental policies and procedures. Knowledge and experience of Governmental Financial Systems. Framework for managing performance information. Business strategy transaction and alignment. Problem solving, analysis, people, diversity management, client orientation and customer focus. Good communication skills. Accountability and ethical conduct skills. Flexibility to Travel.

DUTIES : Implement and monitor billing management policies, strategies and procedures to ensure the completeness and accuracy of billing. Implementation of GRAP and all relevant financial reporting prescripts to ensure the complete and accurate of revenue reporting. Ensure timeous resolution of billing adjustments and customer queries. Staff management and training. Manage and Co-ordinate Internal and External Auditors.

ENQUIRIES : Ms LM Serepong, Tel No: 012 336 8456

POST 34/34 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 070918/05**
Operational Integration KZN
DIV: Financial Accounting (WTE)

SALARY : R356 289 per annum (Level 09)
CENTRE : Durban

REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7 with Accounting at third level as a subject. Three (3) to (5) five (5) years experience. Three (3) years supervisory experience in the financial environment/sector. Knowledge of Treasury and Financial Regulations, the Public Finance Management Act, Knowledge of accrual accounting. Good Managerial skills. Good written and verbal communication. Advance computer literacy. A valid driver's license (Certified copy must be attached).

DUTIES : Management of the Payroll, Accounts Payable and Subsistence and Travel claims units. Conduct creditor's reconciliations. Manage sundry and order payments. Management of reporting including accruals, 30 days reports etc. Manage and control functions of the financial Management Division. Management of Financial Accounting. Render professional advice and guidance to regional line

functionaries on the interpretation and implementation of financial procedures and policies. Understand internal financial inspections and audits regarding financial accounting systems. Receive and process audit queries and implement corrective measures. Prepare regular and management reports. Ensure the correct and timeous payment of suppliers. Manage and control subordinates

ENQUIRIES : Mr MI Ndlovu Tel No: 031 336 2768

POST 34/35 : **ASSISTANT DIRECTOR: REVENUE MANAGEMENT REF NO: 070918/06**
Operational Integration KZN
DIV: Revenue Management (WTE)

SALARY : R356 289 per annum (Level 09)
CENTRE : Durban
REQUIREMENTS : A relevant tertiary qualification in Financial Management at NQF level 7 with accounting at third level as a subject. Three (3) to five (5) years experience in Revenue Management of which three (3) years must be at supervision level. Practical knowledge of Accrual Accounting. Computer literacy in Microsoft Office (particularly Excel). Extensive knowledge of SAP. Knowledge of Treasury Regulations, the Public Finance Management Act (PFMA), GAAP/GRAP, DORA and Public Service Act. Problem solving, analytical and report writing skills. Strategic thinking. Conversant in English. Good verbal and written communication skills. A valid driver's license is required.

DUTIES : Manage the co-ordination of debtor relationships. Manage the collection of debt and the reconciliation of customer accounts. Manage the recording of all receivables. Manage Billing, return to sender and unidentified revenue received within the region. Provide monthly age analysis reports on debtor's accounts. Manage and mentor revenue staff. Recommend action to be taken against defaulting debtors. Implement business policies and processes relating to debt management. Supervise staff.

ENQUIRIES : Mr MI Ndlovu Tel No: 031 336 2768

POST 34/36 : **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 070918/07**
Operational Integration KZN
DIV: Financial Accounting (WTE)

SALARY : R299 709 per annum (Level 08)
CENTRE : Durban
REQUIREMENTS : A National Diploma or Degree in Financial Management with Accounting at third level as a subject. Two (2) three (3) years relevant financial experience. Knowledge and understanding on financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA, Treasury Regulations and PFMA. Working knowledge of SAP system. A valid driver's license (to be attached). Advance computer literacy. Action guidelines and laws. Departmental policies and procedures. Framework for managing performance information. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Good presentation skills. A valid Driver's License (Certified copy must be attached).

DUTIES : Provide assistance to internal and external Client regarding general budgeting and financial reporting requirement, Assist in compilation of Medium term expenditure framework (MTEF) and Estimate of National Expenditure(ENE), responsible for budget capturing on SAP ,Perform Budget controlling Such as Cash Flow, IYM and ensuring monthly Regional budget meeting take place ,Provide inputs in Regional Business plan, Manage Adjustment budget Process, prevent Misallocation and misclassification of expenditure. Supervise and evaluate personnel. Financial responsible of all Earmarked funding including compiling Cash flow, Accruals and commitment.

ENQUIRIES : Mr MI Ndlovu Tel No: 031 336 2768

POST 34/37 : **SENIOR STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: 070918/08**
Operational Integration KZN
DIV: Revenue Management (WTE)

SALARY CENTRE REQUIREMENTS : R299 709 per annum (Level 08)
: Durban
: A National Diploma or Degree in Financial Management with Accounting at third level as a subject. Two (2) three (3) years relevant financial experience. Knowledge and understanding on financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA, Treasury Regulations and PFMA. Working knowledge of SAP system. Advanced computer literacy. Action guidelines and laws. Departmental policies and procedures. Framework for managing performance information. Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Good presentation skills. A valid Driver's License (Certified copy must be attached).

DUTIES : Provide assistance to internal and external clients regarding general budgeting and financial reporting requirements. Assist in compilation of Medium term expenditure framework (MTEF) and Estimate of National Expenditure (ENE). Responsible for budget capturing on SAP, perform budget controlling such as cash flow, IYM and ensuring monthly Regional budget meetings take place. Provide inputs in Regional Business plan. Manage adjustment in budget process. Prevent misallocation and misclassification of expenditure. Supervise and evaluate personnel. Financial responsible of all earmarked funding including compiling cash flow, accruals and commitment.

ENQUIRIES : Mr MI Ndlovu Tel No: 031 336 2768

POST 34/38 : **SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 070918/09**
Operational Integration KZN
DIV: Supply Chain Management (WTE)

SALARY CENTRE REQUIREMENTS : R299 709 per annum (Level 08)
: Durban
: A National Diploma or Degree in Supply Chain Management / Logistics / Purchasing Management. Three (3) to five (5) years experience in Supply Chain Management. Knowledge of procurement administrative procedures. Knowledge of financial legislation. Knowledge of SAP. Knowledge of Accrual Accounting. Knowledge of labour resolution policies. Understanding of Social and Economic development issues. Basic financial management and knowledge of PFMA and Supply Chain Management Regulations. Knowledge Management. Problem solving and analytical skills. People and Diversity Management. Client orientation and customer focus. Communication. Accountability and Ethical Conduct. A valid driver's Licence (Certified copy must be attached).

DUTIES : Coordination of demand plans. Ensure that all procurement is in line with demand plans. Perform quarterly reviews to ensure procurement purchases are in line with demand. Supervise sourcing of quotations. Ensure that all procurement is in line with prescribed legislation and regulations. Assist with procurement of price quotations, tenders, evaluation and adjudication. Effective Management of controls and registers. Analyse procurement trends. Implement policies. Maintenance of supplier data base. Management of assets including Asset Disposal. Develop action plans for the section. Supervise human resources and ensure that PMDS is effectively implemented within section. Ensure that financial procedures are observed in the section. Compile monthly reports.

ENQUIRIES : Mr MI Ndlovu Tel No: 031 336 2768

POST 34/39 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 070918/10**
Operational Integration KZN
DIV: Financial Accounting (WTE)

SALARY : R242 475 per annum (Level 07)

CENTRE REQUIREMENTS : Durban
: A National Diploma or Degree in Financial Management. At least one (1) year experience in the Financial Accounting. Problem Solving and analytical skills. Client orientation and customer focus. Good communication skills both verbal and written. Computer literacy. In depth knowledge and understanding of Public Finance Management Act and Treasury Regulations. General ledger reconciliation and analysis. Knowledge of SAP and Persal System.

DUTIES : Compiling, checking and counter-signing of payments documentation. Processing and reconciliation of sundry creditor transactions. Preparation of reconciliation of creditors on a monthly basis. Checking and processing of subsistence and travel claims on Persal. Handling of payments and subsistence and travel queries. Monitoring the processing of creditors, sundry. Preparing journals on misallocated codes. Perform supplier reconciliation, creditor and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Processing payments on SAP. Monitoring of documents center and filing. Compile and submit accrual reports. Attend to audit queries.

ENQUIRIES : Mr MI Ndlovu Tel No: 031 336 2768

POST 34/40 : **STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: 070918/11**
Operational Integration KZN
DIV: Revenue Management (WTE)

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Durban
: A National Diploma or Degree in Financial Management. At least one (1) year experience in Financial matters (Revenue). Knowledge of SAP. Knowledge and understanding of Management Accounting processes. Knowledge of accrual accounting, computer literacy is essential. Able to work under pressure. Good communication and interpersonal skills. Practical experience in government financial environment, Public Financial Management Acts and Treasury regulations, National Water Act (Act 36 of 1998). SAP and WARMS systems. A valid driver license (Certified copy must be attached).

DUTIES : Monitoring of regional AR SAP system. Controlling of revenue received and provide revenue reports. Monitor the clearing of suspense accounts. Reconciliation of banking and posting to customer accounts. Management of suspense accounts. Authorization of banking, general journal and general ledgers accounts (UNID G/I). Provide financial reports to management. Reconciliation of receipts issued to customers. Re-printing of customer statements and invoices. Management of customer queries and ensure feedback. Monitoring of revenue allocations according to relevant WMA. Ensure the integrity and data transferred to SAP from WARMS. Collection of revenue from existing debt. Management and development of staff.

ENQUIRIES : Mr MI Ndlovu Tel No: 031 336 2768

POST 34/41 : **CHIEF PROVISIONING CLERK REF NO: 070918/12**
Operational Integration KZN
DIV: Supply Chain Management (WTE)

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Durban
: A Senior certificate with at least three (3) to five (5) years experience in Supply Chain Management. In-depth knowledge of the SCM Framework, policies and procedures. Knowledge of legislative prescripts and policies such as the PFMA, Treasury Regulations, BBBEE and PPPFA. Knowledge of SAP System. Strong verbal, written communication and interpersonal skills. Must be computer literate: Ms Excel, Ms Word, and Outlook. A valid driver's license (Certified copy must be attached).

DUTIES : The incumbent will be required to verify and pre-authorize transactions on the SAP system relating to stock reservations, requisitions and invoicing. Perform goods receipt and invoice verification. Verify supplier's information on CIRPO, and VAT registration. Update and maintain the vendor registration process for new vendors

on the database. Comply with all relevant policies, procedures and prescripts. Adhere to month end reporting requirements. Ensure compliance to internal control measures to mitigate risks. Maintain and clear the GRIR account. Attend to queries from external and internal stakeholders. Supervision and mentoring of staff. Perform any other SCM duties that may be delegated by the supervisor.

ENQUIRIES : Mr MI Ndlovu Tel No: 031 336 2768

POST 34/42 : **HUMAN RESOURCE PRACTITIONER REF NO: 070918/13**
Operational Integration KZN

SALARY : R242 475 per annum (Level 07)
CENTRE : Durban
REQUIREMENTS : A National Diploma or Degree in Human Resource Management. Two (2) to four (4) years experience in the Human Resources field is required. Knowledge of human resources functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resource prescripts. Applicants must have working experience on the PERSAL system and be in possession of a PERSAL certificate. Knowledge of database and spread sheet applications. Knowledge and experience of Pension Administration as well as conditions of service matters i.e. leave, housing allowances, policy on incapacity leave, ill health retirement (PILIR), appointments, injury on duty and other allowances. Knowledge of the Public Service Act, Public Service Regulations and any other relevant prescripts. Good verbal and written communication skills. A valid driver's license (Certified copy must be attached).

DUTIES : Rendering a professional advisory and liaison service to line functionaries. Administer all aspects relating to service conditions. Interpretation and implementation of statutory prescripts and policies. Administering pensions, checking and requesting of reports from Persal. Liaison with National Treasury and Compensation Commissioner. Supervision, training and motivation of staff.

ENQUIRIES : Ms S Mbongwa Tel No: 031 336 2819

POST 34/43 : **PROVISIONING ADMINISTRATION CLERKS REF NO: 070918/14 (X2 POSTS)**
Operational Integration: Western Cape
DIV: Supply Chain Management

SALARY : R163 563 per annum (Level 05)
CENTRE : Bellville
REQUIREMENTS : A Senior certificate with Accounting as a passed subject. Basic knowledge of Supply Chain Management duties, practices as well as the ability to capture data and collect statistics. Good computer literacy with MS Office. Basic knowledge of work procedures in terms of the SCM environment. Working knowledge and understanding of PFMA, National Treasury Regulations and PPPFA governing the Public Service. Knowledge and understanding of financial systems such as LOGIS and BAS. Flexibility and ability to work in a team. Basic knowledge of problem solving. Client orientation, customer focus, accountability and ethical conduct. Good communication skills both verbal and written. A valid driver's license (Certified copy must be attached).

DUTIES : Compile and maintain records according to the financial prescripts (e.g. procurement batches). Assist with demand management duties. Request and receive quotations. Capture quotations on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat and logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers database. Receive requests for goods from end users. Issue goods to end users. Maintain commitment and acquisitions register. Maintain inventory store.

ENQUIRIES : Ms. M. Mouton, Tel No: 021 941 6205

POST 34/44 : **PROVISIONING ADMINISTRATION CLERK REF NO: 070918/15**
Branch: Operational Integration: Western Cape
DIV: Asset Management

SALARY : R163 563 per annum (Level 05)
CENTRE : Bellville
REQUIREMENTS : A Senior certificate with Accounting as a passed subject. Basic knowledge of Asset Management practices as well as the ability to capture data, and collect statistics. Basic knowledge of MS Office. Working knowledge and understanding of PFMA, National Treasury Regulations and PPPFA governing the Public Service. Flexibility and team work ability. Problem solving and analytical skills. Client orientation, customer focus, accountability and ethical conduct skills. Good communication skills. A valid driver's license (Certified copy must be attached).

DUTIES : Maintain and update asset register. Ensure monthly assets and leases Reconciliation. Proper filling of all reconciliation documents. Monthly spot-checks on assets. Conduct asset verification procedures. Maintain and update leased assets register. Monitor lease agreements for compliance. Compile and maintain asset disposal register. Assist with the actual disposal of assets. Maintain and update loss register.

ENQUIRIES : Mr C Tyeku Tel No: 021 941 6026

POST 34/45 : **PROVISIONING ADMINISTRATION CLERK: REF NO: 070918/16**
Operational Integration: Western Cape
SD: Financial Management: (WTE)

SALARY : R163 563 per annum (Level 05)
CENTRE : Bellville
REQUIREMENTS : A Senior certificate with Accounting as a passed subject. Computer literate and have sound knowledge of Microsoft Office. Knowledge of administrative functions, practices as well as the ability to capture data. Operate a computer and collate administrative statistics. Knowledge of and understanding of the PFMA, PPPFA, Treasury Regulations and Supply Chain Management procedures. Knowledge of SAP system. Knowledge of GRAP. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of procurement administrative procedures in terms of the working environment. Interpersonal relations, flexibility and team work skills. Basic knowledge of problem solving. Client orientation and customer focus skills. Good verbal and written communication skills. A valid driver's license (certified copy must be attached).

DUTIES : Compile and maintain records e.g. asset records/database. Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Capture specification on the electronic purchasing system. Request and receive quotations. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion processes. Compile draft documents as required. Receive requests for goods and services from end users. Place orders for goods and services. Receive and verify goods from suppliers. Capture goods and services receipt vouchers. Issue goods to end users.

ENQUIRIES : Mr C Jacobs, Tel No: 021 941 6274

POST 34/46 : **ASSISTANT TECHNICAL OFFICER REF NO: 070918/17**
Operational Integration: Western Cape
DIV: Abstraction and Allocation

SALARY : R163 563 per annum (Level 05)
CENTRE : Clanwilliam
REQUIREMENTS : A Senior Certificate with Mathematics / Mathematics Literacy as a passed subject. Good computer literacy skills. Basic knowledge in handling the water quality monitoring equipment. A valid driver's license. (Certified copy must be attached). Basic problem solving skills. Good communication, interpersonal and organising skills. Willingness to travel extensively and acquire new skills.

- DUTIES** : Management and maintenance of the water quality monitoring equipments. Calibration of the measuring equipment for the onsite monitoring purposes. Make available information / materials for the calibration of the measuring equipment. Development and execution of the water quality sampling programme. Collection of water quality samples according to the set standards and dispatch them to the laboratory for analysis. Capturing of the water quality analysis results into the Departmental Water Management System. Collection and maintenance of the water quality -related data. Maintenance of the Water Management System (WMS) which include amendment of the water quality sampling points captured on WMS and the generation of the water quality-related information for surface water. Provide water quality-related data to relevant managers. Liaise with the laboratory and other internal and external stakeholders in relation to the water quality sampling and analysis issues.
- ENQUIRIES** : Ms. L. Mgxwati, Tel No: 021 941 6352
- POST 34/47** : **ACCOUNTING CLERK REF NO: 070918/18**
Operational Integration: Western Cape
SD: Financial Management (WTE)
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (Level 05)
: Bellville
: A Senior certificate with Accounting as a passed subject. Computer literacy (MS Office) skills. Knowledge of SAP. Knowledge and understanding of PFMA, Treasury Regulations. Knowledge of accrual accounting. Knowledge of general office administration within the public service. Problem solving, analysis, client orientation, customer focus, accountability and ethical conduct skills. Good communication skills.
- DUTIES** : Attending to telephonic customer queries. Printing of invoices and statements as requested by clients. Assist in cashier functions and walk-in clients with queries. Conduct customer reconciliation to verify the correctness of the customer account. File documents and general administration duties. Assist in reminding clients of their outstanding amounts.
- ENQUIRIES** : Ms D Mntungwa, Tel No: 021 941 6042
- POST 34/48** : **SECRETARY REF NO: 070918/19**
Branch IWC
Dir: Shared Water Courses
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (Level 05)
: Pretoria
: A Senior Certificate and certificate in Secretarial Services. One (1) to two (2) years experience in secretarial duties and general administration. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, proficient in Microsoft Office and Outlook, sound organisational skills. Good people skills. High level of reliability and flexibility. Sound written and verbal communication skills. Ability to act with tact and discretion. Basic Knowledge of dispute resolution process. Understanding of project management related issues. Basic Financial Management and knowledge of PFMA. Client orientation and customer focus. Accountability and Ethical Conduct. Able to work in a high pressure environment. Innovation and networking skills.
- DUTIES** : Provides secretarial, receptionist and clerical support service to the Director. Receive telephone calls and messages for the Director and channels calls to relevant role players if needs be. Manages and coordinates the diary of the Director by recording appointments and events. Do all required typing in the office of the Director. Compilation and coordination of documents for the Directorate and Director. Operates office equipment like fax machines and photocopiers. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the Director. Collects all relevant documents and information to enable the Director to prepare for meetings. Records minutes of the meetings of the Director when required. Process and manage all travel arrangements for the Director. Process all travel and subsistence

claims and all invoices that emanate from the activities of the work of the Director. Drafts routine correspondence and reports and administers matters like leave registers and telephone accounts. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Remains up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director. Studies relevant Public Service and Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remains abreast with procedures and processes that apply in the office of the Director. Perform any other relevant functions to assist the Director.

ENQUIRIES

: Meso K Tel No: 012 336 8138

**FREE STATE PROVINCIAL GOVERNMENT
DEPARTMENT OF TREASURY**

The Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.



- APPLICATIONS** : Applications, quoting the relevant reference, should be forwarded as follows: The Deputy Director – Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300 or delivered by hand in Room 426(b), 4th Floor, Fidel Castro Building, 55 Miriam Makeba Street, Bloemfontein.
- FOR ATTENTION** : Mr. I Pheello, Tel No: (051) 405 5069
- CLOSING DATE** : 07 September 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 a practical test. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record checks, qualification/study verification and previous employment verification). The Department reserves the right not to make appointments for the advertised posts.

OTHER POST

- POST 34/49** : **ASSISTANT DIRECTOR: FINANCE AND BUDGET CONTROL REF NO: FSPT: 036/18**
- SALARY** : A basic salary of R356 289 per annum (Level 09)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A three year degree/diploma in Accounting/ Budgets/Finance or equivalent qualification. Three years' experience in budget control and financial control in the Public Sector. Knowledge of the financial management environment, management of resources, BAS, Logis and Persal systems, batch control, budget formats and Microsoft Office. Good communication skills, numeracy and presentation skills. Computer literate. Valid driver's license.
- DUTIES** : Review the implementation and maintenance of financial accounting practices (BAS/PERSAL/LOGIS) transactions concerning financial processes in the Department to contribute to the rendering of professional financial accounting services. Render a financial accounting service to the Department by preparing official documentation such as the budget database, adjustment estimates and S40 projections in line with prescribed templates, prescripts and guidelines. Monitor the successful implementation of Departmental/public service policies as well as the development of policies on matters related to financial accounting to adhere to the relevant prescripts/legislation. Prepare and consolidate reports on

ENQUIRIES

financial accounting issues and statistics (BAS/Logis/Persal). Manage human and asset resources.
: Ms. FP Prinsloo Tel No: (051) 405 5462

**PROVINCIAL ADMINISTRATION: GAUTENG
OFFICE OF THE PREMIER**

- APPLICATIONS** : Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Rahima Moosa Street, Newtown, Johannesburg or online on www.gautengonline.gov.za
- CLOSING DATE** : 07 September 2018
- NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking (It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POST

- POST 34/50** : **ASSISTANT DIRECTOR: MEDIA MONITORING AND RESEARCH REF NO: 003113**
Directorate: Strategy and Media Liaison
- SALARY CENTRE REQUIREMENTS** : R356 289 – R419 679 per annum
Johannesburg
3-4 years' Degree or National diploma in Communication, Journalism, Public Relation and/or Social Sciences. 3-4 years' experience as a Senior Communications Officer in the news media/communication, communication/media research and analysis, marketing, government communications or other relevant fields. Thorough understanding of the research process (i.e. from proposal writing to analysis). An understanding of the mass media. Strong writing and analytical skills. Leadership abilities and strong people skills. Proficiency in computer packages, especially Excel and PowerPoint. Ability to work with speed, under pressure and meet deadlines. An understanding of government objectives, policies and programmes. Knowledge of Social Media analysis would be advantageous. A valid driver's licence.
- DUTIES** : The incumbent will be responsible for media monitoring and analysis. Media impact assessments. Conduct and /or commission communication-related audits, surveys and research on perceptions, information needs and other relevant areas. Design and develop instruments for research projects. Ability to use Microsoft Excel for the purpose of data analysis. Access and analyse relevant surveys and research. Ongoing analysis of the communication environment. Analyse messaging and key issues and develop relevant research reports. Track

commitments made by the Executive Council and GPG senior communicators through media. Regularly brief Communication Forum participants about the media communication environment. Develop communication strategies. Advise and/or assist GPG communicators in media monitoring and communication research-related matters. Assist in the development of content for usage on various GPG media/communication platforms, including statements; opinion pieces and articles. Assist with any other task in the directorate as requested by the supervisor.

ENQUIRES : Ms Gugulethu Mdhluhi Tel No: (011) 298 5651

PROVINCIAL TREASURY

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



APPLICATIONS : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107

CLOSING DATE : 07 September 2018

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

ERRATUM: Kindly note that the post of Assistant Director: Computer Audit advertised in vacancy circular 32 dated 10 August 2018 (posted on the 13 August 2018); the closing date has been changed to 31 August 2018.

OTHER POSTS

POST 34/51 : **DEPUTY DIRECTOR – MFRS AND INTERVENTIONS**
Chief Directorate: Local Government Financial Services

SALARY : R697 011 per annum (All-inclusive package)

CENTRE : Johannesburg

REQUIREMENTS : A three year tertiary qualification as recognized by SAQA (NQF Level 7) in Accounting / Economics / Auditing, 3 - 5 years junior management experience in the Finance/Local Government Finance.

DUTIES : The incumbent will be responsible for; Monitor Financial viability of delegated municipalities through producing financial health assessment report. Analyse quarterly Borrowing & Monitoring Returns on existing borrowings to assess financial status of municipalities. This includes interpreting and analysing all in year

reports findings to detect problems. e.g. budgets, financial statements, financial ratios, interacting with municipalities etc. Provide comments on new loans for delegated municipalities. Develop assessment frameworks and monitoring and reporting templates for the Sub-directorates and workshop such. Assist in developing recovery plans for municipalities. Drafting letters, submissions, providing inputs to other units, and making presentations on recovery efforts. Manage staff. Liaising with key stakeholders. Participate in recovery meetings. Provide timely advice to GPT and municipalities. Understanding of the constitution and supporting Local Government legislation.

ENQUIRIES : Mr Sihle Hlomuka Tel No: 011 227 9000

POST 34/52 : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT SERVICES**
Chief Directorate: Gauteng Audit Services

SALARY : R444 639 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : A 3 year tertiary qualification as recognized by SAQA with auditing as part of the subjects. 3 – 5 years' experience in Performance Auditing and a valid driver's license.

DUTIES : To assist the Deputy Director: Performance Audit in conducting assigned performance audits in a professional manner based on the approved methodology, thereby, ensuring efficient and cost effective performance audits on behalf of the Gauteng Provincial Government. Assist the Deputy Director with implementation of activities allocated in terms of the business plan to reach set targets. Plan assigned performance audit projects. Determine the resources required for the project and compile a resource and time budget. Assist in the compilation of the planning memorandum including the audit criteria. Co-ordinate short term (quarterly) plans. Prepare weekly progress report to be submitted to the Supervisor: Performance Audit. Compile the performance audit report. Conduct interviews with client when required. Comply with GAS admin requirements.

ENQUIRIES : Ms Tshiamo Sokupha Tel No: (011 227 9000)

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : Applications can be delivered: Life Center Building, 45 Commissioner Street, Marshalltown, Johannesburg or posted to P.O Box X83, Marshalltown, 2107.

CLOSING DATE : 07 September 2018

NOTE : Shortlisted candidates will be subject to pre- employment screening (vetting). "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." An updated CV, certified ID copy & certified qualifications must be attached failing to do so, will lead to your applications to being disqualified. Late applications will be disqualified. Your Z83 form must be signed, if not your application will be disqualified. People from designated backgrounds are encouraged to apply. Errors and omissions Expected. The Department reserves the right not to fill the position (s).

MANAGEMENT ECHELON

POST 34/53 : **CHIEF DIRECTOR: REGISTRATION AND OPERATING LICENSING REF NO: REFS/003100 (X1 POST)**
Chief Directorate: Transport Services
Directorate: Registration and Operating Licensing

SALARY : All-inclusive salary package of R1 189 338 per annum Level 14. (Total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE REQUIREMENTS : Johannesburg
 : Undergraduate qualification (NQF level 7) as recognized by SAQA, plus training and courses in management practices relevant to the key roles. 5 years of experience at a senior managerial level. A valid driver's license. Knowledge of and experience in: Government regulatory frameworks and policies governing public transport. Financial Management; Analytical thinking; Change Management; Project Management; Policy Development; Planning and Organising skills is essential.

DUTIES : Manage the administration of the issuing of operating licenses, the conversion of radius based permits. Manage the administration of public passenger road transport operators and monitor compliance. Provide strategic leadership to the component. Ensure financial resources are managed optimally. Plan, organise and control activities pertaining to the functions of the component. Adhere to and promote legislative, departmental prescripts and the Code of Conduct for the Public Service.

ENQUIRIES : Mr. Lebelo Maloka Tel No: 011 355 - 7139

OTHER POSTS

POST 34/54 : **CHIEF ENGINEER GRADE A: TRANSPORT INTEGRATED PLANNING REF NO: REFS/003101**
 Chief Directorate: Transport Services
 Directorate: Freight Transport and Transport Integrated Planning

SALARY : R991 281– R1 133 427 per annum (all-inclusive remuneration package: The department will determine the final salary offer based on proven years of experience post qualification.) OSD

CENTRE REQUIREMENTS : Johannesburg/Midrand
 : Engineering Degree (B Eng/BSC Engineering). Compulsory Registration with ECSA as a Professional Engineer. Six years' post qualification experience required as a registered Professional Engineer. Good communication (written and verbal) skills; computer literacy and be a team player. A valid Driver's License. Knowledge of transport planning, public transport, traffic engineering, freight transport, environmental & land use. Knowledge and experience of transport modelling, GIS proficiency, route determination, road network and research technical analysis knowledge; technical report writing; project management.

DUTIES : To manage strategic transport network planning and to facilitate the integration of the overall planning of transport in Gauteng. Integrate the implementation and review of the 25-Year Integrated Transport Master Plan (ITMP25). Align Departmental/Transport Authority plans with national initiatives. Co-ordinate and update the Provincial Land Transport Framework (PLTF). Evaluate, coordinate and facilitate Integrated Transport Plans (ITP's) in terms of the NLTA requirements and implement projects to improve efficiency of the transport networks. Develop Land Transport Integration strategies with emphasis on Rail. Establish and maintain the Gauteng Transport Modelling Centre. Facilitate and coordinate provincial transport integration related studies, surveys and research. Assess the capacity of existing transport networks and make recommendations for improvement.

ENQUIRIES : Ms. M. Ndamase Tel No: (011) 355 - 7249

POST 34/55 : **CHIEF ENGINEER GRADE A: FREIGHT TRANSPORT REF NO: REFS/003102**
 Chief Directorate: Transport Services
 Directorate: Freight Transport and Transport Integrated Planning

SALARY : R991 281 – R1 133 427 per annum (all-inclusive remuneration package: The department will determine the final salary offer based on proven years of experience post qualification.) OSD

CENTRE REQUIREMENTS : Johannesburg/Midrand
 : Engineering Degree (B Eng/BSC Engineering). Compulsory Registration with ECSA as a Professional Engineer. Six years' post qualification experience required as a registered Professional Engineer. Good communication (written and verbal)

skills; computer literacy and be a team player. A valid Driver's License. Knowledge of transport planning, public transport, traffic engineering, freight transport, environmental & land use. Knowledge and experience of transport modelling, GIS proficiency, road network and research technical analysis knowledge; technical report writing; project management.

DUTIES

: To manage the alignment and coordination of freight planning in Gauteng. Implement and review of the 25-Year Integrated Transport Master Plan (ITMP25) and Provincial Land Transport Framework (PLTF) in terms of chapters on Freight Planning. Develop freight strategies & policies and implement freight projects. Establish Transport and Freight modelling capabilities in the Province. Undertake and co-ordinate Provincial transport integration engineering studies. Develop the criteria for identification, implementation and evaluation of transport surveys, studies and research. Develop Land Transport Integration strategies with emphasis on Rail. Review the existing transport network and identify areas in need of improvement. Evaluate reports on the transport network, assist in the compilation of ITP's as per the NLTA requirements and implement projects to improve efficiency of the transport network. Co-ordinate Freight and Rail Forums to foster integration. Maintenance and update of the Gauteng Freight Databank.

ENQUIRIES

: Ms. M. Ndamase Tel No: (011) 355 - 7249

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

(This institution is an equal opportunity, affirmative action employer, whose aim is to promote representatively at all levels of different Occupational categories in the institution and People with disabilities are encouraged to apply for the post/s).

OTHER POSTS

- POST 34/56** : **ASSISTANT MANAGER: MEDICAL PHYSICIS REF NO: GS 47/18 (X1 POST)**
Component – Radiation Oncology Department
- SALARY** : Grade 1: R878 181 per annum (all inclusive package) All inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules
- CENTRE** : Greys Hospital Pietermaritzburg
- REQUIREMENTS** : A minimum of 3 year's appropriate experience after registration with PCSA as Medical Physicist. Senior certificate / Grade 12. Appropriate BSc Honours Degree in Medical Physics, or equivalent. Registration certificate with the HPCSA as a Medical Physicist (Ionising Radiation). Current annual registration with Health Professions Council of South Africa as a Medical Physicist (Ionising Radiation) (2018/2019). Recommendations: Experience at the Hospital that performs specialized 3D Brachytherapy, 3DCRT and IMRT. Physical ability to handle quality assurance equipment. Ability to work full 40 hours a week and work overtime when requested. Knowledge, Skills, Training and Competency Required: Excellent management, administration, communication and interpersonal skills. Sound knowledge of Radiotherapy dosimetry equipment, treatment planning and planning principles. Knowledge of radiotherapy treatment equipment, diagnostic equipment and mould room equipment. Operation, monitoring of maintenance, record keeping, and care of all equipment and accessories. Knowledge of Radiation Control and Safety Regulation. Knowledge of departmental protocols, design and implementation of new protocols. Teaching and training skills. Ability to plan and organise the limited resources. Radiation protection and handling, transporting and disposal of radioactive materials. Ability to solve Radiotherapy physics problems. Competency in performance of quality control procedures in Radiotherapy.
- DUTIES** : Provide Medical Physics support for Radiation Oncology treatment units including, acceptance testing, commissioning, calibration, and quality assurance. Provide Medical Physics support in Radiation Oncology Treatment Planning. Participating in the implementation of new treatment techniques. Provide Radiation Protection Services and ensure regulatory compliance for the institution. Participation in training and education of Radiation Science to registrars and other professionals within the department. Conducting research and development work in new technologies and techniques. Liaise with Health Technology Services (HTS) and vendor's technicians regarding equipment maintenances. Provide Medical Physics limited support to Diagnostic Radiology. Participate in the departmental/ interdepartmental committees, e.g QAC, planning meetings and Hospital's Radiation Health and safety committee. To maintain moral and ethics at all costs. To ensure that Batho-Pele principles are upheld. Undertake leadership and administrative duties related to the management of the division. Perform Employee Performance Management Development Assessments for junior medical physicist.
- ENQUIRIES** : MR N Mdletshe Tel No: (033) 897- 3222/ 3450
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website; certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies; Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants.

The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 47/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

- CLOSING DATE** : 07 September 2018
- POST 34/57** : **MEDICAL OFFICER GRADE 1/2 REF NO: HRM 41/2018 (X1 POST)**
Directorate: Dept of Medicine
- SALARY** : GR 1: R780 612 – R840 942 per annum (All inclusive salary package)
GR 2: R892 551 – R975 945 (All inclusive package)
- CENTRE** : King Edward VIII Hospital (KEH)
- REQUIREMENTS** : MBCHB degree or equivalent qualification PLUS registration certificate with the HPCSA as an Independent Medical Practitioner PLUS current registration with the HPCSA (2018/2019). **GR 1:** None to less than 5 years after registration with the HPCSA as an Independent Medical Practitioner. **GR 2:** 5 years to less than 10 years experience after registration with the HPCSA as an Independent Medical Practitioner. Compulsory Overtime: Commuted overtime is compulsory for these posts. Knowledge, Skills, Training and Competencies Required: Good decision making, problem solving, leadership and mentoring skills, sound medical ethics skills, good communication skills, computer skills, service delivery orientated, policy development.
- DUTIES** : Daily ward rounds at Haemodialysis unit at St. Aidans Hospital, to assist in Acute Medical Unit (AMU), to efficiently execute duties which support the aims and objectives of Department of Medicine in providing care for in patients and outpatients in the Department of General Medicine, to supervise the training of interns, and undergraduate medical students in Medicine, to participate in and contribute to the research and outreach activities of the Department of Medicine, attain competency in recognizing and managing common medical disorders, manage inpatients and outpatients, follow-up-clinic including MOPD, Medical Emergency Unit and Antiretroviral clinic, discharge of patients who are fit for discharge with appropriate arrangements made for follow-up and step down care, function independently to manage medical emergencies, attain competency in performing invasive procedures, counselling of patients and family members, provide community orientated clinical service and support primary health care service, liaise and consult with other disciplines e.g. Surgery, Obstetrics and Gynaecology, etc., attain, knowledge of rational drug treatment, participate in quality improvement programs, clinical audits, peer review meetings and policy development, attendance, participation and presentation in academic program of the department, function as a member of a multi-disciplinary team including nursing staff and allied disciplines, candidate must be prepared to perform after hour duties (commuted overtime).
- ENQUIRIES** : Dr. S.A. Moodley Tel No: 031 360 3854
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply

with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including 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. 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. Please note that due to financial constraints, there will be no payment of S&T claims.

- CLOSING DATE** : 07 September 2018
- POST 34/58** : **MEDICAL OFFICER GRADE 1, 2 AND 3 REF NO: PHO 05/2018**
- SALARY** : Grade 1: R780 612 per annum (all inclusive salary package)
Grade 2: R892 551 per annum (all inclusive salary package)
Grade 3: R1 035 831 per annum (all inclusive salary package)
- CENTRE** : Pholela CHC
- REQUIREMENTS** : Senior certificate/ matric or equivalent. MBCHB degree or equivalent qualification PLUS. Proof of current registration with HPCSA as a Medical Practitioner. Certificate of service from current/ previous employers stamped by HR must be attached **Grade 1:** no experience required. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom is not required to perform Community Service, a required in South Africa. **Grade 2:** 5 years experience after registration with HPCSA as a Medical Practitioner. Foreign candidates required 6 years relevant experience after registration as a Medical Practitioner with the recognized foreign health professional council, of whom is not required to perform Community Service, a required in South Africa. **Grade 3:** 10 years relevant experience after registration with HPCSA as a Medical Practitioner. Foreign candidates require 11 years relevant experience after registration as a Medical Practitioner with recognized foreign health professional council, of whom is not required to perform Community Service, as required South Africa. Knowledge, Sound knowledge of clinical and surgical skills necessary at a CHC level. Skills in male medical circumcision, management of trauma, emergency management of mental Health Care users before referral, management of sexual assault/rape survivors and PEP policies/protocols. Knowledge of skills in internal medicine, paediatrics, gynaecology, obstetric, national Tb and ARV programs including PMTCT. Management of HIV/AIDS, sexually transmitted infections, TB (tuberculosis) and HCT programme. Good communication, interpersonal and leadership skills. Computer literacy. Knowledge and understanding of Batho Pele principles, patient's Right Charter, Priority National programmes, Medical/medico-legal and ethics principles and all applicable legislations.
- DUTIES** : Interview, examine, investigate, diagnose oversee the treatment of patients, including chronic medical ailments/conditions, medical, surgical, obstetric and gynaecological emergencies, HIV and TB patients, sick children, antenatal, intrapartum and postnatal patients, mental health care users. Provision of good quality, patient-centred and community-orientated care for all patients. Promote and ensure good continuity of care. Work as a consulting Doctor at the CHC and for the clinics as part of the PHC team, doctors, nurses, paramedical staff, pharmacy and allied health professionals. Participation in multidisciplinary teams and joint programme with all stakeholders including NGO'S, other governmental departments. Flexibility in performing other clinical duties in other units in the CHC, as may be necessary including participating and supporting community outreach programme. Diagnosing and facilitating patient's referrals to higher levels of care, in the line with established referral path ways. Participation in commuted overtime duties. Instill confidence in public service and also the medical profession through exemplary behavior. Support PHC clinics linked to the CHC that refer to the CHC. Provide medical support to the PHC clinical (all categories). Participation in patient satisfaction surveys and reducing waiting times. Maintain and continuously

improve professional and ethical standards. Handle disability grant processing. Provide preventive health interventions and measures to promote health. Perform duties as delegated by the supervisor / Centre Manager. Participation in male medical circumcision as a part of strategies for prevention and reduction of HIV/AIDS.

**ENQUIRIES
APPLICATIONS**

: Dr. NMT Gumede Tel No: 039 832 9491
: Direct your application quoting the relevant reference number to: The Human resources officer, Pholela CHC, Private Bag X502, Bulwer 3244 hand delivered application at Human Resource Department on or before the closing date 16:00.

**FOR ATTENTION
NOTE**

: Human Resources section
: 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 PHO/05/2018. Please note that Failure to comply with the above instructions will disqualify applicants. Please note that the selected candidates 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 final constraints, there will be no payment of S&T claims.

CLOSING DATE

: 14 September 2018

POST 34/59

: **MEDICAL OFFICER GRADE 1-3: REF NO: MO 14/2018 (X1 POST)**

SALARY

: Grade 1: R780 612 - R840 942 per annum all-inclusive package
Grade 2: R892 551 - R975 945 per annum all-inclusive package
Grade 3: R1 035 831 - R1 295 025 per annum all-inclusive package
Other Benefits: 18% rural allowance, commuted overtime

**CENTRE
REQUIREMENTS**

: Eshowe District Hospital
: MBChB Degree. Current registration with HPCSA as a medical practitioner. **Grade 1:** Experience: Nil experience. **Grade 2:** Experience: Five (5) years appropriate experience after registration with HPCSA as a Medical Practitioner or 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified applicants of whom it is not required to perform Community Service as required in South Africa (Certificate of service must be attached). **Grade 3:** Experience: Ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner or 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified applicants of whom it is not required to perform Community Service as required in South Africa (Certificate of service must be attached). Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge and appropriate clinical/surgical skills basic to District Level Hospital. Good interpersonal communication skills and quality leadership skills. Teaching and training of junior staff. Ability to work effectively in a multidisciplinary team. Knowledge of all applicable legislation.

DUTIES

: Clinical and administrative duties. Assist with formulation and Implementation of clinical protocols to ensure correct and effective management of patients. Actively participate in monthly morbidity and mortality reviews. Examination, diagnosis and treatment of patients in OPD/Casualty, wards and clinics. Diagnosing and facilitating patients' referrals to higher level of care. Perform certain emergency procedures (caesarean sections, evac's, ICD insertion, etc.) and administer

anaesthesia. Actively participate in staff training and CME. Perform overtime duties.

ENQUIRIES : Medical Manager DR MS Buthelezi Tel No: 035-4734500

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

FOR ATTENTION : Mrs GZ Dube: Human Resource Manager

NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service must be endorsed by Human Resources. Certified copy of identity document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities and African males are encouraged to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE : 07 September 2018

POST 34/60 : **CHIEF RADIOGRAPHER (RADIATION ONCOLOGY) REF NO: GS 44/18 (X2 POSTS)**
Component – Radiation Oncology Department

SALARY : Grade 1: R440 982 per annum. Other Benefits: 13TH Cheque, Medical Aid (Optional), Home owner Allowance, Employee must meet prescribed requirements.

CENTRE : Greys Hospital, Pietermaritzburg

REQUIREMENTS : Senior certificate / Grade 12. National Diploma / Degree in Radiotherapy. Current registration with Health Professions Council of South Africa as Independent Practice Therapy. A minimum of three years (3) appropriate experience in the relevant profession after registration with the HPCSA. Knowledge, Skills and Experience: Sound knowledge of radiotherapy treatment planning and treatment delivery procedures. Knowledge of radiation equipment, protection and quality assurance programs. Ability to plan and organize resources. Ability to perform Radiotherapy planning including 3D, IMRT, VMAT and Brachytherapy would be an added advantage. Good communication and patient care skills. Knowledge of radiation control and safety measures. Knowledge of Oncology procedures, equipment and protocols. Supervisory and training skills.

DUTIES : Supervise and undertake all areas of basic and advanced radiation treatment planning. Supervise and accurately interpret planning directives and deliver radiation to the patient. Operate and care for all major equipment and accessories in the department. Maintain patient care quality and standards for the division. Undertake administrative duties related to the management of the division. Provide holistic physical and psychological support for patient and family. Ensure accurate record keeping of radiation treatment planning and delivery function within a quality management system. Training of Radiotherapists and students. Perform Employee Performance Management Development Assessments for junior professional and support staff.

ENQUIRIES : Mrs. M Mbhele Tel No: (033) 897- 3222/ 3415

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

FOR ATTENTION NOTE : Mrs. M. Chandulal
: Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website; certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies; Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 44/18. 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 : 07 September 2018

POST 34/61 : **RADIATION ONCOLOGY RADIOGRAPHERS (GR 1, 2, 3) REF NO: GS 45/18 (X3 POSTS)**
Component – Radiation Oncology Department

SALARY : Grade 1: R374 364 per annum
Grade 2: R440 982 per annum
Grade 3: R519 456 per annum
Other Benefits: 13TH Cheque, Medical Aid (Optional), Home Owner Allowance, Employee must meet prescribed requirements.

CENTRE REQUIREMENTS : Greys Hospital, Pietermaritzburg
: Senior certificate / Grade 12. National Diploma / Degree in Radiotherapy. Current registration with Health Professions Council of South Africa as a Radiation Oncology Radiographer. **Grade 1:** 4 years appropriate experience after registration with HPCSA. **Grade 2:** 14 years appropriate experience after registration with HPCSA of which 10 years must be after registration in Radiation Oncology Radiography. **Grade 3:** 24 years appropriate experience after registration with HPCSA of which 20 years must be after registration in Radiation Oncology Radiography. Applicants with a (4) years Radiography Specialty Qualification (not in possession of Diagnostic Radiographer Qualification and without the 4 years appropriate experience in Therapy, may also apply but will be appointed Titled as Diagnostic Radiographer, work in the Radiation Oncology component to attain or complete their 4 years appropriate experience and then be translated to Speciality). Knowledge, Skills and Experience: Basic/sound knowledge of radiotherapy treatment planning. Sound Knowledge of treatment delivery principles and procedures. Knowledge of radiation equipment, protection and quality assurance programs. Ability to plan and organize resources. Ability to perform Radiotherapy planning including 3D, IMRT, VMAT and Brachytherapy would be an added advantage. Good communication and patient care skills. Knowledge of radiation control and safety measures. Knowledge of Oncology procedures, equipment and protocols.

DUTIES : Undertake all areas of basic and advanced radiation treatment planning. Accurately interpret planning directives and deliver radiation to the patient. Operate and care for all major equipment and accessories in the department. Maintain patient care, quality and standards for the division. Perform administrative duties related to the management of your allocated division. Provide holistic physical and psychological support for patient and their family. Ensure accurate record keeping of radiation treatment planning and delivery function within a quality management system. Training of Radiotherapy students allocated to work with you in your respective division.

ENQUIRIES APPLICATIONS : Mrs. M Mbhele Tel No: (033) 897- 3222/ 3415
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mrs. M. Chandulal

NOTE : Directions to Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website; certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies; Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 45/18. 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 : 07 September 2018

POST 34/62 : **HUMAN RESOURCE MANAGER: POMEROY CHC: REF NO: POM03/2018**

SALARY : R356 289 - R419 679 per annum. Other Benefits: 13th cheque; Medical aid: Optional; Homeowner's allowance: Employee must meet prescribed requirements.

CENTRE : Pomeroy CHC

REQUIREMENTS : Standard 10/Grade 12. A Bachelor Degree/Diploma in Human Resource Management/Public Management/Public Administration/Business Administration/Health Service Management PLUS A minimum of 5 years in Human Resource Management environment of which three (03) years should be supervisory experience; Pearsal Certificates; Proof of computer literacy & qualifications in MS Software applications such as Word, Excel, PowerPoint & Outlook; Proof of current and previous work experience endorsed by Human Resource (Not certificate of service). Valid Driver's license. Knowledge, Skills Training and Competence Required: Broad knowledge and interpretation of Human Resource circulars, policies and procedures. Knowledge of public service legislative prescripts particularly Human Resource Prescripts. Sound communication, analytical and decision making and presentation skills. Good leadership, coaching, mentoring and interpersonal skills. Determination to strive for excellence.

DUTIES : Manage Human Resource Practices, Staff Relations, HRD and Employee Health and wellness in a manner that the Community health centre will deliver sustainable, integrated and coordinated service. Promote sound employer-employee relationship and minimize conflict within institution in line with the vision, mission and core values of the department of Health. Manage day to day functioning of the Human Resource components in the CHC in order to ensure that high quality of service is being provided. Ensure that advertising, recruitment, appointment and transfers are in accordance with the laid down policies and procedures. Ensure compilation of workplace skills plan. Manage day to day functioning of HRD section in the CHC to ensure that high quality of training is being provided. Ensure proper implementation of EPMDs within CHC. Participate in the development, implementation, monitoring and reviewing of skills audit. Oversee and deal with misconduct, discipline and grievance procedure in the CHC in terms of Labour Relations Act. Participate in the development of HR strategies and policies. Attend to staff wellness and occupational health and safety of the institution. Develop Human Resource Plan and Equity Plan for the Community Health Centre and ensure that they are put into practice. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Provide regular inputs toward realisation of ideal clinic concept and National Core Standards.

ENQUIRIES : Dr. SLM Madela Tel No: 034 662 3323/00

APPLICATIONS : All application should be forwarded to: The Human Resource Management Pomeroy CHC private Bag X529 Pomeroy 3020 OR hand delivery, Pomeroy CHC, Shepstone Road, Pomeroy 3020

FOR ATTENTION : Ms. MP Zulu

- 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 license (not copies of previously certified copies). The Reference number must be indicated in the column (part A) provided thereof on the Z83 form. Failure to comply with the above instruction will disqualify applicants. Faxed and e-mailed applications will not be accepted. 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, and 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, the must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/work permit holders must submit documentary proof together with their applications. All employees in the Public service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Please note that to financial constraints, there will be no payment of S&T due. Preference for the post: African male.
- CLOSING DATE** : 07 September 2018

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
- CLOSING DATE** : 07 September 2018 (at 16h00). Applications received after the closing date & time will not be considered.
- 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 this post(s).

MANAGEMENT ECHELON

- POST 34/63** : **CHIEF DIRECTOR: ROAD SAFETY & TRAFFIC MANAGEMENT (REF NO: P 29/2018)**
 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** : R1 189 338 per annum (all Inclusive, flexible remuneration package)
CENTRE : Head Office, Pietermaritzburg
REQUIREMENTS : An undergraduate qualification in Policing / Police Science / Law / Traffic Management / Transportation / Road Traffic Safety (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a senior managerial level; plus Possession of a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Knowledge Public Service Regulations, Acts, Policies and procedures. Knowledge of PFMA, Treasury Regulations and Practice Notes. Knowledge of Departmental Strategic plan and goals. Knowledge of Project management. Knowledge of Financial management. Understanding of Departmental Strategies and related Operational Plans. Computer literacy. Knowledge of Transformation and Empowerment legislation. Knowledge of Delegation of Authority. Knowledge of Road Safety policies and procedures. Knowledge of Road Traffic Act and other relevant legislation. Knowledge of Motor Transport Services and policies and procedures. Interpretation and application of policy skills. Research, policy formulation and managerial skills. Ability to develop training materials. Problem solving and analytical thinking skills. Strategic planning and co-ordination skills. Computer skills. Team building skills. Excellent communication skills (verbal, written and networking). Project management skills. Presentation and facilitation skills. Motivation skills. Negotiation skills. The ideal candidate should be honest and have integrity. He/ she should be an innovative thinker, be receptive to ideas and suggestions, be reliable, creative/innovative and accurate. He/ she should also be open, transparent, a team leader and a total quality controller.
- DUTIES** : Manage the provision of comprehensive and effective road safety services. Facilitate Road Traffic Management. Manage public transport enforcement and compliance services. Facilitate and administer the effective functioning of motor transport services. Ensure the affective utilization of resources, human resources, finance and equipment.
- ENQUIRIES** : Ms F Sithole Tel No: 033 – 355 8870
FOR ATTENTION : Mr C McDougall
NOTE : It is the intention of this Department to consider equity targets when filling this position.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
PROVINCIAL TREASURY**

The Northern Cape Provincial Administration is an equal opportunity, affirmative action Employer. It is our intention to promote representivity (race, gender and disability) through the filling of these posts, and candidates whose appointment/promotion/transfer will promote representivity will receive preference.

- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of this publication to: The Deputy Director – Human Resource Management, Department of Provincial Treasury, Private Bag X5054, Kimberley 8301. Applications can also be hand delivered to the Department of Northern Cape Provincial Treasury Metlife Towers Building, Cnr Knight & Stead, 5th Floor, Post Office Building, Kimberley, 8301
- FOR ATTENTION** : Ms. D Barnett
- CLOSING DATE** : 07 September 2018
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, which must be originally signed (an unsigned or scanned Z83 form will disqualify an application). The application should be accompanied by a recently updated comprehensive CV as well as originally certified copies of all qualifications (matric certificate must also be attached) as well as an ID Document and Driver's license. Non-RSA citizens/Permanent residents permit holders must attach a copy of their Permanent Residence Permit to their application. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The specific reference number of the post must be quoted; Failure to submit all the requested documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, scanned applications, e-mailed applications, or applications received after the closing date will be disqualified. 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 right not to make appointments to the advertised posts. Please note suitable candidates will be subjected to a satisfactory personnel suitability check (criminal record check, citizenship verification, financial-asset record check, qualification/study verification and previous employment verification. Successful candidates will also be subjected to a security clearance process. Women and persons with disabilities are encouraged to apply. Please note that the following posts are advertisements and candidates who previously applied are encouraged to re-apply.

OTHER POSTS

- POST 34/64** : **DEPUTY DIRECTOR: CASH FLOW MANAGEMENT REF NO: NCPT/2018/11**
- SALARY** : R697 011 per annum (Level 11)
- CENTRE** : Kimberley Office
- REQUIREMENTS** : Degree/Diploma (NQF: 6/7) in Accounting, Economics or Banking. 3-5 years' junior management experience within a government accounting environment. A valid Driver's license. Knowledge of GRAP, GAAP and BAS, Administration procedures relating to specific working environment including norms and standards. Planning and organizing, Compilation of management reports. Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations. Financial Reporting. Accounting reforms in the Public Sector. Management accounting, Strategic planning and leadership. Budgeting and financial management. Public Service laws and regulations. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint).

- DUTIES** : Manage Provincial Cash Flow: Review and analyse revenue and expenditure information. Consider and recommend monthly funds requisitioned by departments. Recommend funds to be transferred to departments (funding) and co-approve funds transferred on the online banking system. Liaise and provide technical support to departments regarding cash flow matters. Review consolidated daily/monthly cash flow reports to stakeholders. Compile and submit cash flow reports to stakeholders. Liaise with National Treasury /National Departments regarding cash flow related matters. Manage the appointment/ deletion/ amendment of users on the Corporation for Public Deposits (South African Reserve Bank online system accessed by Provincial Treasury: Cash Flow Management). Approve daily cash requirement analysis. Facilitate monthly cash flow meetings. Manage investment for the Provincial Revenue Fund. Recommend and place investments with commercial banks/brokerage firms/financial institutions. Manage investment registers. Review reconciliation of interest on investment. Facilitate quarterly investment meetings with Investment Committee. Administer policy directives and guidelines relating to the Provincial Revenue Fund. Analyse, interpret and recommend amendments/additions to policy prescripts relating to Banking and Cash Flow Management policies. Draft memoranda/ circulars regarding Banking Services and Cash Flow Management. Provide an advisory and support service to stakeholders regarding the interpretation and implementation of policy directives/framework issued. Recommend amendment/additions to the investment policy. Recommend amendments/additions to and monitor internal control systems with regard to Provincial Revenue Fund operating systems.
- ENQUIRIES** : Mr. GW Molelekwa Tel No: (053) 830 8476
- POST 34/65** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NCPT/2018/12**
- SALARY CENTRE REQUIREMENTS** : R697 011 per annum (Level 11)
: Kimberley Office
: Degree/Diploma (NQF: 6/7) in Psychology/ Health Sciences. 3-5 years Junior Management experience in an Employee Health & Wellness environment. A valid Driver's license. Extensive knowledge of Employee Health & Wellness strategic framework, policies, prescripts and practices. EAP, Basic Conditions of Employment Act, Change Management, Compilation of management reports, Research and analysis, Project Management, Conflict management and Performance Management. Computer Literacy.
- DUTIES** : Manage and implement Employee Wellness Programmes: Develop and implement Employee Health & Wellness policy. Conduct work life balance programmes/initiatives. Manage and implement Health and Productivity programmes: Conduct Health information sessions in the Department. Liaise with HR, conduct and report on sick leave analysis. Manage and implement HIV/AIDS and TB Management Programmes: Develop and implement HIV/AIDS and TB Management policy. Co-ordinate awareness and prevention programmes. Management of non-communicable and communicable diseases. Manage and implement Safety, Health, Environment, Risk and Quality Management (SHERQ) Programmes: Develop and implement SHERQ policy. Manage the implementation of the OHS Act and COIDA Act. Represent the department in all relevant Employee Health & Wellness forums. Manage Financial and Human Resources of the Sub-Directorate: Manage the performance, training and development of officials. Manage the budget, financial resources and assets. Ensure the maintenance of discipline.
- ENQUIRIES** : Ms. ML Mooki Tel No: 053 830 8315
- POST 34/66** : **PROJECT MANAGER: PROVINCIAL AND MUNICIPAL DEBT MANAGEMENT REF NO: NCPT/2018/25 (X1 POST)**
12 Months Contract
- SALARY CENTRE** : R697 011 TCE Package (Level 11)
: Kimberley Office

<u>REQUIREMENTS</u>	:	Bachelor's Degree (NQF/7) in Economics or National Diploma (NQF/6) in Public Finance, Mathematics, Statistics or Finance. A post graduate qualification will be an added advantage. 3-5 years relevant experience in debt collection and management. A valid Driver's license. Must be computer literate (Microsoft Word, Excel and Power Point). Have knowledge of prescripts and regulations of debt management, Public Finance Management Act (PFMA), Municipal Finance Management Act (MFMA), Treasury Regulations and any other relevant legislation. Knowledge of BAS and PERSAL systems. Being able to work under pressure, be creative, innovative and have the ability to communicate at all levels.
<u>DUTIES</u>	:	Debt Administration, Management and Collection: Assist the municipalities and departments in collecting all forms and types of debts due to them. Facilitate and oversee an efficient and effective debt collection process from municipalities and debtors. Improve cash and creditors management in departments and municipalities. Monitor that all debt collections processes are implemented. Facilitating monthly Municipal Debt Technical Committee meetings, per district. Facilitating Quarterly Municipal Debt Steering Committee meetings, involving all municipalities and relevant departments. Arrange one on one meetings with municipalities in the development of payment agreements for municipality debtors and creditors; as well as monitor the implementation of payment agreements with the debtors and creditors. Obtaining and maintaining acknowledge of debts. Develop innovative measures for departments to implement debt collection and optimize revenue collection. Monitor municipalities and departments' financial performance and implement early warnings systems of identifying municipalities and departments that might be in financial crisis. Responsible for the overall training, direction coordination and provision of guidance to the staff helping to collect debt. Providing necessary training to all officials involved in the process of debt management and collection. Review existing policies and procedures relating to debt management and administration and provide recommendations on effectiveness and implementation of policies for the concerned departments and municipalities. In Municipalities and departments where there are currently no debt management policies and procedures, assist to develop and implement such debt management policies and procedures. Develop strategies to assist with the recovering of debt money. Provide progress reports in relation to targets outlined in the debt collection strategy. Come up with a reform strategy for Northern Cape municipalities on how to address debt in a sustainable manner. Furthermore, submission of monthly reports on debt challenges, achievements, and remedial actions.
<u>ENQUIRIES</u>	:	Ms B. Mgaguli Tel No: (053) 830 8345/2
<u>POST 34/67</u>	:	<u>ASSISTANT DIRECTOR: COMPLIANCE AND MONITORING (MUNICIPAL REVENUE) REF NO: NCPT/2018/14</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09) Kimberley Office Degree/Diploma (NQF: 6/7) in Accounting, Statistics, Economics. Diploma in Local Government Finance/Management. 2-3 years relevant experience in a local government environment. A valid Driver's license. Knowledge and understanding of municipal budgets and processes, municipal revenue value chain processes, revenue collection and cash management in local government, clearing of suspense accounts, reconciliations, and deeper understanding of municipal bank accounts reconciliation processes. Knowledge of revenue related policies, financial ratio analysis, statistics/economics/accounting. Strong research base analysis and analytical ability, understanding of financial norms and standards such as Municipal Finance Management Act (MFMA), National Treasury circulars, Local Government Legislations e.g. Municipal Systems Act, Municipal Property Rates Act (MPRA) etc. Knowledge of reporting procedures, gathering of information and conducting basic research. Good planning and organising skills, interpersonal relations, ability to perform routine tasks, policy development and analysis. Excellent planning, organising and people management skills. Strategic capability and leadership skills. Ability to multi task, proven knowledge of budget and revenue policy of local government, division of revenue of local government

DUTIES

and fiscal policy. Knowledge of local government budget processes, manage under rapidly and changing as well as pressurised circumstances.

: To provide for the effective and efficient development of revenue streams, and cash flow management: Improving the sustainability of municipal revenue budgets and exploring the use of available revenue resources. Conduct research into the National transfer system with a specific focus on the funding formula that underpins the local government. Report on municipalities revenue performance including identifying and researching possible new sources of own revenue. Development of an assessment framework with which to assess municipal service charges in terms of sustainability, transparency and credibility: Develop, monitor and evaluate cash flow and investment management practices and policies aimed at improving cash flow management and liquidity in municipalities to ensure the sustainability and credibility thereof. Develop framework to assist in cost reflective tariffs and debt recovery. Support the implementation of Revenue Management by municipalities: Provide assistance in evaluating and reporting on the implementation of revenue enhancement strategies at municipalities. Provide assistance with the provision of support to municipalities to interpret revenue related budget reforms and assist with the evaluation and assessments to ensure the municipalities realistically and accurately budget for all revenue sources accordingly. Clearing of suspense accounts, reconciliations of municipal bank accounts, and reconciliation processes. Provide assistance in evaluating revenue reports by municipalities and report on activities. Provide advice and technical guidance on revenue related by-laws, policies, and tariff setting relating to revenue management cycles: Keep abreast of new revenue related reforms (visit NT website on a regular basis) and assist in rolling out such reforms, Responsible for oversight of municipalities, Knowledge of local government prescripts, Provide assistance and support with the provision of technical support for the preparation of municipal revenue planning processes, Provide assistance and support in evaluating the assessment reports of municipalities on their policies to meet minimum legislative requirements in order to maximize municipal revenue, Provide assistance and support with the assessment on tariff setting and draft guidelines, Provide support and assist with assessments and advice on the Revenue Value Chain activities which include (Data Management, Meter Readings and installation management, Indigent Management, Billing and Distribution, Receipt Management, Credit Control, Customer Care, Legal and Institutional advice, and town planning and valuation related activities).

ENQUIRIES

: Ms B. Mgaguli Tel No: (053) 830 8345/2

POST 34/68

: **ASSISTANT DIRECTOR: BANKING SERVICES REF NO: NCPT/2018/13**

SALARY
CENTRE
REQUIREMENTS

: R356 289 per annum (Level 09)
: Kimberley Office
: Degree/Diploma (NQF: 6/7) in Accounting, Economics or Banking. 2-3 years' supervisory experience within a government accounting environment. A valid Driver's license. Knowledge of GRAP, GAAP and BAS, Administration procedures relating to specific working environment including norms and standards. Planning and organizing, Compilation of management reports. Public Finance Management Act, Treasury Regulations, Municipal Finance Management Act and Regulations. Financial Reporting. Accounting reforms in the Public Sector. Management accounting, Strategic planning and leadership. Budgeting and financial management. Public Service laws and regulations. Good verbal and written communication skills, organizing skills, analytical skills, decision making skills, problem solving skills, conflict management skills, facilitation skills, computer literacy (Ms. Word, Excel, PowerPoint).

DUTIES

: Co-ordinate overall accounting operation of the Provincial Revenue Fund: Monitor daily bank account interface, daily limit management, Check, Verify and sign monthly reconciliation statements, Co-approve and authorize funding to departments, Co-approve and authorize payments to third parties. Maintain Provincial Revenue Fund operating system: Perform BAS system controller functions, Perform Online Banking system manager functions. Ensure compliance with policy directives regarding banking services: Liaise with the bank regarding

ENQUIRIES

services rendered, Co-establish banking arrangements and/or agreements (banking bid) for the Provincial Revenue Fund. Management and supervision of unit staff members: Training and development of officials, Performance Management, Work allocation and Asset Management.
: Mr. GW Molelekwa Tel No: (053) 830 8476

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH**

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

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

OTHER POSTS

POST 34/69 : **MEDICAL SPECIALIST GRADE 1 TO 3 (GENERAL SURGERY (ACUTE CARE)**
18 Months Contract

SALARY : Grade 1: R1 051 368 per annum
Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Surgery. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Surgery. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Surgery. **Grade 3:** A minimum of 10 years' appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Surgery. Competencies (knowledge/skills): Ability to work in a team and under pressure.

DUTIES : Provision of evidence-based quality patient care. Maintaining a safe, efficient, appropriate environment for quality patient care. Educating and training of all trainees and members of the Acute Care Surgery team. Supervision and facilitation of post graduate research projects. Active involvement in clinical research. Effective administration and management of the Acute Care Surgery admissions unit and theatre.

ENQUIRIES : Prof E Steyn, Tel No: (021) 938-9271
APPLICATIONS : The Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
FOR ATTENTION : Ms V Meyer
NOTE : No payment of any kind is required when applying for the post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 07 September 2018

POST 34/70 : **MEDICAL SPECIALIST (ORTHOPAEDIC SURGEON (UPPER LIMB SURGEON) (5/8TH POST) (X4 POSTS)**

SALARY : Grade 1: R657 105 per annum
Grade 2: R751 320 per annum
Grade 3: R871 941 per annum

(A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS

: Tygerberg Hospital, Parow Valley
: Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with a professional council: Registration with the HPCSA as an Orthopaedic Surgeon. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Orthopaedics. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Orthopaedics. Inherent requirement of the job: Experience in Orthopaedic Upper Limb Surgery. Competencies (knowledge/skills): Ability to work in a team and under pressure.

DUTIES

: Provision of evidence-based quality patient care. Maintaining a safe, efficient, appropriate environment for quality patient care in a tertiary academic setting. Educating and training of all trainees and members of the Orthopaedic Surgery team. Supervision and facilitation of post graduate research projects. Active involvement in clinical research. Effective administration and management of the Orthopaedic Upper Limb Service for orthopaedic and elective and trauma surgery.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE CLOSING DATE

: Prof J Du Toit, Tel No: (021) 938-9266
: The Chief Executive Officer, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.
: Ms V Meyer
: No payment of any kind is required when applying for this post.
: 07 September 2018

POST 34/71

: **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
West Coast District

SALARY CENTRE REQUIREMENTS

: R581 826 (PN-B4) per annum
: Malmesbury Community Day Centre
: Minimum educational qualification: Basic R425 qualification (diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post-basic qualification with duration of at least 1 year Diploma in Clinical Nursing Science, Health Assessment Treatment and Care (R48). Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel within the Sub-district. Competencies (knowledge/skills): Good interpersonal, leadership and communication skills. Ability to function independently as well as in a Multi-disciplinary team and the ability to direct the team to ensure good nursing care. Demonstrate an in depth knowledge of nursing and public service legislation. Computer literacy (MS Word and Excel). Ability to communicate effectively (both written and verbal), in at least two of the three official languages of the Western Cape.

DUTIES

: Responsible for operational and strategic management of District Health Services for the Sub-District, i.e CDC's, clinics, mobiles and satellites. Provide clinical supervision and support services at Sub-district level. Ensure efficient financial planning and control and the effective use of all resources. Participate in Human Resource Management and Skills Development Planning of clinic staff within the Sub-district. Ensure the provision of high quality services measured by outcomes of various quality assurance activities.

ENQUIRIES : Ms J van der Westhuizen, Tel No: (022) 482-2729
APPLICATIONS : the District Director: West Coast District, Private Bag X15, Malmesbury, 7299.
FOR ATTENTION : Mr E Sass
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 07 September 2018

POST 34/72 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OPTHALMOLOGICAL NURSING)**
Eden District

SALARY : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum

CENTRE : Knysna Hospital

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited by the Ophthalmological Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration (i.e. annual licensing receipt of 2018). Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel within the Sub-district. Competencies (knowledge/skills): Good interpersonal, leadership and computer literacy (MS Word and Excel). Ability to function independently, as well as in a multi-disciplinary team to ensure good nursing care. Proficient in the Ophthalmic Clinical practice with regard to Care Provision and management. Demonstrate an in-depth knowledge of Professional, Ethical and Legal practice. Ability to communicate effectively (written and verbal) in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for operational management of Sub-district Ophthalmic Health Services, (i.e. Hospital; CDC's, clinics, mobiles and satellites). Ensure that all prescribed health policies are implemented. Ensure efficient planning, control and the effective use of all resources. Liaise with all role-players within the Knysna/Bitou sub-district to ensure appropriate service delivery.

ENQUIRIES : Ms L Ziervogel, Tel No: (044) 302-8400
APPLICATIONS : To the District Manager: Eden District Office, Private Bag X6592, George, 6530
FOR ATTENTION : Ms S Pienaar
NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 14 September 2018

POST 34/73 : **ORAL HYGIENIST GRADE 1 TO 3**
Central Karoo District

SALARY : Grade 1: R300 828 per annum
Grade 2: R352 707 per annum
Grade 3: R415 482 per annum

		(Plus a non-pensionable rural allowance of 17% of the basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Beaufort West PHC
	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Oral Hygienist. Registration with a professional council: Registration with the HPCSA as Oral Hygienist. Experience: Grade 1: None after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. One-year relevant experience after registration with the HPCSA as Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. Minimum of 11 years relevant experience after registration with the HPCSA as Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA as Oral Hygienist in respect of SA qualified employees. Minimum of 21 years relevant experience after registration with the HPCSA as Oral Hygienist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel long distances.
<u>DUTIES</u>	:	Organise and conduct oral health promotion campaigns throughout the Central Karoo District. Render preventive oral health services throughout the Central Karoo District, both at clinics and at creche/schools. Rendering oral health treatment services throughout the Central Karoo District as per scope of practice. Monitoring and evaluation of preventive programmes. Performing administrative duties.
<u>ENQUIRIES</u>	:	Dr AJ Muller, Tel No: (023) 414-8200
<u>APPLICATIONS FOR ATTENTION</u>	:	To the District Manager, Eden District Office: Private Bag X6592, George, 6530
<u>NOTE</u>	:	Ms S Pienaar
	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be requested to undertake practical test.
<u>CLOSING DATE</u>	:	07 September 2018
<u>POST 34/74</u>	:	<u>ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT</u> 12 Months' Contract with Option to Renew Cape Winelands Health District
<u>SALARY</u>	:	R242 475 (Level 07) per annum, (plus 37% in lieu of service benefits)
<u>CENTRE REQUIREMENTS</u>	:	Stellenbosch Hospital
	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accounting as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate Supply Chain Management and Financial administration experience, preferably within a Hospital environment. Appropriate experience on the LOGIS, BAS and EPS (Electronic Procurement System) systems. Inherent requirement of the job: Valid (Code B/EB) driver's licence and willingness to travel to other Sub-districts. Competencies (knowledge/skills): Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury Regulations and the Accounting Officer's System of the Department of Health, including delegations. Computer literacy (MS Excel, Word & Outlook). Good leadership and organisational skills. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Ability to work under pressure.
<u>DUTIES</u>	:	Handle all SCM audit queries and ensure that all SCM related reports are accurate, signed, submitted within timeframes and retained on file. Ensure Demand & Acquisition Management compliance by maintaining the Demand Management Plan and Contract Register, approve and adjudicate IPS enquiries, assist with the compilation/verification of specifications and prepare documents for the Institutional and District Quotation Committee meetings. Supervise Warehouse/Bulk Stores, all Asset Management activities and act as Institutional Loss Control Officer and as Institutional LOGIS Syscon. Authorise BAS journals,

LOGIS and BAS payments and assist with the completion of accurate Annual and Interim Financial Statements. Supervise all SCM personnel and provide training/development, when needed.

ENQUIRIES : Ms T September, Tel No: (021) 808-6112
APPLICATIONS : To the Director: Cape Winelands District Office, Private Bag X3079, Worcester, 6849.

FOR ATTENTION : Ms JB Salie
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates must be prepared to do a test as part of the evaluation process.

CLOSING DATE : 14 September 2018

POST 34/75 : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
Overberg District

SALARY : R163 563 per annum
CENTRE : Hermanus Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in People Management and PERSAL. Inherent requirements of the job: Valid (code B/EB) driver's licence. Competencies (knowledge/skills): Written and verbal communication skills in at least two of the three official languages of the Western Cape. Good computer (MS Word, Excel, PowerPoint, Outlook), numeracy and mathematical skills. Knowledge of the People Management prescripts in the Public Service. Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.

DUTIES : Responsible for recruitment and selection, appointments, sessional appointments, service terminations, promotions, translations in rank and transfers of personnel on the PERSAL System. Handling all aspects pertaining to People Management i.e. salary matters, commuted overtime, housing allowances and pension matters. Handle all personnel queries and correspondence, resignations, retirements, deaths and medical boarding. Responsible for leave and PILLIR handling, auditing of personnel and leave folders. Application of general administration, office correspondence, enquiries and supervisor support and implementation and application of People management policies.

ENQUIRIES : Mr N Adams, Tel No: (028) 313-5204
APPLICATIONS : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
NOTE : All shortlisted candidates may be subjected to a competency test. No payment of any kind is required when a applying for this post.

CLOSING DATE : 14 September 2018

POST 34/76 : **ADMINISTRATION CLERK: FINANCE/ADMIN (HOSPITAL FEES)**
Overberg District

SALARY : R163 563 per annum
CENTRE : Swellendam Hospital
REQUIREMENTS : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Knowledge and appropriate experience in a financial debt collection environment. Competencies (knowledge/skills): The ability to work in a team environment and independently. Proficiency in at least two of the three official languages of the Western Cape. Good interpersonal and communication skills. Computer literacy (MS Word, Excel). Appropriate knowledge of Hospital fees Memorandum18, HIS (Clinicom/AR) PFMA, Finance Instructions, National and Provincial Treasury. Strong sense of Confidentiality.

DUTIES : Follow-up and collect revenue on outstanding Hospital Accounts in line with Hospital Fees Manual Chapter 18 and Finance Instruction. Perform Main Cashier functions in terms of handling and receiving of public money. General fees administration and account related duties. Check the debit and credit of all patient fees received from debtors, funders, and other third parties. Ensure invoices are

billed as per UPFS and billing requirements. Do monthly reconciliations. Filing and record keeping.

- ENQUIRIES** : Ms Y Yenzela, Tel No: (028) 514 1142
APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.
FOR ATTENTION : Ms A Brits
NOTE : No payment of any kind is required when applying for this post. All shortlisted candidates may be subjected to a competency test.
CLOSING DATE : 14 September 2018

WESTERN CAPE EDUCATION

The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard as part of the on-line registration process will be appreciated.

- APPLICATIONS** : All posts are advertised on the department's on-line system. The website can be access via <https://wcedonline.westerncape.gov.za/home/>, click on vacancies and click on the link: E-Recruitment System for Office-Based and Public Service. The website can also be viewed directly on the following URL: https://www.scubedonline.co.za/recruitment_wced/ via Google Chrome or Mozilla Firefox. Applicants can register their profiles and apply for posts on-line. Applicants must ensure that they click on the correct post and post number when applying for posts.

- CLOSING DATE** : 14 September 2018 by 12:00 midnight
NOTE : A detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies and previous employment record as well as the names and telephone numbers of three persons willing to act as referees can be uploaded on the system as part of the registration/application process. Copies of qualifications (degrees, diplomas, certificates etc.), valid driver's licence (if applicable) and ID document can be uploaded on the system as part of the registration/application process. Short listed candidates invited for interviews must provide the interview committee with originally certified copies of the abovementioned documents. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to the on-line application. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her on-line application. Only on-line applications will be considered. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process. Communication will be limited to those applicants who have been short-listed. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they should accept that their application(s) was/were unsuccessful. It is expected of short-listed candidates to be available for selection interviews on a date, time and place determined by the WCED. Candidates will be required to complete a work assignment. The WCED reserves the right not to make an appointment to any of the advertised posts.

MANAGEMENT ECHELON

- POST 34/77** : **CHIEF DIRECTOR: PEOPLE MANAGEMENT PRACTICES (REF NO: PS 78)**
SALARY : R1 189 338 (Level 14). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.
CENTRE : Head Office, Cape Town
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at senior managerial level. A post graduate qualification in Human Resources or Business Administration. A valid code EB driver's license.
DUTIES : Render people planning and empowerment services: Participation, interpretation and implementation of National specific human resource policies, Develop and interpret the implementation of departmental specific human resource policy as

well as input to provincial policy, Develop and maintain human resource information and knowledge management system, Provide human resource research and product development, Develop and maintain human resource plan (including EE), Coordinate organisational development interventions, job evaluation and change management, Monitor, evaluate and report on HR matters, Manage employee Health and Wellness and HR special programmes (Human Rights, SDIP, HIV/Aids, Youth, Gender equity, Disability, EE, EAP, OHSA), Management of performance management systems (PS & Educators). Recruit people and administer the organisational establishment: Administration of recruitment, selection and placement, Render a PERSAL control service, Maintain staff establishments. Render people service benefits and registry service: Implementation and maintenance of systems, procedures and processes to administer people management functions, Administration of service conditions, Render an exit management service, Render personnel registry service, Provide human resource information (inclusive of statutory reporting), Provide inputs in National Committees / Sub Committee to ensure effective and efficient human resource administration. Promote sound employee relations: Manage interaction with organised labour, Ensure behaviour normalisation, Deal with labour disputes, Implement strategies to prevent labour unrest, Manage training w.r.t labour relations issues.

**ENQUIRIES
NOTE**

: Mr L Ely Tel No: (021) 467-2537
 : This is a Senior Management Service (SMS) position. All shortlisted candidates for SMS posts will be exposed to a technical exercise and competency based interview that intends to test relevant elements of the job. Following the interview and technical exercise candidates will undertake a competency based assessment (CBA) before final decisions are made in respect of the filling of posts. This CBA will test generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. The appointment will be subject to a security clearance and the signing of an annual performance agreement. Furthermore, the appointment is subject to personnel suitability checks that include qualifications, previous employment, criminal records and credit verification as well as reference checking, as directed by the DPSA. We offer an attractive all-inclusive remuneration package that consists of a basic salary and a flexible portion. Members of the SMS are required to disclose their financial interests.

POST 34/78

: **DIRECTOR: EXAMINATION AND PRINTING ADMINISTRATION (REF NO: PS 79)**

SALARY

: R1 005 063 (Level 13). An all-inclusive salary package consists of a basic salary and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

**CENTRE
REQUIREMENTS**

: Head Office, Cape Town
 : An undergraduate qualification (NQF level 7) as recognised by SAQA. At least 5 years' experience at a middle/senior managerial level. Middle/ senior management Experience in an educational environment which include relevant experience in the conduct and administration of examinations. Knowledge and application of provincial and national examinations and assessment policies applicable to the schooling sector. A valid code EB driver's license.

DUTIES

: Effective planning and management of all examinations and assessments in the Western Cape, Ability to enhance the credibility in the administration of examination processes for all examinations, Ensure all accredited examinations centres and their candidates are registered correctly for all examination and assessments, Manage an effective reprographic services component within the WCED, Ensure efficient service delivery to clients, Run an effective certification unit and client services, Ensure accurate processing of examinations results and certification of candidates, Ensure faultless printing, packing and distribution of question papers to examination centres, Effective management of script control unit and collection of answers scripts from schools, Identify schools as marking centres and ensure smooth set-up of marking centres for all examinations, Manage Examination System administration functions and utilisation of SITA IT

consultants, Provide correct data/statistics to MEC, HOD, EXCO, TOPCO, Districts and other stakeholders as and when required, Contribute to the development and enhancement of national and provincial computer programmes, Ensure correct resulting and certification of candidates for all examinations, Effective management of payment to markers, invigilators and students, Ensure sound tender administration in collaboration with Supply Chain Management, Work in close collaboration with the Directorate: Assessment Management to ensure efficient management of examinations and assessment in the Province, Ensure availability after hours to attend to management issues especially during peak examination periods, Ability to deal with external service providers.

ENQUIRIES

:

Ms T Singh Tel No: (021) 467-2541

NOTE

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This is a Senior Management Service (SMS) position. All shortlisted candidates for SMS posts will be exposed to a technical exercise and competency based interview that intends to test relevant elements of the job. Following the interview and technical exercise candidates will undertake a competency based assessment (CBA) before final decisions are made in respect of the filling of posts. This CBA will test generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. The appointment will be subject to a security clearance and the signing of an annual performance agreement. Furthermore, the appointment is subject to personnel suitability checks that include qualifications, previous employment, criminal records and credit verification as well as reference checking, as directed by the DPSA. We offer an attractive all-inclusive remuneration package that consists of a basic salary and a flexible portion. Members of the SMS are required to disclose their financial interests.