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.
## INDEX
### NATIONAL DEPARTMENTS

<table>
<thead>
<tr>
<th>NATIONAL DEPARTMENTS</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>COOPERATIVE GOVERNANCE</td>
<td>A</td>
<td>03</td>
</tr>
<tr>
<td>ENERGY</td>
<td>B</td>
<td>04 - 06</td>
</tr>
<tr>
<td>ENVIRONMENTAL AFFAIRS</td>
<td>C</td>
<td>07</td>
</tr>
<tr>
<td>GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM</td>
<td>D</td>
<td>08 - 09</td>
</tr>
<tr>
<td>HIGHER EDUCATION AND TRAINING</td>
<td>E</td>
<td>10 - 17</td>
</tr>
<tr>
<td>INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE</td>
<td>F</td>
<td>18 - 19</td>
</tr>
<tr>
<td>JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES</td>
<td>G</td>
<td>20 - 21</td>
</tr>
<tr>
<td>JUSTICE AND CONSTITUTIONAL DEVELOPMENT</td>
<td>H</td>
<td>22 - 34</td>
</tr>
<tr>
<td>PLANNING MONITORING AND EVALUATION</td>
<td>I</td>
<td>35 - 37</td>
</tr>
<tr>
<td>RURAL DEVELOPMENT AND LAND REFORM</td>
<td>J</td>
<td>38 - 39</td>
</tr>
<tr>
<td>TRADE AND INDUSTRY</td>
<td>K</td>
<td>40 - 43</td>
</tr>
<tr>
<td>TRANSPORT</td>
<td>L</td>
<td>44 - 45</td>
</tr>
<tr>
<td>WATER AND SANITATION</td>
<td>M</td>
<td>46 - 51</td>
</tr>
</tbody>
</table>

## PROVINCIAL ADMINISTRATIONS

<table>
<thead>
<tr>
<th>PROVINCIAL ADMINISTRATION</th>
<th>ANNEXURE</th>
<th>PAGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>EASTERN CAPE</td>
<td>N</td>
<td>52 - 80</td>
</tr>
<tr>
<td>FREE SATE</td>
<td>O</td>
<td>81 - 82</td>
</tr>
<tr>
<td>GAUTENG</td>
<td>P</td>
<td>83</td>
</tr>
<tr>
<td>KWAZULU NATAL</td>
<td>Q</td>
<td>84 - 100</td>
</tr>
<tr>
<td>NORTH WEST</td>
<td>R</td>
<td>101 - 103</td>
</tr>
<tr>
<td>WESTERN CAPE</td>
<td>S</td>
<td>104 - 112</td>
</tr>
</tbody>
</table>
DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of the post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

APPLICATIONS
May be posted to URS Response Handling, P O Box 11506, Tjegerpoort, 0056; submitted electronically via email: cogta22@ursonline.co.za or via fax: 086 415 5709.

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

CLOSING DATE
12 October 2018

NOTE
The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID and all qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to attach the signed Z83 form, certified copies of ID and all qualifications will result in automatic disqualification. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POST

POST 38/01
HUMAN RESOURCE PRACTITIONER: RECRUITMENT AND SELECTION

SALARY
R299 709 per annum (Level 08)

CENTRE
Pretoria

REQUIREMENTS

DUTIES
The incumbent will perform the following duties: Co-ordinate recruitment and selection in the Department. Handle administrative matters, process documentation and record keeping. Administer leave management process.

ENQUIRIES
Mr J Tidimane, Tel No: 012 334 0734
DEPARTMENT OF ENERGY

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

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

CLOSING DATE: 05 October 2018

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

OTHER POSTS

POST 38/02: DEPUTY DIRECTOR: COMMERCIAL AND CHARTER COMPLIANCE

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

CENTRE: Head Office (Pretoria)

REQUIREMENTS: Applicants must be in a possession of a Degree in Accounting or Economics with a minimum of three (3) years’ experience at junior managerial level in the energy sector PLUS the following key competencies: Knowledge of Petroleum policy and regulations, Energy industry (in particular the liquid fuel industry), Knowledge of PAJA, PPAA and Regulations under the Act, Ability to analyse the market, Ability to identify regulatory costs and their impact on industry (across the entire value chain), Understand co-ordinated economic development processes and the ability to initiate linkage between liquid fuels projects and economic development opportunities, Broad- Based Black Economic Empowerment Act 53 of 2003 as Amended by Act 46 of 2013. Thinking Demand: Problem solving, Analytical, Creativity. Skills: Project management, Communication skills (verbal and written), Negotiation skills, Interpersonal skills, Report writing, Conflict management, Analytical skills, Computer literacy, Presentation. Personal Attributes: Conflict management, Creative thinking.

DUTIES: Oversee the analysis, interpretation and validation of data on the economic performance of Historical Disadvantaged South Africans (HDSAs retailers and wholesalers in the country). Conduct economic analysis on the HDSAs retailers and wholesalers. Determine factors contributing to change of hands per site and economic impact by new to industry (NTIs) operators to existing retail sites. Monitor compliance pertaining to: Implementation of the Manufacturers Compliance Programme (MCP) by Manufacturers; Application of Regulatory Accounting System by Manufacturers, Wholesalers and Retailers; All key element of the liquid Fuel Charter 2000 by manufacturers, Wholesalers and Retailers; All key elements of the B-BBEE Acts as amended. Provide managerial activities.

ENQUIRIES: Mr. Ngwako Kekana 012 406 7583
POST 38/03: ASSISTANT DIRECTOR: DEMAND, ACQUISITION AND CONTRACT MANAGEMENT

SALARY: R356 289 per annum Level 09
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A National Diploma or Degree in Business Administration/ Public Management/ Public Procurement Management/Supply Chain Management with a minimum of three (03) years’ experience in Supply Chain Management on supervisory level PLUS the following key competencies: Knowledge of: PFMA, SCM, PPPFA, BBBEEA. Thinking Demand: Problem solving, Creativity, Analytical thinking. Skills: Computer literacy, Financial. Good verbal and written communication, Planning and organizational skills. Personal Attributes: Self-driven, Innovative and self-confident, Ability to work under pressure.

DUTIES: Maintain the contract register. Promote Black Economic Empowerment (BEE) and report on the utilization of BEE’s. Manage the database of suppliers to ensure supplier rotation and compliance in terms of the procurement policy. Draft service level agreements and ensure proper record keeping of supplier information, contracts and regular updating of the National Treasury database report for the awarding of contracts. Manage all tender processes, Bid Evaluation and awarding thereof. Provide managerial activities: Monitor and ensure proper utilisation and maintenance of equipment; Evaluate and monitor performance appraisal of subordinates; Ensure proper capacity building training of subordinates; Develop job descriptions for subordinates; Implement workplace discipline; Effective management of subordinates’ leaves; Allocation of work; Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan; Provide inputs to the annual spending plans aligned to business plan on coming year; Perform a stakeholder analysis for the component and identify their needs-incorporate in business planning process; Develop/review internal work process (SOP); and provide inputs on the development/review of Business Plan with clear roles and responsibilities assigned with the resources requirements identified.

ENQUIRIES: Ms. Boitumelo Musi ☎ 012 406 7713

POST 38/04: PROJECT COORDINATOR

SALARY: R356 289 per annum Level 09
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A Degree in Economics or B Tech in Project Management with a minimum of three (3) years’ experience in Administrative/Project Management related field PLUS the following key competencies: Knowledge of energy sector and a wide range of activities. Thinking Demand: Information evaluation, Decision making and Innovative. Skills: Communication, Minute taking and technical scribing, Facilitation of joint application development, Follow-up action items with various stakeholders, Maintenance of action, issues and risk log. Personal Attributes: Assertive, Self-driven and motivated, Well-organised, Must be able to multi-task and work under pressure, Must be able to prioritise activities and issues, The job may require tight timeframes and multitasking.

DUTIES: Collect information, consolidate inputs and draft reports needed by project managers, technical team, and other internal and external stakeholders. Manage stakeholder engagement activities: Draw stakeholder engagement plan; Prepare agenda for the meetings; Arrange venues for workshops/meetings; Make travelling arrangements; and Ensure compliance with supply chain process. Record (minutes) meetings and workshops: Identify action items; Monitor that actionable items are addressed; Identify and maintain challenge/risks; Escalate actionable items to project manager or senior management; and Produce concise and accurate minutes. Develop/compile PowerPoint presentations. Managing of documents by developing a filing system to file documentation from current IEP process to be used in future process and updating and maintenance of project documentation and files. Monitor the implementation of project deliverable and compliance of projects norms and time schedule. Compile monthly and quarterly status and progress reports regarding the deliverables. Provide managerial activities: Provide inputs to the monthly and quarterly reports sufficient/aligned to
Business Plan/APP/Strat Plan: Provide inputs to the annual spending plans aligned to business plan on coming year; Perform a stakeholder analysis for the component and identify their needs and incorporate in business planning process; Develop/review internal work processes (SOPs); and Provide inputs on the development/review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.

ENQUIRIES: Ms. Zita Harber ☎012 406 7619

POST 38/05: ACCOUNTING CLERK (DEBT AND REVENUE MANAGEMENT)

SALARY: R165 563 per annum Level 05
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A Grade 12 and minimum of one (1) year experience in finance related field PLUS the following key competencies: Knowledge of Public Finance Management Act, Treasury Regulation, Debt Management, Basic Accounting System, PERSAL. Thinking Demand: Problem Solving, Creativity, Ability to Negotiate. Skills: Computer literacy, Debtors management skills, Effective revenue collection, Good verbal and written communication skills, Ability to communicate at levels. Personal Attributes: Self-driven, innovative and self-confidence, Ability to work under pressure.

DUTIES: Administer Pay Master General (PMG) account and bookkeeping activities. Administer department debtors and maintaining records. Clear and reconcile suspense accounts relating to PMG and Debtors. Administer banking process. Render the cashier on request. Follow up with regional offices and head office on unidentified credits and outstanding receipts.

ENQUIRIES: Mrs. Nnondoleni Mashanzhe ☎012 406 7884
ANNEXURE C

DEPARTMENT OF ENVIRONMENTAL AFFAIRS

The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

APPLICATIONS: Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.

FOR ATTENTION: Human Resource Management

CLOSING DATE: 05 October 2018

NOTE: Must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. The persons appointed to this position will be subjected to a security clearance. The department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest.

MANAGEMENT ECHELON

POST 38/06: CHIEF DIRECTOR: INTEGRATED COASTAL MANAGEMENT & COASTAL CONSERVATION (REF NO: OC 42/2018)

SALARY: Remuneration package of R1 189 338 per annum (all-inclusive salary package)

CENTRE: Cape Town

REQUIREMENTS: An appropriate recognised Bachelor’s degree in Natural Sciences or equivalent qualification (NQF Level 7). A minimum of 5 years’ experience at senior managerial level. Knowledge of Oceans and Integrated Coastal management legislative frameworks. Skill and insight in the implementation of environmental management interventions. Capacity in environmental management policy development and policy development processes. Good communication skills (verbal and written) with experience in stakeholder engagement. Proven strategic management and leadership skills. Experience in financial management and related legislations within public sector.

DUTIES: The successful candidate will be responsible for providing leadership in the management and co-ordination of programmes to address coastal ecosystem health by developing strategies and plans for the management of oceans & coastal management. Manage coastal biodiversity protection and expansion of the conservation estate. Manage and coordinate initiatives to address coastal vulnerability and improve public access. Manage and coordinate the development of regulatory frameworks. Provide strategic leadership and good corporate governance and enhance international interest.

ENQUIRIES: Ms J Beaumont Tel No: (021) 819 2410
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

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

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 05 October 2018

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

OTHER POSTS

POST 38/07: CONTENT COORDINATOR REF NO: 3/1/5/1-18/6

Directorate: Programme Support

(This is a re-advertisement and candidates who applied previously do not need to re-apply)

SALARY: Commencing salary of R242 475 per annum (Level 07)

CENTRE: Pretoria

REQUIREMENTS: The applicant should be in possession of a National Diploma (NQF level 6) or three years Degree (NQF level 7) in Communications, Media Studies Journalism / Public Relations, or related equivalent qualification as recognized by SAQA. Experience: Two (2) years relevant experience in the field of Communications. Knowledge of MS Office suite programs. Emphasis is placed on writing, analytical, Planning and organizing skills. The ideal candidate should have general knowledge and a strong feel for the current affairs and socio-political situation in South Africa. The ability to work under pressure and with minimum supervision. The applicant should have good command of the English language. It is vital for the applicant to have a good understanding of government issues and programmes and to be able to articulate these appropriately. Knowledge of the Izimbizo programme of government and all other public participation platforms. High telephone etiquette and ability to follow-up as well as adhere to deadlines. Applicants must have good facilitation, stakeholder management, communication, interpersonal and project management skills and be able to work well in a team. Applicant must be willing to work in a fast-
paced and stressful environment which may require them to occasionally work overtime/on weekends or public holidays.

**DUTIES**

The successful candidate will be expected to provide effective coordination and administrative support to the Director and Deputy Director Programme Support. Monitor the development communication activations in provinces and profile them through the social media unit. Monitor the implementation of the Izimbizo programme across government (National, provincial and local). Coordinate the Izimbizo e-platform training nationally, provincially and locally. Serve as the Izimbizo e-platform administrator. Monitor the issues status report on the data repository instrument (e-platform). Maintain an updated Izimbizo stakeholder databases. Monitor the implementation of feedback mechanism for Izimbizo events. Support the coordination of the Minister and Deputy Minister of Communications Izimbizo programmes including of the President and Deputy President. Capture the Izimbizo action plan and progress reports into the e-platform. Compile the quarterly and semester Izimbizo report. Support the management of Izimbizo stakeholder partnerships in line with the Inter-governmental Relations prescripts. Write articles. Coordinate the national Izimbizo calendar. Provide assistance to ad hoc projects when assigned. Ensure the instantaneous escalation of synchronised provincial coalface projects to national platforms.

**ENQUIRIES**

Mr Moferefer Moloi Tel No: (012) 473-0189

**NOTE**

Preference will be given to a Person with Disability

**POST 38/08**

SENIOR SUPPLY CHAIN MANAGEMENT CLERK: PROCUREMENT- REF NO: 3/1/5/1 – 18/17

Directorate: Supply Chain Management

**SALARY**

Commencing salary of R196 407 per annum (Level 06)

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants must be in possession of a National Diploma (NQF 6) or Degree (NQF 7) in Finance and Economics, Economic Management Sciences, Logistics Management, Purchasing and Public Management. At least two (2) years’ work experience. Knowledge of Supply Chain Management policies, PFMA, Preferential Procurement Regulations, Treasury Regulations. The ability to work under pressure and willingness to work irregular hours, be able to work independently and have innovative thinking. Excellent computer skills (MS Word and Excel). Be flexibility and willing to adjust to changes in the work environment, excellent communication skills and client service orientated and excellent writing skills.

**DUTIES**

The successful candidate will be responsible to assist as entry point in receiving requisitions from internal clients online. Verifying requisitions for compliance in line with prescripts. Check and verify suppliers on Central Suppliers Database. Approve compliant requisitions on-line using SharePoint and return non-compliant requisitions back to the clients. Capture requisitions and petty cash on LOGIS. Approve procurement advises generated and authorise requisitions on the LOGIS System. Ensure that all requisitions captured and authorized are compliant with legislation. Update the e-requisitions received with order numbers once generated. Monitor the requisitions received to ensure that this are finalised within the approved standard and write reports. Capture new suppliers on corporate reference data, advice clients with respect to procurement and attending to enquiries.

**ENQUIRIES**

Ms V Basket Tel No: (012) 473 0378
APPLICATIONS: Buffalo TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the HR office, Administration Centre, corner of Lukin Road and King Street, Selborne, East London. No faxed or emailed applications will be accepted. Late and incomplete applications will not be considered.

CLOSING DATE: 08 October 2018 at 15:00

NOTE: Candidates who are suitably qualified for the above positions should submit a signed letter of application, together with a signed official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver’s license, together with contact details, including e-mail addresses, of at least three work-related references. Application forms and the full advert are available on our website, www.bccollege.co.za. All permanent employees will be subjected to a year’s probation period and fixed term employees to six months. The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College’s Employment Equity Plan. The college reserves the right not to appoint/fill this position.

OTHER POSTS

POST 38/09: PROJECT MANAGER (NATIONAL SKILLS FUND) REF NO: BCC092018/01
Fixed term College Council appointment

SALARY: Starting salary notch R356 289 per annum plus benefits (Level 09)

CENTRE: School of Occupational Training, King Street

REQUIREMENTS: Grade 12/Matric; Degree / National Diploma in Financial Management; A valid Driver’s Licence; Project Management qualification on NQF Level 6; Experience in Financial Management; Experience in Risk Management; 5 to 10 years’ relevant experience; At least 3 years of the above experience should be managing a project; Experience in a NSF Project will be an added advantage; Advanced Computer Literacy will be an added advantage (MS Word, Excel, MS Project); Facilitator and/or Assessor Training will be an added advantage; Must be willing to work long and odd hours. Key Competencies: Planning, Leading and Organising skills; Decision Making skills; Communication skills; Critical thinking and problem solving skills; Report writing skills; Administrative skills; Conflict management skills; Financial management skills; Diversity management skills.

DUTIES: Provide direction and support to project team; Plan, schedule and monitor project timelines; Manage Project Budget; Track Project progress using appropriate tools; Constantly monitor and report on the progress of the project; Submit reports on the progress of the project; Manage project changes and interventions to achieve project goals; Manage Performance of Facilitators.

ENQUIRIES: Ms N Miza Tel No: 043 704 9237

POST 38/10: FACILITATOR WATER AND WASTE WATER TREATMENT (NATIONAL SKILLS FUND) REF NO: BCC092018/02
Fixed Term performance College Council appointment from 01 January 2019 – 31 December 2019)

SALARY: starting notch R299 709 per annum plus benefits (Level 08)

CENTRE: School of Occupational Training, King Street
REQUIREMENTS: A 3 year degree/diploma in Engineering in a Water Services Related Field or equivalent qualification in Water Governance, 1 year’s teaching / facilitating experience; Workplace experience in safety and security field; Experience in a TVET College will be an added advantage; Assessor/moderator certificates will be an added advantage. Competencies: Fluent communication skills (verbal and written) in English; Excellent interpersonal skills, problem solving and time management skills; Project Management Skills; Sound understanding of Apprenticeships and Learnerships; Must be able to work under pressure, meet deadlines and be prepared to work odd hours.

DUTIES: Facilitate Learning and Teaching, Classroom Management and Record keeping, conduct learner assessments, management of Learner’s POE’s, monitoring of learners at their workplaces, preparation of monthly and quarterly reports, management of Assets within a designated workshop/classroom. Daily interaction with staff as well as internal and external partners; Administrative duties for specific projects; Reporting on achievements and project progress; Must be prepared to take and implement instructions delegated by supervisors/managers.

ENQUIRIES: Ms N Miza Tel No: 043 704 9237

POST 38/11: COMMUNICATION OFFICER REF NO: BCC092018/10
PERSAL appointment

SALARY: Starting salary notch R242 475 per annum plus benefits (Level 07)
CENTRE: Admin Centre
REQUIREMENTS: An appropriate M+3 National Diploma/Bachelor’s Degree in Public Relations / Communication Science / Marketing; A minimum of 2 years’ working experience in field of communication; A valid driver’s licence. Competencies: Applicant must possess the following skills: report writing; verbal and written communication; client orientation and customer focus; networking and relationship building; Attributes: ethical behaviour; honesty and integrity; ability to work effectively under pressure; ability to maintain high level confidentiality of information and respect for copyrights/aversion to plagiarism. Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.

DUTIES: Arrange and provide support to outreach internal programmes of the College; Write articles for the internal newsletter and website; Market the College services and maintain positive relations of the College with its stakeholders including the media; Manage all the marketing and promotional material of the College; Package and disseminate information for the exhibition and road shows; Promote a positive image of the College; Develop effective information education and communication material; Support communication activities and events of internal and external project partners; Ensure the dissemination of electronic and hard copy materials to relevant stakeholders; Ensure document management support and storage of communication materials and equipment.

ENQUIRIES: Ms N Miza Tel No: 043 704 9237

POST 38/12: ADMINISTRATION OFFICER: PORTFOLIO ROOM SUPERVISOR REF NO: BCC092018/11
PERSAL appointment

SALARY: Starting salary notch R242 475 per annum plus benefits (Level 07)
CENTRE: School Of Engineering (John Knox Bokwe Campus)
REQUIREMENTS: A Grade 12 certificate or NCV level 4 plus a relevant degree or diploma in Management Assistant / Public Management / Business Management or any relevant 3 year Administration qualification; a minimum of a 2 years’ experience in a similar or administrative environment; Sound secretarial skills with ability to prioritize and co-ordinate work; Interpersonal skills; Knowledge of ITS System will be an added advantage. Competencies: Positive attitude and friendly, with the ability and willingness to learn; Good report writing and typing skills; Fluency in written and spoken English; Excellent interpersonal and communication skills; Good organisational, administration, planning and time management skills; Ability to work effectively under pressure and without immediate supervision; Be prepared to work flexible hours; Must be prepared to work, if the need arises, at any of the
DUTIES: Capturing of information, including assessment and examination marks, on ITS (Integrated Tertiary Software); Filing of student’s ICASS assessments; Archiving of student Portfolios of Evidence (POE); Receiving and sorting of ISAT documentation; Filing of records relating to assessments submitted and received from educators; Maintaining and copying of sign sheets/class registers received during test series and Internal Exams; Liaising with senior lecturer(s) with regards to outstanding documents from educators; Receive and distribute relevant memos, notices including adverts relating to vacancies to staff; and students, Assist with student attendance capturing, Checking if assessments have been moderated; Assisting with queries from DHET relating to pending results and student POE’s; Reporting to HOD’s on the submission and non-submission of assessments; Supervising of duties assigned to the female support staff; Any other duties as assigned by the HOD’s or his/her nominee.

ENQUIRIES: Ms N Miza Tel No: 043 704 9237

POST 38/13: LECTURER: FUNDAMENTAL SUBJECTS REF NO: BCC092018/03
Mathematics and Mathematical Literacy
PERSAL appointment

SALARY: Starting salary notch R198 774 per annum plus benefits (PL1)
CENTRE: School Of Business (East London Campus)
REQUIREMENTS: An appropriate M+3 National Diploma/Bachelor’s Degree or equivalent qualification in Education majoring in Mathematics; A National teacher’s qualification; Experience in teaching both Mathematics and Mathematical literacy and teaching in the TVET Sector will be added advantages; Knowledge of theory and practice in the relevant field; Sound communication skills; Computer literacy is highly recommended; SACE registration; Assessor/moderator qualification and accreditation will be an added advantage. Competencies: Excellent management; administration, time management and organisational skills; Good verbal and written communication skills; Excellent interpersonal skills; Must be able to work under pressure, without immediate supervision and adapt to changes in the sector; Positive attitude, with ability and willingness to learn; Willingness to work after hours as required; Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.

DUTIES: Lecture National Certificate Vocational (NCV) Level 2 to Level 4; Promote quality teaching and learning; Monitor student performance; Lesson planning and preparation; Provide academic support to learners; Conduct practical training; Create an environment that is conducive to learning; Administration; Keep and maintain learner records and learner attendance records; Capture learner attendance and marks on ITS; Classroom management and supervision; Set, conduct and mark evaluations and assessments and provide feedback to students; Perform examination-related duties; Maintain discipline and safety of learners at all times; Assist with additional academic support programmes; Attend relevant training workshops and apply where necessary; Keep up to date with the latest developments in field of study; Support work based placement and exposure for educators and learners.

ENQUIRIES: Ms N Miza Tel No: 043 704 9237

POST 38/14: LECTURER: FUNDAMENTAL SUBJECTS REF NO: BCC092018/04
English First Additional Language and Life Orientation
PERSAL appointment

SALARY: Starting salary notch R198 774 per annum plus benefits (PL1)
CENTRE: School Of Engineering (John Knox Campus)
REQUIREMENTS: An appropriate M+3 National Diploma/Bachelor’s Degree or REQV 13 qualification majoring in English / Communication and Social Science / Psychology / Life Orientation; A National teacher’s qualification; SACE registration; Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet); Assessor/moderator
qualification and accreditation will be an added advantage; Teaching experience, preferably in a TVET College, will be an added advantage.

**DUTIES**

- Teach English First Additional language and Life Orientation (Life Skills and Computer Literacy) as a subject from NQF L2-L4; Promote quality teaching and learning; Monitor student performance; Lesson planning and preparation; Provide academic support to learners; Conduct practical training; Create an environment that is conducive to learning; Administration; Keep and maintain learner records and learner attendance records; Capture learner attendance and marks on ITS; Classroom management and supervision; Create an environment that is conducive to learning; Set, conduct and mark evaluations and assessments and provide feedback to students; Perform examination-related duties; Maintain discipline and safety of students at all times; Assist with additional academic support programmes; Attend relevant training workshops and apply where necessary; Keep up to date with the latest developments in field of study; Support work based placement of learners and work integrated learning for educators.

**Competencies:**

- Excellent management; administration, time management and organisational skills;
- Good verbal and written communication skills; Excellent interpersonal skills;
- Must be able to work under pressure, without immediate supervision and adapt to changes in the sector; Positive attitude, with ability and willingness to learn; Willingness to work after hours as required; Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.

**POST 38/15**

**LECTURER: MECHANICAL ENGINEERING STUDIES (AUTOMOTIVE TRADE)**

**REF NO:** BCC092018/05

**PERSAL appointment**

**SALARY**

Starting salary notch R198 774 per annum plus benefits (PL1)

**CENTRE**

School of Business &Engineering (ST Marks)

**REQUIREMENTS**

- An appropriate M+3 National Diploma / Bachelor’s Degree in Mechanical Engineering /Relevant Trade Test certificate with N4 and 2 years relevant Trade experience or an Equivalent qualification; Computer literacy in MS Office (Word, Excel, PowerPoint, Outlook); SACE registration; National Teacher Qualification will be an added advantage; Relevant teaching/training experience, especially in a TVET college, will be an added advantage; Assessor/moderator qualification will be an added advantage; Trade Test Certificate qualification will be an added advantage.

**Competencies:**

- Knowledge of Report 191 policies (entrance and ICASS requirements); Experience in employing various integrated training methods; Excellent management and organisational skills; Excellent verbal and written communication skills; Must be able to work under pressure and adapt to changes in the sector; Must be prepared to work, if the need arises, at any of the college campuses.

**DUTIES**

- Monitor student attendance; Teach Mechanical Engineering subjects N1 to N6; Lecture and expose students to the practical environment in allocated subjects; Prepare and deliver lessons effectively in English as the medium of instruction; Prepare a trimester plan and an assessment plan; Lecture subjects strictly according to the latest curriculum and subject policy; Attend subject meetings and subject related discussions (external and internal learning communities); Conduct subject related workshops / fieldtrips / seminars for students; Set, conduct and mark evaluations and assessments and provide feedback to students; Use the various teaching aids available to enhance the quality of lecturing; Prepare lessons well to teach for learning success; Design appropriate learning tasks to suit the level of students; Integrate learning resources and practical application into the classroom (integrate theory and practical); Provide students with learning support, and make referrals to Learner Attainment Intervention Strategy (LAIS) unit, by providing the relevant evidence; Managing student discipline in the classroom and on College premises, or during educational excursions; Ensure a conducive teaching and learning culture and environment, as well as creating a subject learning atmosphere by setting a good example with regard to professional ethics, motivation and punctuality; Apply appropriate and effective measures in cases of
ill-discipline and refer serious cases. Keep and maintain learner records and learner attendance records; Capture learner attendance and marks on ITS.

ENQUIRIES : Ms N Miza Tel No: 043 704 9237

POST 38/16 : LECTURER: INFORMATION TECHNOLOGY AND COMPUTER SCIENCE REF NO: BCC092018/06
PERSAL appointment

SALARY : Starting salary notch R198 774 per annum plus benefits (PL1)
CENTRE : School Of Business (East London Campus)
REQUIREMENTS : An appropriate M+3 National Diploma/Bachelor’s Degree or REQV 13 qualification majoring in Information Technology and Computer Science; A National teacher’s qualification; SACE registration; Computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet); Assessor/moderator qualification and accreditation will be an added advantage; Teaching experience, preferably in a TVET College, will be an added advantage. Competencies: Excellent management; administration, time management and organisational skills; Good verbal and written communication skills; Excellent interpersonal skills; Must be able to work under pressure, without immediate supervision and adapt to changes in the sector; Positive attitude, with ability and willingness to learn; Willingness to work after hours as required; Must be prepared to take and implement instructions delegated by supervisors/managers.

DUTIES : Lecture National Certificate Vocational (NCV) Level 2 to Level 4; Promote quality teaching and learning; Monitor student performance; Lesson planning and preparation; Provide academic support to learners; Conduct practical training; Create an environment that is conducive to learning; Administration; Keep and maintain learner records and learner attendance records; Capture learner attendance and marks on ITS; Classroom management and supervision; Set, conduct and mark evaluations and assessments and provide feedback to students; Perform examination-related duties; Maintain discipline and safety of learners at all times; Assist with additional academic support programmes; Attend relevant training workshops and apply where necessary; Keep up to date with the latest developments in field of study; Support work based placement and exposure for educators and learners. Teach Information Technology subjects, Systems Development, Principles of Computer Programming Level, and Computer Programming using VISUAL BASIC and JAVA.

ENQUIRIES : Ms N Miza Tel No: 043 704 9237

POST 38/17 : LECTURER: ELECTRICAL INFRASTRUCTURE CONSTRUCTION REF NO: BCC092018/07
PERSAL appointment

SALARY : Starting salary notch R198 774 per annum plus benefits (PL1)
CENTRE : School Of Engineering (John Knox Bokwe Campus)
REQUIREMENTS : An appropriate M+3 Engineering National Diploma/Bachelor’s Degree or N6 certificate with at least 3 years relevant industry experience. A trade test certificate in Electrical Engineering, HEAVY CURRENT; SACE registration; A teacher’s qualification; Computer literate in MS Word, Excel, Outlook and internet; Relevant teaching experience, preferably in a TVET College, will be an added advantage; Assessor and/or Moderator training will be an added advantage. Competencies: Fluent communication skills (verbal and written) in English as the medium of teaching and learning; Excellent interpersonal and communication skills; Must have good problem solving and time management skills; Ability to teach, assess and evaluate learners in accordance with the National Certificate Vocational (NCV) policies; Ability to work independently and as part of a team; Ability to work under pressure and meet deadlines; Portray professionalism and appropriate personal characteristics in the workplace; Must be prepared to take and implement instructions delegated by supervisors / managers; Must be prepared to work, if the need arises, at any of the college campuses.

DUTIES : Organising, planning and lecturing; Responsible for effective classroom management; complete syllabus within the given timeframe; Compile POA and POE for allocated subjects; Administrative duties; Set, conduct and mark
evaluations and assessments and provide feedback to students; moderate student assessments; Keep and maintain learner records and learner attendance records; Capture learner attendance and marks on ITS; Promote quality teaching and learning; Monitor student performance; Lesson planning and preparation; Provide academic support to learners; Conduct practical training; Create an environment that is conducive to learning; Maintain discipline and safety of students at all times; Assist with additional academic support programmes; Attend academic meetings/workshops and training as requested; Support work based placement and exposure for educators and learners.

ENQUIRIES

Ms N Miza Tel No: 043 704 9237

POST 38/18

LECTURER: ELECTRICAL INFRASTRUCTURE CONSTRUCTION REF NO: BCC092018/08
PERSAL appointment

SALARY
Starting salary notch R198 774 per annum plus benefits (PL1)

CENTRE
School Of Engineering (John Knox Bokwe Campus)

REQUIREMENTS
An appropriate M+3 Engineering National Diploma/Bachelor’s Degree or N6 certificate with at least 3 years relevant industry experience. A trade test certificate in Electrical Engineering, LIGHT CURRENT; SACE registration; A teacher’s qualification; Computer literate in MS Word, Excel, Outlook and internet; Relevant teaching experience, preferably in a TVET College, will be an added advantage; Assessor and/or Moderator training will be an added advantage. Competencies: Fluent communication skills (verbal and written) in English as the medium of teaching and learning; Excellent interpersonal and communication skills; Must have good problem solving and time management skills; Ability to teach, assess and evaluate learners in accordance with the National Certificate Vocational (NCV) policies; Ability to work independently and as part of a team; Ability to work under pressure and meet deadlines; Portray professionalism and appropriate personal characteristics in the workplace; Must be prepared to take and implement instructions delegated by supervisors / managers; Must be prepared to work, if the need arises, at any of the college campuses.

DUTIES
Organising, planning and lecturing; Responsible for effective classroom management; complete syllabus within the given timeframe; Compile POA and POE for allocated subjects; Administrative duties; Set, conduct and mark evaluations and assessments and provide feedback to students; Moderate student assessments; Keep and maintain learner records and learner attendance records; Capture learner attendance and marks on ITS; Promote quality teaching and learning; Monitor student performance; Lesson planning and preparation; Provide academic support to learners; Conduct practical training; Create an environment that is conducive to learning; Maintain discipline and safety of students at all times; Assist with additional academic support programmes; Attend academic meetings/workshops and training as requested; Support work based placement and exposure for educators and learners.

ENQUIRIES
Ms N Miza Tel No: 043 704 9237

POST 38/19

LECTURER: EDUCARE REF NO: BCC092018/09
PERSAL appointment

SALARY
Starting salary notch R198 774 per annum plus benefits (PL1)

CENTRE
School Of Business (East London Campus)

REQUIREMENTS
An appropriate M+3 National Diploma/Bachelor’s Degree in Foundation Phase or a Diploma in Educare, equivalent to REQV 13; SACE registration; National Teacher Qualification; Teaching experience, in particular at a TVET College, will be an added advantage; Assessor/moderator qualification will be an added advantage; Driver’s license an added advantage. Competencies: Excellent management; administration, time management and organisational skills; Good verbal and written communication skills; Excellent interpersonal skills; Must be able to work under pressure, without immediate supervision and adapt to changes in the sector; Positive attitude, with ability and willingness to learn; Willingness to work after hours as required; Must be prepared to work, if the need arises, at any
of the college campuses; Must be prepared to take and implement instructions
delegated by supervisors/managers.

**DUTIES**

- Teach all Educare subjects N4-N6;
- Promote quality teaching and learning;
- Monitor student performance;
- Lesson planning and preparation;
- Provide academic support to learners;
- Conduct practical training;
- Create an environment that is conducive to learning;
- Administration;
- Keep and maintain learner records and learner attendance records;
- Capture learner attendance and marks on ITS;
- Classroom management and supervision;
- Set, conduct and mark evaluations and assessments and provide feedback to students;
- Create an environment that is conducive to learning;
- Perform examination-related duties;
- Maintain discipline and safety of students at all times;
- Assist with additional academic support programmes;
- Attend relevant training workshops and apply where necessary;
- Keep up to date with the latest developments in field of study. Support work based placement and exposure for educators and learners.

**ENQUIRIES**

Ms N Miza Tel No: 043 704 9237

**POST 38/20**

**RECEPTIONIST REF NO: BCC092018/12**

PERSAL appointment

**SALARY**

Starting salary notch R163 563 per annum plus benefits (SL 05)

**CENTRE**

School Of Engineering (John Knox Bokwe Campus)

**REQUIREMENTS**

A Grade 12 certificate or NCV level 4 plus a relevant degree or diploma in Management Assistant / Public Management; Relevant experience in a similar or administrative environment will be an added advantage; Sound secretarial skills with ability to prioritize and co-ordinate work; Interpersonal skills; Knowledge of ITS System will be an added advantage. Competencies: Positive attitude and friendly, with the ability and willingness to learn; Good report writing and typing skills; Fluency in written and spoken English; Excellent interpersonal and communication skills; Good organisational, administration, planning and time management skills; Ability to work effectively under pressure and without immediate supervision; Be prepared to work flexible hours; Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.

**DUTIES**

- Assist with and prepare documentation for registration;
- Deal with placement test bookings and submission of application forms during application process for registration;
- Checking, sorting and updating of application forms for various programmes;
- Liaising with senior lecturer(s) with regards to outstanding documents in application forms;
- Convey/distribute academic information to public and students;
- Receive and distribute relevant memos and notices to staff;
- Answer the telephone, take messages for both incoming and outgoing calls;
- Handling of enquiries and complaints from students and public;
- Printing proof of enrolment for students;
- Printing of student attendance registers and mark sheets;
- Assist with attendance recording and audit queries.

**ENQUIRIES**

Ms N Miza Tel No: 043 704 9237

**POST 38/21**

**TRANSPORT CLERK REF NO: BCC092018/13**

College Council Appointment

**SALARY**

Starting salary notch R163 563 per annum plus benefits (Level 05)

**CENTRE**

Administration Centre

**REQUIREMENTS**

A Grade 12 certificate or NCV level 4 plus a relevant degree or diploma in Supply Chain Management Assistant / Financial Management / Public Administration; A valid driver's licence with a PDP, Good communication skills and customer care skills, Acceptance of responsibility, Relevant experience in a Supply Chain Department will be an advantage. Competencies: Excellent interpersonal and communication skills; Ability to work effectively under pressure and without immediate supervision; Willingness to work after hours when required; Ability to work co-operatively with the public, students and staff; Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.

**DUTIES**

- Check vehicles and log-books daily before and after each trip;
- Process central vehicle bookings;
- Maintaining the registration of the college vehicles;
- Report all
maintenance needed in the College vehicles; Transportation of students and staff when required; Keep petrol slips after each trip and sign; Submit Log Book and petrol slips to the Supply Chain Office at the end of each month; Administration and filing pertaining to college vehicles; Ensure maintenance of college vehicles and roadworthiness; Undertaking vehicle Inspection on a daily basis and neatness of vehicles; Report any damages to the vehicles; Processing of insurance claims; Disposals of Assets; See to it that all college vehicles are packed in the college parking lot at the end of each day and safekeeping of vehicle keys; Tracking of college vehicles; Processing traffic fines; Communicate with end users regarding Transport issues

ENQUIRIES
: Ms N Miza Tel No: 043 704 9237

POST 38/22
: GENERAL WORKER - CLEANER REF NO: BCC092018/14
PERSAL Appointment

SALARY
: Starting salary notch R96 549 per annum plus benefits (Level 02)

CENTRE
: East London Campus - School of Business

REQUIREMENTS
: Grade 10 or NCV Level 2 Certificate; Minimum of one year experience in a similar cleaning environment; Ability to work with Students, Lecturer’s and the Public. Competencies: Excellent interpersonal and communication skills; Ability to work effectively under pressure and without immediate supervision; Willingness to work after hours when required; Ability to work co-operatively with the public, students and staff; Must be prepared to work, if the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers.

DUTIES
: Maintenance and cleaning of grounds: Cutting of grass, gardening, cleaning of gutters; Maintenance of buildings: Painting college offices, classrooms & passages; Varnishing of wooden cabinets/doors/walls and floors; Cleaning of walls in offices, classrooms and toilets; Cutting down trees too close to buildings; Minor repairs: Doors, windows, desks, tables, chairs, toilets, sinks & taps; General Duties: Moving of assets, loading and offloading of heavy assets; Setting up of hall during functions; Refuse removal to central removal area for disposal; Cleaning of bush cutters and lawn mowers and checking of oil levels.

ENQUIRIES
: Ms N Miza Tel No: 043 704 9237
INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate’s (IPID) intention is to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of gender equity within the IPID, will receive preference.

CLOSING DATE  :  08 October 2018
NOTE  :  Applications must be submitted on form Z83, obtainable from any Public Service Department accompanied by a fully completed and signed form Z83 and a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment (criminal record, citizenship, credit record checks, qualification verification and employment verification). The successful candidates will be appointed on a probation period of 12 months and will be required to sign a performance agreement. The suitable candidate will be selected with the intention of promoting representivity and achieving affirmative action targets as contemplated in the Department’s Employment Equity Plan. People living with disabilities are encouraged to apply.

OTHER POSTS

POST 38/23  :  SENIOR INVESTIGATOR REF NO: Q9/2018/33

SALARY  :  R299 709 per annum (The Notch will be higher than the one advertised in line with Section 23 of the IPID Act.)
CENTRE  :  North West Provincial Office (Mahikeng)
REQUIREMENTS  :  To be considered for this position, a candidate must be in possession of a minimum of Grade 12 or equivalent NQF level 4 or a relevant diploma/degree (NQF level 5/6), in law/policing, and should at least have three (3) years proven experience in criminal investigations. Knowledge of criminal law, criminal procedure and law of evidence are essential for consideration. In addition, the candidates must be competent in report writing skills, as well as verbal and written communication skills. He/she must be computer literate and possess a valid unendorsed code 08 drive r’s licence and be able to drive a motor vehicle. He /she must also be competent and fit to handle a firearm or must be willing to undergo such a test. He/she must be willing to perform standby duties and overtime.
DUTIES  :  His/her duties will entail amongst others, supervision of investigators and assistant investigator; receipt, registration and allocation of complaints, attendances of crime scenes and post mortems; collection, safeguarding and processing of exhibits at the crime scene; conducting interviews with suspects and witnesses and obtaining affidavits; conducting investigations of complaints of alleged criminality and advising the complainant or his/her next of kin and other relevant stakeholders regarding progress of the investigation; investigate misconduct against members of the police; searches, seizures and collection of evidence etc. compiling investigation reports and memoranda with recommendations to the Director of public prosecutions and SAPS for consideration to prosecute or take appropriate disciplinary action. Draft and types investigation reports at the conclusion of each investigation. Electronically update the status of each case on the database.
ENQUIRIES: Ms Metha Molefhe @ (018) 397-2500
APPLICATIONS: Post to Independent Police Investigative Directorate, Private Bag X 2017, Mahikeng, 2745, or, hand deliver to No.1 Station Road, Molopo Shopping Centre, Mahikeng.
FOR ATTENTION: Ms Lesego Maamogwa @ (018) 397-2500
POST 38/24: INVESTIGATOR (X2 POSTS)

SALARY: R242 475 per annum (The Notch will be higher than the one advertised in line with Section 23 of the IPID Act.)
CENTRE:
- Provincial Office: Bellville (Western Cape) Ref No: Q9/2018/34
- Provincial Office: Durban (Kwa-Zulu Natal) Ref No: Q9/2018/35
REQUIREMENTS:
- A minimum of Grade 12, NQF Level 4 or a relevant diploma/degree in Law or Policing, Knowledge of Criminal Law, Criminal Procedure and Law of Evidence are essential for consideration.
- A valid Code 08 driver’s license and the ability to drive a motor vehicle in that class.
- Computer literacy, The ability to work under pressure.
- Competent in interviewing, report writing as well as verbal and written communication.
- The ability to handle a firearm or willing to undergo such a test.
- Willingness to be on standby and perform overtime duties.
- Analytical thinking, problem-solving and decision making skills.
- Client orientation and customer focus.
- Results-driven.

DUTIES:
- Receive, register and allocate cases.
- Attend crime scenes and post-mortem.
- Collect, safeguard and process exhibits at the crime scene.
- Conduct interviews with suspects and witnesses and obtaining affidavits.
- Advise the next of kin or victims and other relevant stakeholders regarding progress of investigations.
- Manage stakeholders.
- Conduct investigations of cases of alleged criminality and misconduct against members of the police, as stipulated in Section 28 of the IPID Act.
- Conduct searches, seizures and collection of evidence, etcetera.
- Compile investigation reports and memoranda with recommendations to the Director of Public Prosecutions and the SAPS for consideration to prosecute or take appropriate disciplinary action.
- Draft and type investigation reports at the conclusion of each investigation.
- Electronically update the status of each case on the database.

ENQUIRIES: Mr GJ Trussell @ 021 941 4800
Ms Claudine Lupke@ (031) 310 1300
APPLICATIONS: Independent Police Investigative Directorate, Private Bag X43, Bellville, 7535 or hand deliver @ Fintrust Building, First floor, Corner of Petrusa & Mazzur Streets, Bellville, 7530. For Attention: Ms N Matintela.
Independent Police Investigative Directorate, Private Bag X54303, Durban, 4000 or hand deliver @ 3rd Floor, The Marine Building, 22 Dorothy Nyembe Streets (Gardiner Street), Durban, 4000. For Attention: Mr S Ndlovu.
APPLICATIONS: The Judicial Inspectorate for Correctional Services, Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.

CLOSING DATE: 05 October 2018

NOTE: Applications must be submitted on a Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s)(including Senior Certificate/Matric) and ID-document (Driver’s license where applicable) not older than 3 months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Judicial Inspectorate for Correctional Services 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 six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 38/25: DIRECTOR: SUPPORT SERVICES REF NO: JI 81/2018
Directorate: Support Services

SALARY: R1 005 063 per annum (all inclusive package) (Level 13)

CENTRE: Pretoria

REQUIREMENTS: Appropriate Bachelor’s Degree/ National Diploma 3 years’ tertiary qualification in Management (NOF 7 as recognised by SAQA) or relevant qualification. At least five (5) years appropriate experience at a middle managerial level. Job related knowledge Sound knowledge of the Public Service legislative framework, Human Resources Management, Financial/Supply Chain Management and Facilities Management. Job related skills Extensive knowledge and experience in the labour relations, highly developed negotiation skills, stakeholder management, written/verbal communication and analytical skills. The ability to interpret and communicate strategic matters, strong leadership skills and ability to work in a collaborative environment with key stakeholders departments, including Department of Correctional Services, as well as social partners. Computer literacy. People Management and Empowerment skills. Knowledge of the functioning of PERSAL, LOGIS and BAS is essential. A valid driver’s licence.

DUTIES: Develop policies and procedures in relation to Human Resource Management, Financial Management. Coordinate and monitor the improvement of provisioning,
Develop policies and procedures relating to inspections, investigations and complaints. Facilitate, coordinate and monitor the drafting of legislation, regulation, policies, contracts, memorandum of understanding, service level agreements and other necessary legal documents for JICS. Manage the complaints and develop effective system and frameworks in dealing with complaints. Management of mandatory reports and develop effective systems and frameworks in dealing with mandatory reports. Manage and conduct inspections. Plan and independently conduct inspections with the aim of ensuring compliance with relevant standard directives and policies. Manage, coordinate and foster effective relationship with all stakeholders. Manage and utilise human resources in accordance with relevant directives and legislation. Ensure compliance with the relevant legislative prescripts. Monitor the implementation of policies and procedures thereof. Provide advice and guidance in the area of functional responsibility. Report on strategic frameworks on legal services. Compile reports and monitor recommendations.

ENQUIRIES
Ms. P. Luphuwana, Tel No: 021 421 1012
ANNEXURE H

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration.

NOTE: Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target. ERRATUM: kindly note that the posts advertised for department in Public Service Vacancy Circular 37 dated 14 September 2018, the closing date for the posts has been changed from 12 October 2018 to 08 October 2018. Enquiries: Ms S Maribeng 012 315 1103. We apologize for any inconvenience caused.

OTHER POSTS

POST 38/27: DEPUTY DIRECTOR: IT GOVERNANCE, COMPLIANCE AND RISK REF NO: 18/94/ISM

Three Years Contract

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

CENTRE: National Office, Pretoria

REQUIREMENTS: A National Diploma in information Technology or equivalent qualification at NQF6; 5 years’ experience in an IT environment with 2 years focus on IT Governance; IT Risk, IT Compliance. Knowledge of IT Governance related methodologies, standard, processes COBIT, ITIL, etc. Skills and Competencies: Communication (verbal and written) skills; Computer literacy; Facilitation and presentation skills; Problem solving and decision making; Collaborative and excellent people skills; Ability to work independently and under pressure; Attention to detail and accuracy.

DUTIES: Manage and coordinate the overall implementation of IT Governance(frameworks, implementation roadmaps); Manage and coordinate IT Risk assessments, risk mitigation monitoring) and IT Compliance (frameworks, policies, procedures); Manage and coordinate IT Audits (internal audits, external audits, action plan monitoring) and IT Operational Plans Performance (branch progress reporting and analysis, chief directorates progress reporting and analysis); Manage and coordinate IT Project Governance Compliance (project governance policy compliance); Manage all Human and Financial resources.

ENQUIRIES: Ms. E Zeekoei Tel No: (012) 315 1436

APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 000. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

NOTE: People with disabilities are encouraged to apply.

CLOSING DATE: 08 October 2018
POST 38/28 : SENIOR ASSISTANT STATE ATTORNEY, LP5-LP6 REF NO: 18/101/SA (X2 POSTS)

SALARY : R482 907 – R1 133 979 Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: Mahikeng

REQUIREMENTS : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; A valid driver’s license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills written and verbal; Accuracy and attention to detail.

DUTIES : Represent the State in Litigation and Appeal in the High Court, Magistrates Court, Labour Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Provide supervision and training to other professional staff.

ENQUIRIES : Mr. E Seerane ☏ 012 315 1780

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

NOTE : People with disabilities are encourage to apply

CLOSING DATE : 08 October 2018

POST 38/29 : SENIOR ASSISTANT STATE ATTORNEY, LP5-LP6 REF NO: 18/99/SA

SALARY : R482 907 – R1 133 979. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

CENTRE : State Attorney: Port Elizabeth

REQUIREMENTS : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; A valid driver’s license. Skills and Competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills written and verbal; Accuracy and attention to detail.

DUTIES : Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Provide supervision and training to other professional staff.

ENQUIRIES : Ms. K. Ngomani ☏ 012 357 8661

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

NOTE : People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.

CLOSING DATE : 08 October 2018
POST 38/30: COURT MANAGER REF NO: 18/27/FS

SALARY: R444 693 – R523 818 per annum. The Successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate’s Office, Kroonstad

REQUIREMENTS: A 3 year qualification in Administration and / or National Diploma Service Management NQF Level 5 plus the module in Case Flow Management or equivalent qualification.; At least three 3 years managerial or supervisory experience. Knowledge and experience in office and district administration; Knowledge of Public Financial Management Act (PFMA) Experience in managing Trust (Third Party Funds) and Vote Account. Experience in the court environment will be an added advantage; A valid driver’s license. Skill and Competencies: Strong Leadership and management capabilities. Strategic capabilities. Good communication verbal and written.

DUTIES: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court. Manage strategic and business planning processes; Manage the facility, Physical resources, information and communication related to courts; Implement the department policies at the courts; Compile an analyse court statistics to show performance trends; Support Case Flow Management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Lead and manage the transformation of the office; Manage the project intended to improve court management. Manage the communication and relations with the internal and external stake holders; Manage service level agreements.

ENQUIRIES: Ms. M Dywili at (051) 407 1800

APPLICATIONS: Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 OR Physical Address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

CLOSING DATE: 08 October 2018

POST 38/31: ASSISTANT DIRECTOR: IT COMPLIANCE AND RISK REF NO: 18/93/ISM

1 Year Contract Appointment

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

CENTRE: National Office: Pretoria

REQUIREMENTS: A National Diploma in Information Technology or equivalent qualification at NQF6; 3 years’ experience in an IT environment with at least 1 year focus on IT Governance and IT Risk; Knowledge of IT Governance related methodologies, standards, processes COBIT, ITIL, etc. Skills and Competencies: Computer literacy: MS office suite; Effective communication; Interpersonal relations; Problem solving and decision making; Analytical thinking; Electronic document filling and document management; Report writing; Initiative and creativity. Able to work as part of a team as well as individually.

DUTIES: Coordinate IT Risk management that includes risk assessment and risk mitigation plan monitoring; Manage IT Compliance monitoring against frameworks, policies, and procedure; Coordinate internal and external IT Audits including monitoring of audit resolutions action plans; Assist with the coordination on the overall implementation of IT Governance frameworks, implementation roadmaps.

ENQUIRIES: Ms. S. Bezuidenhout Tel No: (012) 315 1090

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

NOTE: People with disabilities are encouraged to apply.

CLOSING DATE: 08 October 2018

POST 38/32: ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: 18/82/RM (X2 POSTS)

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

REQUIREMENTS:
- National Diploma in Accounting, Auditing, Cost Management Accounting, Risk Management or equivalent qualification; Three year’s relevant experience in Risk Management; Knowledge of Risk Management software: Barn-Owl will be an added advantage; A valid driver’s license. Skills and Competencies: Computer literacy MS Office; Excellent communication skills written and verbal; Accuracy and attention to details; Team work and willing to work irregular hours; Project management skills.

DUTIES:
- Provide technical support with the development and maintenance of DoJ & CD’s Risk Management Governance Structure, framework, policies and instruments; Implement DoJ & CD’s enterprise-wide risk management framework; Ensure compilation and submission of accurate and timeous reports as and when required; Perform administrative functions.

ENQUIRIES:
- Ms. D Modibane (012) 315-1668

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

CLOSING DATE:
- 08 October 2018

POST 38/33: ASSISTANT DIRECTOR: BIDS AND ACQUISITIONS MANAGEMENT REF NO: 18/95/CFO

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

CENTRE:
- National Office: Pretoria

REQUIREMENTS:
- A National Diploma/Bachelor Degree in Bids and Acquisitions/Administration/Finance or related qualifications; Three years working experience in Bids and Acquisitions Management/ Supply Chain management; Knowledge of the PFMA, BAS and other applicable legislation; Knowledge of the SCM prescripts and Treasury regulations, Departmental Delegation and DFI; A valid driver’s license. Skills and Competencies: Good communication verbal & written skills; Computer literacy; Motivating skills; Technical and project management skills; Functional ability and working as a team; Good interpersonal relations; Strategic and conceptual orientation; Attention to detail and through knowledge and have numeric skills; Good leadership, organizational and problem solving abilities.

DUTIES:
- Provide Bids and Acquisition Management support to end-users and submission of well-defined monthly management reports; Follow up on all Bids and Acquisition Management Functions nationally; validate the completeness and accuracy of all supporting documents and ensure the processing of Bids and Acquisitions; provide effective people management.

ENQUIRIES:
- Ms. E. Zeekoei (012) 315 1436

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

NOTE:
- People with disabilities are encouraged to apply.

CLOSING DATE:
- 08 October 2018

POST 38/34: ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 18/113/CFO

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

CENTRE:
- National Office: Pretoria

REQUIREMENTS:
- A National Diploma/Bachelor Degree in Financial or Business Management/ Public Administration; Three years working experience in Financial environment; Two years at Supply Chain Management administration; Knowledge of the PFMA and SCM regulatory guidelines; A valid driver’s license. Skills and Competencies: Good Communication verbal & written skills; Computer literacy MS Office; Technical and project management skills; Functional ability and working as a team; Good
interpersonal relations; Attention to detail and numeric skills; Good leadership, organizational and problem solving abilities.

**DUTIES**
- Assist in the coordination of safeguarding of Departmental assets; Assist in the facilitation of damage and mismanagement of records of loss; Assist in the reconciliation between asset system (JYP) and payment system (BAS); Manage the development and implementation of asset management policies and strategy; Manage physical verification of asset and maintain the register.

**ENQUIRIES**
Ms. E. Zeekoei Tel No: 012 315 1436

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

**NOTE**
People with disabilities are encouraged to apply.

**CLOSING DATE**
08 October 2018

**POST 38/35**: ASSISTANT DIRECTOR: LEGISLATIVE COSTING REF NO: 18/111/CFO

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

**CENTRE**
National Office: Pretoria

**REQUIREMENTS**
- A 3 year Degree/National Diploma in Cost Management/Financial Management/Public Finance or equivalent at NQF6; 3 years relevant experience in Finance which must include costing and budget experience; Knowledge of costing methodologies; Knowledge of Public Finance Management Act PFMA, Treasury Regulations and other legislative prescripts. Skills and Competencies: Computer literacy Ms Word, Ms Excel & PowerPoint; Planning and organising skills; Interpersonal relations and communication skills; Ability to work independently on a highly pressurized environment; Ability to interpret and apply policies; Ability to think quickly and logically; Diagnoses action research; Innovative thinking, Problem solving and communication.

**DUTIES**
- Conduct Regulatory Impact Assessments on all new Bills and Projects; Formulate financial and fiscal values into MTEF inputs and implement Costing Model of the department; Review all tariffs charged by Department of Justice and Constitutional Development that are prescribed in Legislation; Manage Budget of Chief Directorate Legislative Costing; Provide Financial and Administration Management Support to the Commissions of Inquiry.

**ENQUIRIES**
Ms. N Joseph (012) 357 8646

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

**NOTE**
People with disability are encouraged to apply.

**CLOSING DATE**
08 October 2018

**POST 38/36**: COPY EDITOR REF NO: 18/80/LD

**SALARY**
R356 289 – R419 475 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
South African Law Reform Commission

**REQUIREMENTS**
- Appropriate Degree / National Diploma or equivalent in English, Publishing, Journalism or Communication; At least 5 years appropriate post qualification editorial experience; Experience in the legal field or an academic field will be an advantage. Skills And Competencies: Communication skills (written or verbal); Strong editorial skills; Research skills; Commitment to consistent accuracy and quality; Results oriented; Highly effective interpersonal skills; Strong organizational skills and the ability to multi-task; Advanced computer skills, especially MS Office (Word, Outlook, EXCEL AND PowerPoint); Effectively build and maintain professional relationship.

**DUTIES**
- Conduct quality review of SALRC and departmental documents; Ensure that SALRC documents meet style and publishing requirements and are of the highest formatting, grammatical and spelling standard; Edit documents for consistency, correct language usage, style and formatting; Maintain awareness of technical
terms and new words or phrases coming into popular usage; Establish and maintain relationships with authors and technical advisors; Advise on the design, layout and cover of documents; Prepare and oversee documents for distribution and publication; Manage legal compliance with regard to compulsory distribution and legal deposit libraries; Review and update SALRC Style Manual; Publish and distribute a quarterly SALRC newsletter; Edit articles that appear in the newsletter for proper language usage grammar, wordiness, inaccuracies, poor organization and other writing errors; Oversee publication production, including artwork, layout, computer typesetting and printing.

ENQUIRIES
APPLICATIONS
Ms P Leshilo ☎ (012) 357 8240
Quoting the relevant reference number, direct your application to: Postal address:
The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
NOTE: People with disabilities are encourage to apply
CLOSING DATE: 08 October 2018

POST 38/37
ADMINISTRATIVE OFFICER: REF NO: 18/40/FS

SALARY
R299 709–R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
Magistrate’s Office: Parys

REQUIREMENTS
Three year Bachelor’s degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Proven Supervisory experience, Court experience and drivers licence will serve as an added advantage. Skills and competencies: Sound Knowledge of Financial Management ( Vote and Trust Account); Sound knowledge of Human Resource Management; Computer Literacy ( Microsoft packages); Sound Knowledge of asset management; Sound knowledge of supply chain management and risk management; Good interpersonal relations; Knowledge of PFMA, DFI, BAS and JYP; Leadership and Principles of Management

DUTIES
Co-ordinate and manage the financial and human resource of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning process; Manage the facility; Control of the section related to Family Courts, Human Resource and Supply Chain; Management of the Finance of the office Third Party Funds and Vote Accounts; Manage the Criminal and Civil Court Administration Sections; General Supervision of Administration staff and Implement formal and informal disciplinary matters; Compile statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage the facilities of the Department at Court; Co-ordinate, Manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Implement Departmental policies; Manage and Maintain prescripts related to the functions of The DOJ & CD and Public Service in genera; Facilitate training and development of personnel; Management of performance in the office and; Performance of any other duties necessary to ensure smooth office running.

ENQUIRIES
Ms NM Dywili @ 051 407 1800
APPLICATIONS
Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
NOTE: All former contract workers of the Department are encouraged to apply
CLOSING DATE: 08 October 2018

POST 38/38
COURT INTERMEDIARY REF NO: 18/51/FS
Re-Advertisements

SALARY
R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE
Magistrate’s Offices: Welkom

REQUIREMENTS
The persons or category of persons who may be appointed as Intermediaries and the requirements for such persons or category of persons in terms of Government Notice R1374 in Government Gazette 15024 of 30 July 1993 as amended by GN
Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act 56 of 1974), and against whose names the specialty Pediatrics or Psychiatry is also registered; or, Clinical Counselors or Educational Psychologist who are registered in terms of section 17 of the Health Professionals Act 1974(Act nr 56 of 1974) Family Counselors who are appointed as such under section 3 of the Mediation in Certain Divorce Matters Act, 1987 (Act 24 of 1987), and who are or Clinical Counselors or Educational Psychologist as determined above or Social Workers as determined below or Educators as determined below or Child and Youth Care Workers as determined below. Social Workers who are registered as in terms of section 17 of the Social Service Professions Act, 1978, and who have two years’ experience in social work and persons who obtained a Master’s Degree in Social Work and who have two years’ experience in social work; Educators as defined in section 1 of the South African School Act, 1996 (Act no 84 of 1996) who have obtained a minimum post Matriculation teacher’s education qualification of three years at a recognized tertiary educational institution and have at least three years’ experience in teaching, and are registered in terms of section 21 of the South African council for Educators Act 2000(Act no. 31 of 2000) and include former or retired educators, who comply with above and whose name have not been removed from the register in terms of section 23(1) of the South African Council for Educators Act, 2000. Child care workers who have obtained a minimum post Matriculation three years at a recognized tertiary educational institution in child and youth care and have at least three years’ experience in child and youth care; Previous experience as a Court Intermediaries exposed to court procedure, court etiquette, legal terms and terminology and functions of courts will be an added advantage; Experience in working with children affected by trauma and people with disabilities will be an added advantage; Knowledge of the relevant legal and regulatory framework (Constitution of the RSA, 1996; Criminal Procedure Act, 1977 (Act 51 of 1997), particularly sections 153, 158, 162 to 167 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 32 of 2007); Children’s Act, 2005 (Act 38 of 2005) and Domestic Violence Act, 1998 (Act 116 of 1998). Skills and Competencies: Communication and empathetic skills (with children, persons with disabilities and other traumatized witnesses); Trauma and basic counseling skills; Interpersonal relations skills; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.

**DUTIES**

- Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Assist children to testify with the aid of anatomically-detailed dolls; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Compile and submit registers, statistics and reports; Render administration support service in court.

**ENQUIRIES**

Ms. NM Dywili ☏ 051 407 1800

**APPLICATIONS**

Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300. OR hands deliver @ Colonial Building, 53 Charlotte Maxeke Street, Bloemfontein, 9301.

**NOTE**

Applicants must please indicate their language proficiency level in English, Afrikaans and any other indigenous language. (Complete section D of Z83) language proficiency testing will be conducted during the interviews. Applicants are required to indicate the reference number and office of preference on the Z83 application form.

**CLOSING DATE**

08 October 2018
POST 38/39 : ADMINISTRATIVE OFFICER (OFFICE MANAGER) REF NO: 18/54/KZN

SALARY : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate’s Court, New Hanover

REQUIREMENTS : A Bachelor’s degree in Administration or equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

DUTIES : Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.

ENQUIRIES : Ms T.O. Majola 📞 (031) 372 3000

APPLICATIONS : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban

CLOSING DATE : 08 October 2018

POST 38/40 : ADMINISTRATIVE OFFICER REF NO: 18/55/KZN

SALARY : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate’s Court, Umzimkulu

REQUIREMENTS : A Bachelor’s degree in Administration or equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

DUTIES : Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.

ENQUIRIES : Ms V.T. Mlandeliso 📞 (031) 372 3000
APPLICATIONS: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban

CLOSING DATE: 08 October 2018

POST 38/41: ADMINISTRATIVE OFFICER REF NO: 18/56/KZN

SALARY: R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate’s Court, Verulam

REQUIREMENTS: A Bachelor’s degree in Administration or equivalent qualification and at least three years relevant experience in Court and Office Administration; Knowledge of the PFMA, DFI, BAS and JYP other applicable legislation; Knowledge of Human Resource, Asset, Facility and Risk Management; A valid driver’s license. Skills and Competencies: Computer literacy; Good communication (written and verbal); Continual learning and information search; Good interpersonal relations; Public Management; Leadership, organizational and problem solving skills; Customer orientation; Ability to interpret and apply policy; Able to work accurately under pressure and work independently; Attention to detail.

DUTIES: Control the sections related to Family Courts: Human Resources and Supply Chain Management; Manage finances of the office (Third Party Funds and Vote Account); Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff; Implement formal and informal disciplinary matters; Compile and analyse statistics to show performance and trends; Check diverse documents and work performance of co-workers for completion and correctness; Manage and maintain prescripts related to the functions of the DOJCD and Public Service in general; Train and develop staff; Manage the facilities of the Department at court; Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of justice; Implement Departmental policies; Perform any other duties as directed by the Supervisor / Court Manager or Area Court Manager. Act on a higher level as and when required to do so.

ENQUIRIES: Ms V.T. Mlandeliso ☏ (031) 372 3000

APPLICATIONS: Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban

CLOSING DATE: 08 October 2018

POST 38/42: ASSISTANT STATE ATTORNEY LP3-LP4 REF NO: 18/104/SA

SALARY: R283 854 – R805 179. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: State Attorney: Durban

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post legal/litigation experience; Right of appearance in the High Court of South Africa will be an added advantage; A valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

DUTIES: Handle litigation and appeals in the High Courts, Magistrate’s Court, Labour Court, Land Claims Court and CCMA; Draft and/ or settle all types of agreements on behalf of the various clients; Furnish legal advice and opinion; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collections; Attend to Liquidation and insolvency, queries register trust and companies.

ENQUIRIES: Mr. E. Seerane ☏ (012) 315 1780

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

NOTE: People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.
CLOSING DATE: 15 October 2018

POST 38/43: ASSISTANT STATE ATTORNEY LP3-LP4 REF NO: 18/110/SA

SALARY: R283 854 – R805 179. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: State attorney: Mafikeng

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Admission as a conveyance and notary experience will be an added advantage; A valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Communication skills written and verbal with the ability to motivate and direct people; Creative and analytical; Problem solving and conflict management; Accuracy and attention to details.

DUTIES: Draft, prepare and register conveyancing and notarial documents; Draft legal documents and conduct legal research; Furnish legal advice/opinion and contracts; Give effect to the Department’s Strategic Plan, policies and prescripts; Provide supervision and training to other professional staff; Maintain record of work performed and provide statistical reports.

ENQUIRIES: Mr. E. Seerane (012) 315 1780

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

NOTE: People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.

CLOSING DATE: 08 October 2018

POST 38/44: ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 18/103/SA (X2 POSTS)

SALARY: R283 854 – R805 179. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: State Attorney: Pretoria

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court; Conveyancing will be an added advantage; A valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).

DUTIES: Handle litigation and appeals in the High Courts, Magistrate’s Court, High, Labour, CCMA, Supreme Court of Appeal, Constitutional Courts, Land Claims, Tax and Tax Tribunals; Draft legal documents and conduct legal research; Draft and/or settle all types of contracts on behalf of the various client departments; Preside over all forms of arbitration, including inter-departmental arbitrations; Furnish legal advice and opinions; Guide and train support staff.

ENQUIRIES: Ms K Ngomani (012) 357 8661

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

NOTE: People with disabilities are encouraged to apply. A current certificate of good standing from the relevant law Society must accompany the application.

CLOSING DATE: 08 October 2018

POST 38/45: ASSISTANT STATE ATTORNEY, LP3-LP4 REF NO: 18/100/SA

SALARY: R283 854 – R805 179. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: State Attorney: Johannesburg
REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court will be an added advantage; A valid driver’s license. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills written and verbal.

DUTIES: Handle litigation and appeals in the High Courts, Magistrate’s Court, Labour Court, Constitutional Court, Land Claims Court and CCMA; Draft legal/ documents and conduct legal research; Furnish legal advice and opinion; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collection.

ENQUIRIES: Mr. E Seerane (012) 315 1780

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

NOTE: People with disabilities are encouraged to apply.

CLOSING DATE: 08 October 2018

POST 38/46: SOCIAL WORKER/FAMILY COUNSELLOR REF NO: 18/24/FS (X2 POSTS)

SALARY: R242 475 – R285 030 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Office of the family advocate: Bloemfontein and Welkom

REQUIREMENTS: Bachelor’s Degree in Social Work or equivalent qualification which allows registration with SACSSP; Appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation, Court experience in rendering Expert evidence; Experience in Forensic Social Work, Forensic report writing and Court Work; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Maintenance Act and Domestic Violence Act, Children’s Act and Hague Convention on International Child Abduction; Fluency in Afrikaans or Afrikaans speaking will be an added advantage. A valid driver’s license. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills, Child assessment; Diversity and conflict management; Attention to detail.

DUTIES: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Assessment of children/ Child Assessment; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes.

ENQUIRIES: Ms. N. Dywili 051 407 1800

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.

NOTE: Applicants are required to attach service certificates to determine salary in accordance to experience and with OSD determination.

CLOSING DATE: 08 October 2018

POST 38/47: MAINTENANCE INVESTIGATOR REF NO: 18/47/FS

SALARY: R242 475 - R285 630 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate’s Office, Odendaalsrus

REQUIREMENTS: Grade 12 certificate. An applicable legal qualification or paralegal qualification; Experience in Family Law matters; Knowledge of the Maintenance Act 1990 of 1998; A valid drivers’ license; Skills and Competencies: Computer literacy MS Office; Good communication skills (verbal and written); Numeric skills; Ability to:
Work with the public in a professional and empathetic manner. Develop a thorough understanding of all services procedures; Involved in the area of Maintenance and other areas of Family Law; Explain legal terminology and processes in simple languages; Manage time effectively and develop good facilitation skills; Think innovatively and work in pressured environment; Assist the court in the conducting of Maintenance enquiries.

**DUTIES**
- Trace persons liable to pay maintenance and Maintenance defaulters; Gather and secure information related to maintenance enquiries and defaulters; Testify in court under the supervision and control of Maintenance Officers / Maintenance Prosecutors; Work with the public in a professional and empathetic manner; Render administrative support to the office; Outdoor function requiring physical tracing capabilities; Drafting of Legal Documents; Manage time effectively and demonstrate good facilitation skills.

**ENQUIRIES**
Ms. NM Dywili @ (051) 407 1800

**APPLICATIONS**
Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300

**CLOSING DATE**
08 October 2018

**POST 38/48**
**SENIOR COURT INTERPRETER REF NO: 18/43/FS**

**SALARY**
R242 475 - R261 216 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
Magistrate’s Office, Welkom

**REQUIREMENTS**
- NQF level 4 / Grade 12; National Diploma: Legal Interpreting at NQF level 5 or any other relevant tertiary qualification at NQF level 5; Proficiency in two or more indigenous languages; Three 3 years practical experience; Valid motor vehicle Driver’s license will be an added advantage; Knowledge of Legislation which governs transparency and confidentiality in the Public Service Act 2 of 2000 as amended; Skills and Competences: Excellent communication, Listening, Interpersonal relations, Problem solving, Planning and organising and Analytical thinking skills; Time management. Confidentiality and ability to work under pressure; Language Proficiency: Welkom: Sesotho, IsiXhosa, English and Afrikaans.

**DUTIES**
- To interpret in court of Law Civil and Criminal matters; Entering of criminal cases in the criminal record book / register; To interpret in small claims courts; Interpret in pre-trial proceedings and consultations; Consecutive interpreting from source to target language during Court proceedings, pre-trial, consultation, quasi and judicial; Interpret non-verbal gesture, dramatization and confessions; Ensure that subordinates conclude performance agreements; Review performance and give feedback to Court Interpreters; Collect, monitor interpreting register, calculate and compile statistics; Making arrangements for foreign languages interpreters in consultation with the Prosecutor; To perform a variety of routine interpreting duties related to the Core function of the Department. To attend to all other duties that can be assigned to him/her from time to time and to assist with the necessary Administrative duties.

**ENQUIRIES**
Ms NM Dywili @ 051 407 1800

**APPLICATIONS**
Please direct your applications to: The Regional Head, Private Bag X20578, Bloemfontein, 9300 or hand deliver at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.

**NOTE**
All former contract workers of the Department are encouraged to apply.

**CLOSING DATE**
08 October 2018

**POST 38/49**
**STATE ACCOUNTANT: BUDGETS OPERATIONS REF NO: 18/75CFO (X3 POSTS)**

**SALARY**
R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
National Office, Pretoria

**REQUIREMENTS**
- Bachelor’s Degree / National Diploma in Finance; At least 1 year experience in the financial environment within the public service; Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting Systems (BAS)
and PERSAL; Knowledge of legislation and prescripts within the public services; A valid driver's license. Skills and Competencies: Computer literacy Ms. Word, Excel and PowerPoint; Good Communication skills (verbal and written); Good interpersonal skills; Accuracy and attention to detail; Ability to work in a team and independently.

**DUTIES**

Monitor the implementation of corrective measures on monthly basis to improve final expenditure; Maintain credible expenditure and financial information in the Department’s financial system; Prepare Budget during the MTEF, ENE AENE and Rollover process; Compile monthly expenditure report for reporting to relevant stakeholders.

**ENQUIRIES**

Ms. N Joseph (012) 357 8646

**APPLICATIONS**

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

**NOTE**

People with disabilities are encouraged to apply.

**CLOSING DATE**

08 October 2018

**POST 38/50**

**ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: 18/78/RM**

**SALARY**

R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

National Office: Pretoria

**REQUIREMENTS**

National Diploma in Accounting, Auditing, Cost Management, Risk Management or equivalent qualification; At least 1 year relevant experience in risk management environment; Knowledge of Risk Management software – BarnOwl as an added advantage; A valid driver’s license. Skills and Competencies: Project management skills; Computer literacy MS Office; Communication skills verbal and written; Advocate of team work; willing to work irregular office hours; Accuracy and attention to detail.

**DUTIES**

Provide support in maintaining and monitoring the departmental risk profile and support managers in project risk assessments; Assist with roll out of the risk management software, provide end-user support and guidance; Serve as the central administrator of the risk management software tool; Assist in coordination of risk management workshops, training, budget review, monitoring and control including cash flows; Provide administrative support with regards to internal and external audit queries; Assist the Directorate Risk Management in conducting research requested on the aspects of enterprise – wide Risk Management.

**ENQUIRIES**

Mr. O. Melato Tel No: 012 315 1351

**APPLICATIONS**

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

**NOTE**

People with disabilities are encouraged to apply.

**CLOSING DATE**

08 October 2018
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: 05 October 2018 @ 12:00 pm

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

OTHER POSTS

POST 38/51: DEPUTY DIRECTOR: PROGRAMME ADMINISTRATION REF NO: 079/2018

Chief Directorate: Evaluation

SALARY: R826 053 – R973 047 all-inclusive salary package per annum (Level 12) The remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3-year tertiary qualification (NQF 6) in the area of Public Administration, Office Management, Programme/Project Management or equivalent with at least 6 years experience of which 3 years should be in a programme/project administration environment and 3 years at ASD/junior management level. An NQF 7 qualification or specialised training/courses will
serve as an added advantage. Competencies / Skills: should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations and communication skills, be flexible and have the ability to work with the team. Should have Programme/Project management skills, Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES: The successful candidate will be responsible to manage administrative functions of the unit, supporting the Head. This entails developing admin systems, supervising, coordinating and monitoring executive and administrative support in the Evaluation and Research Unit; Developing the filing system for the Unit and the registry files and ensure that these are maintained, and match the electronic filing system and manage the evaluation and research panels, including maintaining contact details, new calls, tracking those bidding/succeeding. Maintain a contracts file, and ensure that all contracts are correct and updated; Organising the unit’s monthly and quarterly meetings and Liaise with various stakeholders interacting with the department. Write minutes, letters, memos and reports as needed; Deal with high level queries on behalf of the Head via email, phone or general correspondence; Provide secretariat services to management meetings and manage the procurement of all office supplies, equipment and furniture. Undertake financial management for the Unit, including drafting the budget for the unit and monitoring on a monthly basis; Coordinate the development of the unit’s annual operational plan and drafting monthly cash flows and updating with unit’s staff. Managing the on-going quality assessment of national and provincial evaluations and managing major events for the unit. Develop and manage an evaluation tracking system, building on the current Excel system, producing weekly updates on evaluation status; Maintain a tracking system for donor support to DPME, supporting the CFO and Manage the admin staff in the unit, who report on their technical work to specific technical staff, allocating specific admin responsibilities to each;

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

POST 38/52: ASSISTANT DIRECTOR: DATABASE DEVELOPER REF NO: 080/2018
Directorate: Business Applications and KM Support

SALARY: R356 289 – R419 679 per annum plus benefits (Level 09)

CENTRE: Pretoria

REQUIREMENTS: A 3 year tertiary qualification (NQF 6) in Information Technology/or equivalent qualification with a At least 5 years experience in ICT sector of which 3 years of experience must be in Data Warehousing, Database Management Systems, Document Management Systems and Information Management. The ideal candidate must have good understanding of data types, data modelling and transformation of data using various ETL Tools; Share Point customisation and administration. Scripting in SQL server and Excel environments; technical skills and knowledge of developing Business Intelligence reports as well as knowledge codification. High level of Computer Literacy. Competencies / Skills: Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Leadership qualities. Should have management skills and be able to control financial resources. 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. The incumbent must be able to exercise professional judgement.

DUTIES: The successful candidate will be responsible to assist and support the implementation of data warehousing, knowledge, records and document management systems. This entails assisting the Senior Database Developer with the modification of existing databases and database management systems; Designing and implementing databases and performing the Extraction, Transformation and Loading of data between various databases to a data
warehouse environment. Testing of databases and other applications developed in the department; Optimising data extraction for fast application performance; Providing support to users with regards to the Electronic Documents Management System (ERDMS) and implementing security measures to safeguard information / records and documents in computer files against accidental or unauthorised damage, modification or disclosure. Continuously update the departmental website. Creation of collaboration and communication tools such as intranet sites/ websites, portals and Wikis to facilitate knowledge management among internal teams and external partners. The candidate will also be expected to perform administration of the SM SQL Server and SharePoint environments including backup and restores; Providing professional support to help desk logged calls and participate in ICT research and innovation in order to ensure currency to the department’s systems.

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

37
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 @ 086 137 0202 should you experience any difficulties with your online application.

CLOSING DATE: 05 October 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.

OTHER POSTS

POST 38/53: DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2018/315
Directorate: Tenure Reform Implementation

SALARY: R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Mpumalanga (Nkangala District)

REQUIREMENTS: Bachelor’s Degree/National Diploma in Political Science or Philosophy, Political and Law (BA) or Law and Politics (BA) or Law Degree, 3-5 year’s relevant middle management experience in tenure reform and land rights environment. Job related knowledge: Proactive acquisition of land strategy; State land lease policy; Policy development; Departmental legislation; Risk management. Job related skills: Planning and organising; Communication; Computer literacy; Strategic thinking; Problem solving and analytical skills. A valid driver’s licence.

DUTIES: Provide land tenure rights implementation support. Promote awareness and capacity building on land rights and relevant laws to stakeholders. Liaise and monitor land rights management structures by providing legal protection and awareness. Manage and mediate in cases of illegal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Promote awareness and provide capacity building on communal land rights and relevant laws to stakeholders. Implement communal land rights support policies, procedures, guidelines and products. Implement communal tenure upgrading. Manage compliance to communal property institutions establishment. Coordinate the establishment and implementation of Communal Property Association (CPA). Provide secretariat services in the Communal Property Association (CPA) meetings and constitution proceedings. Maintain the register of Communal Property Association (CPA) and similar entities. Promote awareness of Communal
Property Association (CPA) activities. Manage and conduct investigation on the affairs and activities of the registered Communal Property Association (CPA). Manage the mediation and dispute resolution proceedings of the Communal Property Association (CPA). Monitor the validity of Communal Property Association (CPA) transactions in accordance with the CPA constitution.

APPLICATIONS: Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: 17 Van Rensburg Street, Bateleur Office Park, Mbombela 1200.

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

POST 38/54: PROFESSIONAL TOWN AND REGIONAL PLANNER REF NO: 3/2/1/2018/314
Directorate: Spatial Planning and Land Use Management

SALARY: R585 366 per annum (The salary in accordance with the OSD for Engineers)

CENTRE: Free State (Bloemfontein)

REQUIREMENTS: B degree in Urban/Town and Regional Planning or relevant qualification. 3 years post qualification in Town and Regional Planning experience. Compulsory registration and must be in good standing with SACPLAN as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and project management; Town and regional principles and methodologies; Research and development; Computer-aided applications; Town and regional knowledge of legal compliance; Creating high performance culture; Technical consulting. Job related skills: Analytical; Creativity; Self-management; Communication; Computer literacy; Attention to detail. A valid driver's licence.

DUTIES: Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of project execution plans and manage site clearance standards as agreed with project managers. Plan and design to ensure sustainable human settlement. Compile of spatial development frameworks (SDF) (as part of the IDP processes). Compile guidelines and evaluate land use management schemes (LUMS). Provide spatial planning and land use management services in liaison with National Office. Provide support to the implementation of tools, systems, guidelines, policies, programmes and legislations for spatial planning and land use management at a provincial level. Provide development planning support to departmental programmes and rural development at the provincial level. Render planning support and advice to the departmental programmes. Provide support to the development of spatial plans at provincial and municipal level. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on town and regional planning related matters.

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

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

CLOSING DATE: 05 October 2018

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

MANAGEMENT ECHELON

POST 38/55: DIRECTOR – METALS REF NO: IDD/METALS 2 001

Overview: To lead & manage policies and programmes for the Non Ferrous, Precious and Rare Earth sector as part of the customised sector programme.

SALARY: All-inclusive remuneration package of R1 005 063 per annum (Level 13)

CENTRE: Pretoria

REQUIREMENTS: Mandatory requirements: An undergraduate qualification (NQF Level 7) in Economics / related engineering. 5 years’ relevant experience at a middle/senior managerial level in an economic policy development environment. Key requirements: Experience in the Non - Ferrous, Precious and Rare Earth environment in the public or private sector. Experience in development and implementation of policies and strategies. Experience in the implementation of sector development interventions. Experience in economic research and analysis. Experience in monitoring and evaluation. Experience in supply chain management, stakeholder management, financial management and project management. Knowledge and understanding of Non-Ferrous, Precious and Rare Earth Metals sector and regulatory frameworks. Proven strategic management and leadership skills, people management and change management skills. Knowledge and understanding of Public Service Regulation, Public Finance Management Act, Public Service Act, Industrial Policy Action Plan, Preferential Procurement Policy Framework Act. Communication skills (verbal and written), presentation skills, good interpersonal skills. Proficient in MS Office Packages. Valid driver’s licence.

DUTIES: Strategies, policies and procedures: Lead the process of developing Non Ferrous, Precious and Rare Earth sector Industrial Development policies. Manage and direct the Industrial Policy Action Plan process relating to the development and implementation of key action programmes for the Non Ferrous, Precious and Rare Earth sector. Engage in continual policy advocacy and co-ordination in the Non Ferrous, Precious and Rare Earth sector. Direct and manage the directorate: Manage the strategic planning for the directorate. Develop the strategic focus and policy direction for the directorate. Manage financial resource and assets of the unit. Manage the staff in the unit. Stakeholder management: Manage Non Ferrous, Precious and Rare Earth sector stakeholders, including other Government departments and tiers of government, organized business and labour. Work closely with other units within the dti and other departments involved in the Non Ferrous, Precious and Rare Earth sector to develop a supportive policy.
environment to implement the key action programmes. Establish contact and set up information sharing session with other units in the dti. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Represent the department in all forums and focus groups addressing Non Ferrous, Precious and Rare Earth sector challenges. Research and analysis: Provide analysis of the value chain in the Non Ferrous, Precious and Rare Earth sector. Consolidate all research findings to formulate Non Ferrous, Precious and Rare Earth sector policies, procedures and strategies in line with the Industrial Policy Action Plan. Monitoring and evaluation: Continuously review policies and methodologies and benchmark against international best practice. Manage consultants appointed to conduct studies. Provide support with the implementation of programmes. Implementation of sector development interventions: Monitor implementation of sector development interventions. Develop and monitor implementation of corrective action to facilitate the implementation of the interventions. Provide the necessary support to complete the interventions.

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

OTHER POSTS

POST 38/56
DEPUTY DIRECTOR: EXPORT PROMOTION REF NO: TISA/EP & DEV 007 (X3 POSTS)
Overview: To implement export promotion strategies in the North America and Middle East regions.

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

CENTRE
Pretoria

REQUIREMENTS
Mandatory requirements: A three - year National Diploma / Bachelor’s Degree in Business Management / Economics / Marketing. 3 - 5 years' relevant managerial experience in a Business Management / Economics / Marketing / Export Promotion / Export Promotion environment. Key requirements: Experience in developing and implementing of business plans and strategies. Experience in gathering of market intelligence assessments. Experience in providing export services and aftercare. Experience in project and stakeholder management. Experience in conducting research and analysis. Knowledge and understanding of IPAP, Integrated National Export Strategy and other broader economic policies. Knowledge and understanding of priority sectors and products. Excellent communication skills, both written and verbal. Problem solving and analytical thinking skills, sound negotiation skills and report writing skills. Proficient in MS Office packages. Willingness to travel locally and abroad, and to work overtime as and when required.

DUTIES
Provide input in developing and implementing the Business plan for the Business Unit: Prepare inputs for the business plan for the Export Promotion Unit. Modified reviewed inputs for the business. Assist in consolidating inputs and finalising the business plan for the region of the Export Promotion Unit. Conduct Market Intelligence Assessments and finalise the strategies for implementation: Continuously gather market intelligence information for inputs into the country and regional strategies for Export Promotion. Collaborate with researchers on priority markets/industries towards identifying target markets. Develop export promotion strategies for the region. Compile and assist in implementing regional strategies for the region. Develop a database of companies for the region. Update of the export opportunities in matrices for the region. Collaborate with SEDA, other COTIIS and Export Councils to identify companies for exports. Identification, initiation, scoping and implementation of region/market specific International Trade and Investment Initiatives. Provide Export Services and Aftercare: Develop and continuously improve client services, policies, processes and procedures. Establishment of client reception and interface facilities for the region. Develop brochures on products and services as per requirement. Deal with all export enquiries effectively and efficiently. Provide information on capabilities of the sectors to the clients and stakeholders. Manage the database of targeted companies and record the allocation of resources to interact with the companies. Communicate the identified opportunities to relevant stakeholders associated with
the region. Collaborate with SEDA, other COTIIS and Export Councils to recruit companies for exports. Implement Export Promotion Strategies: Execute the Export Promotion projects as per business plan. Execute specialised and generic export promotion projects. Facilitate and manage ad-hoc projects. Identify, initiate, scope and implement region/market specific International Trade and Investment Initiatives. Review progress on International Trade Initiatives. Support Export Promotion projects such as Inward-, Outward- and Technical Missions / National Pavilions (Recruitment and marketing), Co-ordinate business forums for incoming and outgoing State visits, Ad-Hoc projects. Implement country branding and profiling to optimise the promotion of South African products at various forums. Coordination of business forums for incoming and outgoing State visits. Provide inputs for briefing documents and information for Ministers. General support and assistance to the Senior Managers on key projects and daily activities. Facilitate Stakeholder Partner Co-ordination: Facilitate quarterly meetings with Export Councils. Ensure involvement of Export Partners in all Export Promotion projects (Such as Provincial-, Metro-, Municipal, as well as Export Councils, Industry Associations and private sector firms). Facilitate Export Promotion workshops to provide information and advice on key promotional activities in targeted markets. Cooperate with other Government departments, e.g. DIRCO and the Presidency, on projects such as BNCs, State Visits and JBCs. Collaborate on joint trade promotion activities with e.g. Metros, Municipalities, Provinces. Collaborate with international agencies and institutions (e.g. USAID, CBI, Chambers etc.) including with donor funding for projects. Establish and maintain relationships with contacts abroad with regards to export destinations and foreign economic offices. Reporting Export Promotion Strategies in the Services sector: Review export promotion strategies, projects, action plans and monitor outcomes monthly with the Director: Export Promotion. Report monthly and quarterly on progress on the implementation of the business plan and projects, Export Promotion strategies and action plans. Implementation of Knowledge management: Institutionalisation of Export Promotion methodology. Inputs to the dti website on export promotion activities. Provide inputs to Export Promotion manual as and when required.

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

NOTE:
In terms of the dti's EE requirements, preference will be given to African and White female candidates, Coloured candidates as well as people with disabilities.

POST 38/57:
ASSISTANT DIRECTOR: CRITICAL INFRASTRUCTURE PROGRAMME
REF NO: IDAD/CIP 005
Overview: To provide support in evaluating, processing of infrastructure applications and claims as well as drafting of contracts for approval.

SALARY:
Commencing salary of R444 693 per annum, excluding benefits (Level 10).

CENTRE:
Pretoria

REQUIREMENTS:
Mandatory requirements: A three - year National Diploma / B Degree in Economics / Finance / Business Admin / Public Management. 3 - 5 years’ relevant working experience in incentive administration in the public or private sector. Key requirements: Experience in processing of applications and claims. Experience in financial management, stakeholder management and project management. Customer service skills, presentation skills, communication skill (verbal and written), conflict management, planning and organising skills, research and analytical skills. Proficient in MS Office packages. Sound knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and Treasury Regulations.

DUTIES:
Processing of applications: Compliance with guidelines. Comparing and verifying quotes/financial information. Site inspections to verify authenticity of entity. Interaction with customers on their applications. Interaction with consultants. Processing of claims: Process claims to comply with the guidelines. Interaction with customers on their claims. Interaction with consultants. Attend and present to adjudication committee meetings and to provide technical inputs. Submit claims to finance for payment. Financial Management: Provide input with regard to business plans, budget, cash flow and audit queries. Customer Services: Attend to all queries (status and technical) from internal as well as external clients. Meeting with
Customers. Conduct site visits. Resolve queries or referrals and customer enquiries.

**ENQUIRIES**

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

**NOTE**

In terms of the dti's EE requirements, preference will be given to African, Indian and White male candidates, Coloured candidates as well as people with disabilities.
DEPARTMENT OF TRANSPORT

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

APPLICATIONS
Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria.

FOR ATTENTION
Recruitment Unit Room 4034

CLOSING DATE
08 October 2018

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

OTHER POSTS

POST 38/58
ASSISTANT DIRECTOR: MARITIME POLICY DEVELOPMENT AND LEGISLATION
REF NO: DOT/HRM/76
(Branch: Maritime Transport)
(Chief Directorate: Maritime Policy Development)
(Directorate: Maritime Policy Development and Quality Assurance)

SALARY
R444 693 per annum. (Level 10)

REQUIREMENTS
An applicant must have LLB Degree at NQF level 7 as recognised by SAQA with 3 years drafting experience as well as knowledge of ratification of conventions, Regulations, legislations, Policy and strategies. Note: The following will serve as a recommendation: Knowledge of South African Maritime Transport Environment; the Merchant Shipping Act and relevant Maritime Regulations; Knowledge of International Maritime Treaties/ protocols (IMO/ILO/UN); Ability to draft legislation; Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate; Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals; Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting); Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Responsible for Compiling the management reports; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations; Good communication skills (verbal and written); Computer literacy; Governance related to information; Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Must be able and willing to travel nationally. Be able to work under pressure.

DUTIES
The successful candidate will: Ensure that maritime Policy and Legislation processes are undertaken in an inclusive manner and that development of the country by: Evaluate current legislation for the Department that affects maritime; Consult with line functionaries and Agencies on legislation; interpretation of
ENQUIRIES:  
Mr D Ntuli Tel No: 012 309 3331

POST 38/59: ASSISTANT DIRECTOR: PUBLIC TRANSPORT MONITORING AND INSPECTIONS  
REF NO: DOT/HRM/77 (X2 POSTS)  
(Branch: Public Transport)  
(Chief Directorate: Public Transport Regulation)  
(Directorate: National Public Transport Regulation)  
(Sub-Directorate: Public Transport Monitoring)

SALARY: R444 693 per annum per annum (Level 10)
CENTRE: Pretoria

REQUIREMENTS: A National Diploma or Degree in Public Management, Business Management, Office Management, Transport Management or Traffic Policing at NQF Level 6/7 as recognized by SAQA plus 4 years’ experience monitoring and evaluation or Public Transport Environment of which 1 year must be on supervisory level. Experience as a Traffic Officer or Examiner of Vehicles will be an added advantage. The following key competencies are essential: Knowledge and understanding of the National Land Transport Act (NLTA) of 2009 (Act No 5 of 2009) and regulations; Knowledge of the National Land Transport Information System (NLTIS); National Road Traffic Act (NRTA) of 1996 (Act 93 of 1996); Understanding of Public Transport Regulatory Entities; Good communication and report writing skills; Project management skills; Good interpersonal relations; Understanding of the tourism industry; Understanding of machinery of government; Computer literacy (MS Word, Excel and Power Point); monitoring and evaluation, team work, valid driver’s licence and willingness to travel and work beyond normal working hours.

DUTIES: Carry out investigations as instructed by the National Public Transport Regulator (NPTR) in line with the requirements of the NLTA. Conduct Adhoc inspection on accredited tourist operators. Develop and update checklists for conducting inspections. Ensure adherence to procedures and conditions imposed by the NPTR. Monitor the implementation of Memorandum of Understanding (MOU’s) between the NPTR and Provinces and other stakeholders. Collect and report on statistics of operating licences issued. Facilitate the signing of MOUs with law enforcement agencies and Provincial Regulatory Entities (PRE’s). Provide inputs to the development and redesigning of the NLTIS. Arrange for testing of vehicles as recommended by the NPTR. Facilitate the submission of Transport Plans by municipalities; Monitor the conversion of permits to operating licences. Develop and update accreditation guidelines; Compile reports on inspections conducted. Provide variety of information to passengers, operators, general public and Regulatory entities.

ENQUIRIES:  
Mr A Ruele Tel No: (012) 309 3127
ANNEXURE M

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 05 October 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 disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

OTHER POSTS

POST 38/60 : CHIEF ENGINEER (CIVIL) GRADE A REF NO: 051018/01

SALARY : R991 281 per annum (All-inclusive OSD salary package)
CENTRE : Mmabatho
REQUIREMENTS : An Engineering degree (B Eng / BSc (Eng). Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. A valid driver’s Licence (certified copy must be attached).
DUTIES : Coordination of Water Services Planning in the North-West province. Provision of Engineering, Project Management and Business Process re-engineering services for the Municipal Infrastructure Grant programme (MIG) which entails site visit, technical report evaluations, recommendations and monitoring of projects. Support on the planning and implementation of Accelerated Community Infrastructure Programme (ACIP). Support on the planning and implementation of Regional Bulk Infrastructure Programme (RBIG). Coordination of Free Basic Services (FBS). Support on the Comprehensive Infrastructure Plan (CIP) and Water Conservation and Water Demand Management.

ENQUIRIES : Mr. L Bogopa, Tel No: 018 387 9500
APPLICATIONS : Please forward your applications quoting the relevant reference number to The Provincial Head: North West, Department of Water and Sanitation, Private Bag x 5, Mmabatho 2735. Corner Dr. James Moroka Drive and Sekame Road Mega City Shopping Centre Unit 99, Ground Floor.

FOR ATTENTION : Mr MJ Ntwe

POST 38/61 : REGIONAL DEPUTY DIRECTOR WATER SUPPLY REF NO: 051018/02

Branch Operational Integration KZN, Infrastructure Development and Maintenance

SALARY : R826 053 per annum (all Inclusive salary package) (Level 12)
CENTRE : Durban
REQUIREMENTS : A National Diploma or Bachelor Degree in Project Management, Civil Engineering, or relevant field/discipline. Three (3) to five (5) years supervisory experience in the management of water and sanitation related projects. Knowledge and understanding of business and management principles. Exposure in strategic planning, resource allocation and human resources. A good understanding of the

**DUTIES**

Implement policies of Integrated Bulk Water Support Programmes (Bulk Water Supply Programme). Ensure effective coordination on the Water Target implementation Support Programme (Water TISP) in the Provincial Management including monitoring and reporting. Ensure effective implementation of the Provincial Bulk Infrastructure Programme (Regional Programme). Ensure effective financial management and compliance with DoRA of the Regional, Provincial Bulk Infrastructure Programme. Liaise with water sector stakeholders in the Regional / Provincial Infrastructure Programme.

**ENQUIRIES**

Mr. EM Ngxongo, Tel No: 031 336 2700

**APPLICATIONS**

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)

**POST 38/62**

**DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO:**

051018/03

Branch Operational Integration KZN, Corporate Management

**SALARY**

R697 011 per annum (all-inclusive package) Level 11

**CENTRE**

Durban

**REQUIREMENTS**

A National Diploma or Degree in Human Resources. Three (3) to five (5) years management experience in Human Resources. Computer literacy, including extensive experience in PERSAL. Extensive knowledge and understanding of all Acts governing HR practices, sound knowledge of financial management and PFMA. Excellent communication and people management skills. Organisational and analytical skills. Good drafting and report writing skills. The ability to liaise with staff at all levels. A commitment to ethical conduct. People Management skills. A valid driver’s licence (certified copy must be attached).

**DUTIES**

Manage Recruitment and Selection. Ensure the smooth running of the process, from advertising to actual appointment. Recommend appointable candidates in respect of appointments, promotions and transfers. Ensure the proper application of HR policies and procedures, compliance with legislation and the achievement of all HR objectives. Advise line Managers and staff on the application of relevant HR policies and procedures to ensure the correct and consistent implementation of all HR processes and systems, as well as compliance with legislation. Co-ordinate organisational structure, job profiles and evaluations. Conduct functional analysis; manage all projects concerning employee wellness in the Region. Advise Management and employees on all aspects of Organisational Development. Monitor and evaluate the region’s performance in terms of transformation imperatives. Facilitate and co-ordinate the Region’s participation in Special Programmes. Manage conditions of service, with specific reference to, amongst others, the Government Employees Pension Fund, general leave administration, PILIR, injury-on-duty, overtime, housing allowances, appointments, PERSAL administration and general information management practices. Monitor and evaluate all activities. Support the transfer of employees from other institutions and provide restructuring support to the Region. Deal with oversight reports in terms of terminations of service, appointments and transfers of staff. Strengthen the Division: HR Transactions and Information Management’s capacity in terms of best practices with regards to pension administration, general conditions of service and appointments. Facilitate skills development programmes. Liaise with training providers and ensure that decisions are implemented. Ensure the customisation
of leadership programmers is in line with the needs of the organisation. Co-
ordinate the delivery of training programmes. Provide strategic direction and
guidance. Develop competency profile for all levels of leadership. Manage and
develop a succession plan. Monitor and evaluate the impact of interventions.
Implement and monitor all PMDS activities. Develop mechanisms to ensure that
all work plans are submitted on time and ensure that reviews are taking place per
policy directives, enforcing compliance therewith. Supervision of staff.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 38/63
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
FOR ATTENTION
POST 38/64
SALARY
CENTRE
REQUIREMENTS

DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 051018/04 (X2 POSTS)
Branch: Finance WTE
R697 011 per annum (all-inclusive package) Level 11
Head Office
A Degree in Auditing/Financial Accounting / Cost Accounting at NQF level 7. Three (3) years relevant experience in the performance of internal control reviews /
internal or external audits at supervisory/management (ASD) level. Completed training articles will be an added advantage. Knowledge and understanding on
Finance and SCM Legislation, policies, practices and procedures, Intermediary
knowledge and implementation of the Public Finance Management Act (PFMA),
Treasury Regulations and guidelines, Knowledge and understanding of GRAP,
Tax legislation. Public Service Anti-corruption Strategy and anti-corruption and
fraud prevention measures. Departmental policies and procedures. Governmental
financial systems. Experience with SAP will be an advantage. Intermediary
knowledge and understanding of the Internal control framework. Principles and
information. Problem solving and Analysis. Client Orientation and Customer
Focus. Good working with Microsoft office especially MS Excel.

Manage the development of financial and internal controls, systems and
processes. Coordinate internal and external audits. Coordinate audit action and
audit outcomes implementation plans. Conduct internal control and compliance
reviews. Manage the sub-directorate.

DEPUTY DIRECTOR: ORGANISATIONAL DESIGN REF NO: 051018/05
Branch: Corporate Management
Dir: Organisation Development
R697 011 per annum, (all-inclusive salary package) Level 11
Pretoria
A National Diploma or Bachelor Degree in Work study/Management Services/Operations/Production Management. Three (3) to (5) five years
management experience in Organisational Design environment. Knowledge of
organisational design principles and re-engineering processes. Knowledge and
understanding of policy development and implementation. Knowledge and
experience in administration processes. Good interpretation of HR information.
Knowledge and understanding of government legislation. Financial management
and knowledge of PFMA. Practical knowledge of techniques and procedures for
the planning and execution of organisational design operations. Understanding of
labour relations processes. Knowledge and experience in programme and project
management. Good problem solving, people and diversity management, client
orientation and customer focus skills. Good communication skill (verbal and
written). Knowledge in accountability, ethical conduct and analytical procedures.
DUTIES: Manage the designing of organisational structures in line with the Departments mandate and strategy. Manage the organisational design operations in line with the departmental strategies and organisational performance plans. Manage the designing of jobs in line with the functional outputs of the job. Manage the evaluation/grading/re-grading of jobs aligned to the departmental functional structure. Manage the administration of organisational design tools.

ENQUIRIES: Mr. SM. Moyi, Tel No: 012 336 7405
APPLICATIONS: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
FOR ATTENTION: Ms. Li Mabole

POST 38/65: SENIOR STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: 051018/06
(This is a re-advertisement, applicants who have previously applied need not to re-apply)
Branch: Operational Integration: KZN (WTE)
SALARY: R299 709 annum (Level 08)
CENTRE: Durban

DUTIES: Provide financial administration of SAP. Manage the collection of revenue in the Region. Handle payments in suspense account and do follow up on bad debt. Manage billing and attend to billing queries. Assist with the tariff determination process in the Region. Supervise and evaluate personnel. Handling of audit queries. Compile and submit reports. Manage minor revenue projects. Manage revenue customer service office.

ENQUIRIES: Mr. MI Ndlovu, Tel No: 031 336 2768
APPLICATIONS: 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)

POST 38/66: HEALTH AND SAFETY OFFICER REF NO: 051018/07
Branch: Operational Integration: KZN
Sub: Directorate: Auxiliary Services
SALARY: R299 709 per annum (Level 08)
CENTRE: Durban

DUTIES: Implement health and safety legislation, regulations with an objective of ensuring that all reasonable and proper measures are taken to protect the safety and health
of staff and visitors. Increase health and safety awareness at all levels within the organisations. Investigate and report on all accidents occurring at the workplace. Respond to employees safety concerns. Arrange Occupational Health and safety testing and evaluations of the workplace. Coordinate training of personnel in areas of safety including first aid.

**ENQUIRIES**

Mr B Sishi Tel No: 031 336 2863

**APPLICATIONS**

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)

**POST 38/67**

SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 051018/08

Branch: Operational Integration Eastern Cape

**SALARY**

R299 709 per annum, (Level 08)

**CENTRE**

King Williams Town

**REQUIREMENTS**


**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**

Ms. L Bula, Tel No: 043 604 5405

**APPLICATIONS**

Please forward your applications quoting the relevant reference number to: Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town.

**FOR ATTENTION**

Ms T Solwandle

**POST 38/68**

HUMAN RESOURCE CLERK PRODUCTION REF NO: 051018/09 (X3 POSTS)

Branch: NWRI: Eastern Operation

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Midmar Dam

**REQUIREMENTS**

A National Senior Certificate. Twelve (12) months working experience will be an added advantage. Basic knowledge and experience in Human Resources prescripts. Knowledge and experience in registry practices as well as ability to capture data, and operate computer. Knowledge of the Public Service Act and Public Service Regulation. Working knowledge and understanding of legislative framework governing the Public Services. Interpersonal relations, flexibility and team work. Basic knowledge of problem solving and analysis.

**DUTIES**

Receiving and sorting of applications, capturing of data in the system and processing of detailed schedules of applications. Establishing and developing a system database of applications received. From time to time assist with pre-screening, shortlisting and interviewing of candidates for the filling of posts within the department. Verification of qualifications (SAQA, Security Vetting etc.). Preparing interview packs and ensuring schedules for interviews are accurately captured. Rendering human resource management support and advice.

**ENQUIRIES**

Ms. T. Sindane, Tel No: 033 239 1258
APPLICATIONS: Please forward your applications quoting the relevant reference number to, Department Water and Sanitation, Private Bag X24, Howick, 3290 or hand deliver at R103 Prospect Road, Midmar Dam, Howick, 3290.

FOR ATTENTION: Ms. T Sindane

POST 38/69: SECURITY OFFICER REF NO: 051018/10 (X5 POSTS)
(This is a re-advertisement, applicants who have previously applied should re-apply)
Branch: Corporate Management
CD: Auxiliary Services

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

REQUIREMENTS: A Senior certificate. A valid Grade C registration with PSIRA. Two (2) to three (3) years security experience in the government or private sector. A driver’s License is advantageous. (Please attach certified copy) Knowledge of the access control procedures. Knowledge of security measures and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. MISS, NSA, PAIA, MPSS and the authority of security officers under these documents. Experience and knowledge on the OHS procedures. Ability to work under pressure and long hours. Report writing, control room duties, Investigations and riot control skills. Effective communication skills. First aid and fire prevention competencies. Good searching and evacuation skills.

DUTIES: Supervision of security access control. Ensure that unauthorized equipment and documents do not leave or enter the building premises. Ensure all incidents are recorded in the occurrence books / registers. Participate in OHS matters.

ENQUIRIES: Mr JT Mashaba, Tel No: 012 336 7675

APPLICATIONS: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms. LI Mabole

POST 38/70: GENERAL WORKER REF NO: 051018/11
Branch: Operational Integration: Western Cape
DIV: Data Management

SALARY: R96 549 per annum (Level 02)
CENTRE: George


ENQUIRIES: Mr. J Kriel, Tel No: 044 802 2733

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

FOR ATTENTION: Ms. K Melelo Tel No: (021) 941 6054

NOTE: Persons with disabilities, African Females, White Females, Indian Females, White Males, Coloured Females and Indian Males are encouraged to apply.
ANNEXURE N

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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

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

FOR ATTENTION:
Ms S Shugu

CLOSING DATE:
05 October 2018

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

MANAGEMENT ECHELON

POST 38/71:
DIRECTOR: HOD’S OFFICE CO-ORDINATION AND SUPPORT SERVICES
REF NO: COGTA 01/09/2018
(This is a re-advertisement; all candidates that previously applied are encouraged to apply)

SALARY:
R1 005 063 – R1 183 932 per annum. Commencing salary R1 005 063

CENTRE:
Bhisho

REQUIREMENTS:
An undergraduate qualification (NQF level 7) in Public Administration/Management. A Master’s degree will be an added advantage. Five (5) years working experience at a middle management level. Valid Code 8 (EB) Drivers licence. Computer literacy. Competencies: A strategic thinker who can operate at the highest level of government and private sector. Must possess sound understanding and skills in the following: Coordination vertically and horizontally across the three spheres of Government. Understanding the IGR framework and operations from National, Provincial and Local. Must be strategic and grounded in Government processes such as NDP, PGDP, PSEDS. Sound understanding of the functioning of Government operations, Cabinet (Executive) PCF MinMec. Strategic report writing and presentation. Sound understanding of the Monitoring and evaluation systems. Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and The Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development.

**DUTIES**

Co-ordinate departmental reports on behalf of the HOD. Ensure compliance with all relevant legislative and statutory requirements towards the achievement of departmental service delivery priorities and goals. Develop and implement monitoring systems to track progress and monitor institutional performance and impact. Develop, monitor, promote and co-ordinate the implementation of departmental service delivery plans. Promote co-operative governance with National and Provincial Government. Assume overall responsibility for the management of the office of the HOD. Manage and supervise the staff within the office of the HOD. Ensure proper performance management and development procedures in the office of the HOD and attend to staff growth and development needs. Attend to submissions of and briefings on major policy administrative issues. Report on expenditure performance, provide advice and prioritise support.

**ENQUIRIES**

Can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350.

**NOTE**

Preference will be given to Coloured Females and people with disabilities.

**POST 38/72**

**DIRECTOR: VALUATION SERVICES**

**REF NO:** COGTA 02/09/2018

**SALARY**

R1 005 063 – R1 183 932 per annum. Commencing salary R1 005 063

**CENTRE**

Bhisho

**REQUIREMENTS**


**DUTIES**

Manage, Co-ordinate and monitor the implementation of the Local Government: Municipal Property Rates Act, 2004 as amended and its Regulations. Formulate and interpret property valuation legislations, policies and processes. Manage programmes of technical and financial support with regard to property valuations to municipalities. Monitor and give guidance to valuers on the implementation of the MPRA. Management of the technical and professional personnel including effective utilization, mentoring and training of candidates valuers and other personal, high maintenance of discipline, promotion of sound labour relations and proper use of state resources. Develop and implement Annual Performance and Operational Plans for the Directorate ensuring that the goals and objectives determined are achieved. Facilitate and monitor programmes of technical support with regard to Property Valuation Services Municipalities. Provide information on property valuation related issues to Municipalities.

**ENQUIRIES**

Can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350.

**NOTE**

Preference will be given to African Females and people with disabilities.

**POST 38/73**

**DIRECTOR: HUMAN RESOURCE MANAGEMENT**

**REF NO:** COGTA 03/09/2018

**SALARY**

R1 005 063 – R1 183 932 per annum. Commencing salary R1 005 063

**CENTRE**

Bhisho

**REQUIREMENTS**

An undergraduate qualification (NQF Level 7) Human Resource Management. Five years’ experience at a middle-management level in the Human Resource Administration field. An Honours degree in Human Resource Management and

DUTIES

Manage Human Resource Administration matters such as conditions of service, human resource provisioning and PERSAL Management. Develop key performance indicators and standard for the Directorate and formulate mentoring mechanisms. Prepare and monitor the Directorate’s budget and action plans. Exercise control over all functions and personnel under his/her supervision to ensure that organisational goals are achieved. Responsible for efficient management of the Directorate including the effective utilisation and training of staff, management of discipline, promotion of sound labour relations and proper use of state property. Responsible for PILIR administration. Development and implement the recruitment plan of the Department. Ensure compliance with PFMA, Undertake strategic interactions with sector department. Provide strategic leadership to the Directorate. Effective management of the Directorate. Manage performance within the Directorate. Align the staffing needs of the Directorate with the Departmental Employment Equity Plan. Manage the Directorate’s budget in accordance with the provisions of the Public Finance Management Act, 1999, and Treasury Regulations. Actively contribute to the formulation and implementation of the Departmental Strategic Plan. Develop the periodical reports and disclosure notes relating to the business of the Directorate. Communicate, report and integrate the outputs of the Directorate, internally to the Department and externally with all stakeholders and Labour Relations. Responsible for efficient management of human resources, assets and financial resources of the directorate with staff compliment of minimum of ten people.

ENQUIRIES:

Preference will be given to African Females and people with disabilities.

POST 38/74:

DIRECTOR: SPATIAL PLANNING REF NO: COGTA 04/09/2018

SALARY:

R1 005 063 – R1 183 932 per annum. Commencing salary R1 005 063

CENTRE:

Bhisho

REQUIREMENTS:

An undergraduate qualification (NQF Level 7) in Urban/Town and Regional Planning or equivalent qualification. Five (5) years’ experience at a middle management level in Town and Regional Planning in a managerial position. Registration with the South African Council for Town and Regional Planners is a prerequisite. Extensive experience in the implementation of the various Planning Legislations in the Eastern Cape as well as Project Management will be an added advantage. A valid Code 8 (EB) drivers licence.

DUTIES:

Facilitate, manage and monitor Town and Regional Planning Services. Manage and Monitor the compilation and implementation of budget and operational plans in terms of the PFMA. Manage the development and implementation of policies and guidelines relating to the Spatial Planning in the Municipalities. Manage the assessment of spatial development applications. Provide and drive strategic
direction for the Division and determine Key Performance Areas to ensure the formu-
lisation and implementation of appropriate strategic policies which will enable the Division to successfully fulﬁl its role in the delivery of special planning services to communities. Efﬁciently manage the Division to ensure effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and appropriate utilisation of resources.

**ENQUIRIES**: can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350.

**NOTE**: Preference will be given to African Females and people with disabilities.

**POST 38/75**

**DIRECTOR: LAND USE MANAGMENT & ADMINISTRATION**

**REF NO**: COGTA 05/09/2018

**SALARY**: R1 005 063 – R1 183 932 per annum. Commencing salary R1 005 063

**CENTRE**: Bhisho

**REQUIREMENTS**: An undergraduate qualiﬁcation (NQF level7) in Public Administration/ Law and Development Studies. Master’s Degree in Public Administration will be an added advantage. Five (5) years working experience at a middle management level. Valid Code 8 (EB) Drivers licence. Computer literacy. Competencies: Exclusive knowledge of legislations, policies and practices that aﬀect Land Use Management & Administration e.g. (SPLUMA) and its Regulations. Ability to interpret and apply Government Policies, Public Service Act as amended, PFMA, Analytical and Interviewing skills, supervisory skills, ﬁnance & budgetary skills.

**DUTIES**: to promote, co-ordinate and monitor the implementation of the Spatial Planning and Land Use Management Act and its Regulations (SPLUMA). Formulate and interpret SPLUMA Legislation, policies and processes. Manage the Directorate’s budget in accordance with the provisions of the Public Finance Management Act 1999 and Treasury Regulations. Actively contribute to the formulation and implantation of the Departmental Strategic Plan. Communicate report and integrate the outputs of the Directorate, internally to the Department and externally with all stakeholders and Labour Relations. Responsible for eﬃcient management of Human Resources, asset and ﬁnancial resources of directorate with eﬃciently manage a division, including the eﬀective utilisation and training of staff, The maintenance of discipline, promotion of sound labour relations and the proper use of State property. Provide and drive strategic direction for the division and ensure the formulation staﬀ complement of minimum of ten people.

**ENQUIRIES**: can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350.

**NOTE**: Preference will be given to Coloured Females/ people with disability with disabilities.

**OTHER POSTS**

**POST 38/76**

**DEPUTY DIRECTOR: INTER-GOVERNMENTAL RELATIONS**

**REF NO**: COGTA 06/09/2018

**SALARY**: R826 053 - R973 047. Commencing salary: R826 053 per annum

**CENTRE**: OR-Tambo District Support Centre

**REQUIREMENTS**: An undergraduate qualiﬁcation (NQF level7) in Public Management/ Public Administration Planning or Development Management. Five (5) years’ experience at a junior management level. Experience in an intergovernmental related environment at Assistant Director Level or equivalent. Excellent computer skills in as far as MS Word, Excel and PowerPoint. Presentation, communication (verbal & written) and report writing skills. A valid Code 8 (EB) drivers licence.

**DUTIES**: Promote and facilitate intergovernmental relations as well as municipal international relations (twining arrangements). Monitor and Coordinate the implementation of intergovernmental activities and policies in municipalities. Assist in the promotion and facilitation of stakeholder relations. Assist in the promotion agreements/ memoranda of understanding between municipalities, sector departments and other relevant stakeholders. Manage and coordinate district/ regional intergovernmental structures. Ensure compliance with the Local Government Municipal Structures Act (Act No. 117 of 1998) and the Local Government Municipal Systems Act No. 32 of 2000). Facilitate the development, consolidation and submission of reports. Response for eﬃcient Management of
the Sub Directorate, including the effective utilisation and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.

**ENQUIRIES**: can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350.

**NOTE**: Preference will be given to African Females and people with disabilities

**POST 38/77**: **DEPUTY DIRECTOR: INTER-GOVERNMENTAL RELATIONS** REF NO: COGTA 07/09/2018

**SALARY**: R826 053 - R973 047. Commencing salary: R826 053 per annum

**CENTRE**: Alfred Nzo District Support Centre

**REQUIREMENTS**: An undergraduate qualification (NQF level 7) in Public Management/ Public Administration Planning or Development Management. Five (5) years’ experience at a junior management level. Experience in an intergovernmental related environment at Assistant Director Level or equivalent. Excellent computer skills in as far as MS Word, Excel and PowerPoint. Presentation, communication (verbal & written) and report writing. A valid Code 8 (EB) drivers licence.

**DUTIES**: Promote and facilitate intergovernmental relations as well as municipal international relations (twinning arrangements). Monitor and Coordinate the implementation of intergovernmental activities and policies in municipalities. Assist in the promotion and facilitation of stakeholder relations. Assist in the promotion agreements/ memoranda of understanding between municipalities, sector departments and other relevant stakeholders. Manage, coordinate and participate in local district/ regional intergovernmental structures. Ensure compliance with the IGR Framework Act No.13 of 2005, Local Government Municipal Structures Act (Act No. 117 of 1998) and the Local Government Municipal Systems Act No. 32 of 2000). Facilitate the development, consolidation and submission of reports for efficient Management of the Sub Directorate, including the effective utilisation and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.

**ENQUIRIES**: can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350.

**NOTE**: Preference will be given to Coloured Females and people with disabilities

**POST 38/78**: **DEPUTY DIRECTOR: MUNICIPAL HUMAN RESOURCE MANAGEMENT** REF NO: COGTA 08/09/2018

**SALARY**: R826 053 - R973 047. Commencing salary: R826 053 per annum

**CENTRE**: Bhisho

**REQUIREMENTS**: An undergraduate qualification (NQF level 7) in Human Resource Management/Administration or Public Management/, Social Science. Five (5) years’ experience at a Junior Management level. Computer skills (with emphasis on Microsoft Word, MS Excel, Project and Power - point) are all mandatory. A valid code 08 (EB) driver’s license is compulsory.

**DUTIES**: The incumbent will be responsible for planning, organizing for providing coordination and monitoring of the implementation of capacity building programmes. Responsible for delivering this process and provide support at an operational delivery level. Manage the attendance of courses and ensuring that all logistical arrangements are taken care of. Compile the budget for the programs and ensure effective and economical use of allocated funds. Develop and manage key risks that may limit against achievement of objectives. Compile and maintain a creditable database of Councillors and staff or beneficiaries. Facilitate training session and make presentations.

**ENQUIRIES**: can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350.

**NOTE**: Preference will be given to African Males/ People with disability

**POST 38/79**: **DEPUTY DIRECTOR: DISASTER MANAGEMENT** REF NO: COGTA 09/09/2018

**SALARY**: R826 053 - R973 047. Commencing salary: R826 053 per annum

**CENTRE**: Bhisho

**REQUIREMENTS**: An undergraduate qualification (NQF level 7) in Economics/ Developmental Studies or related field. Spatial Planning qualification and experience will be an added advantage. Five (5) years’ experience at a Junior Management level.
Computer skills (with emphasis on Microsoft Word, MS Excel, Project and Power-point) are all mandatory. A valid code 08 (EB) driver’s license is compulsory.

**DUTIES**

Provide support and strategic direction for the coordination of disaster management key performance areas in all district municipalities and metros. Understanding of policy formulation and implementation which will enable all municipalities to successfully fulfill its responsibilities in relation to disaster management. Coordinate, promote and facilitate implementation of the disaster risk management framework, planning and operations. Facilitate establishment of disaster management IGR structures in all municipalities and strengthen capacity building and research. Maintain good working relations and arrangements with all relevant stakeholders in the Province. Ensure municipal compliance with the provisions of the MFMA, Disaster Management Act and other applicable legislations. Responsible for efficient management of the Sub - Directorate, including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property.

**ENQUIRIES**

can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350

**NOTE**

Preference will be given to White Females and people with disabilities

**POST 38/80**

**DEPUTY DIRECTOR: URBAN DEVELOPMENT & SMALL TOWN REGENERATION CLUSTER C**

REF NO: COGTA 10/09/2018

(This is re-advertisement (candidates that have applied previously are requested to re-apply)

**SALARY**

R826 053 - R973 047. Commencing salary: R826 053 per annum

**CENTRE**

Alfred Nzo OR Tambo District Support Centre

**REQUIREMENTS**

An undergraduate qualification (NQF level 7) in Economics/ Developmental Studies/ Public Management or related field. Spatial Planning qualification and experience will be an added advantage. Five (5) years' experience at a Junior Management level. Computer skills (with emphasis on Microsoft Word, MS Excel, Project and Power-point) are all mandatory. A valid code 08 (EB) driver’s license is compulsory. Competencies: Experience in project conception, planning and management. The applicant must have proven experience in report writing, developing concept documents and general correspondence. Demonstrate ability and experience in developing budget to implement the directorate Key Performance Areas as well as managing cash flows. Proven economic development ability and experience essential for designing development programmes for economically depressed areas. Proven presentation skills and ability to articulate government development programmes.

**DUTIES**

Conceive, plan, implement, manage, coordinate and monitor the development and roll-out of public employment programmes. Provide guidance and oversight on the implementation of Community Works Programme and Expanded Public Works Programme. Coordinate the implementation of the revitalisation of small towns and urban centres. Coordinate the implementation of Integrated Urban Development Framework in municipalities. Drive project planning, presentations and reporting on economic development projects and programmes. Responsible for efficient management of human resources, assets and financial resources of the directorate.

**ENQUIRIES**

can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350

**NOTE**

Preference will be given to African Females and people with disabilities

**POST 38/81**

**DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING**

REF NO: COGTA 11/09/2018

**SALARY**

R697 011 – R821 052 per annum. Commencing salary R697 011

**CENTRE**

Bhisho

**REQUIREMENTS**

An undergraduate qualification (NQF level 7) in Human Resource Management. A post-graduate degree or diploma with Quantitative Research module will be an added advantage. Five (5) years' experience at a Junior Management level in the Human Resource Management field. Computer Literacy in MS Office (MS Excel, MS Powerpoint). Valid Code 8 (EB) Drivers licence. Competencies: Advanced ability to independently use MS Excel (create formulas, develop graph), MS PowerPoint. Ability to analyse data or human resource information and develop

**DUTIES**: To coordinate Human Resource Planning in the Department. To analyse HR dynamics in the Department. To implement HR Transformation programmes like Employment Equity, Batho Pele, etc. To develop and monitor the implementation of the Departmental Employment Equity Plan. To render administrative support to the Employment Equity Committee, HR Planning Task Team and any other related committee. To lead service excellence programmes. To provide support to the HR Policy development.

**ENQUIRIES**: can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350

**NOTE**: Preference will be given to White Females/ people with disability

**POST 38/82**: ASSISTANT DIRECTOR: LEGISLATIVE COMPLIANCE REF NO: COGTA 12/09/2018 (X2 POSTS)

**SALARY**: R444 693 – R523 818. Commencing salary R444 693 per annum

**CENTRE**: Chris Hani & Cacadu District Support Centre

**REQUIREMENTS**: An undergraduate qualification (NQF level 7) in Public Management / Administration, with five (5) years’ working experience at a supervisory level in the relevant field. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. Valid Code 8 (EB) Drivers licence. Competencies: Full understanding of Local Government: Municipal Structures Act and other Local Government Legislation, including policies and procedures. Excellent communication skills written and verbal), interpersonal relation skills, ability to work under pressure, attention to details, Analytic skills, presentation skills, meticulous planning and organisational skills. Computer Literacy (Microsoft Office Applications). Excellent communication.

**DUTIES**: Ensure Legislative Compliance by Municipalities. Assist municipalities in the reviewal and rationalisation of by-laws and policies. Assist the MBD in the redetermination of boundaries by receiving applications, assist in the hearing and meetings and also advise MBD Gazette concurrencies. Assist in the determination of councillors as full time. Assist in Section 139 Municipal Interventions. Responsible for efficient management of Sub-Directorate, including the effective utilization and training of staff. Maintenance of discipline, promotion of sound labour relations and the proper use of State property.

**ENQUIRIES**: can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350

**NOTE**: Preference will be given to African females and people with disabilities (Chris Hani District office). Preference will be given to Coloured males and people with

**POST 38/83**: ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE MANAGEMENT REF NO: COGTA 13/09/2018

**SALARY**: R444 693 – R523 818. Commencing salary R444 693 per annum

**CENTRE**: Alfred Nzo District Support Centre

**REQUIREMENTS**: An undergraduate qualification (NQF level 7) in Public Management/ Social Sciences. Five (5) years working experience at a supervisory level in the private/public sector), non-governmental or community based organisation (any of the above) or local government environment. Full understanding of Local Government: Municipal Systems Act and other Local Government Legislation, including policies and procedures. Computer literacy (Microsoft Office Applications). Excellent communication skills (written and verbal); interpersonal relation skills; ability to work under pressure; attention to details; analytical skills; presentation skills; meticulous planning and organizational skills. Excellent communication, including producing quality reports.

**DUTIES**: Responsible for supporting municipalities with institutionalisation of PMS i.e. development of PMS framework; Assist in the timely preliminary assessment of Sec 46 reports from municipalities; Assist in the assessment of Sec 46 reports for the purpose of the development of Sec 47 report; Assist in the development of a
high quality Sec 47 report for the province; Assist in compiling timely responses of parliamentary questions by the sub directorate; Assist in the management and monitoring of the directorate financial and non-financial resources; Assist in providing hands-on support on development of performance Agreements (Pas) of Sec 54 and 56 managers of municipalities; Assist in analysing Pas, monitor signing and timely submission of Pas as required by the legislation.

ENQUIRIES:
can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350

NOTE:
Preference will be given to Coloured Males and people with disabilities

POST 38/84:
ASSISTANT DIRECTOR: GOOD GOVERNANCE REF NO: COGTA 14/09/2018

SALARY: R444 693 –R523 818. Commencing salary R444 693 per annum
CENTRE: Amathole District Support Centre
REQUIREMENTS: An undergraduate qualification (NQF level 7) in Public Management / Administration, with five (5) years’ working experience at supervisory level in the relevant field. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. Valid Code 8 (EB) Drivers licence. Competencies: Full understanding of Local Government: Municipal Structures Act and other Local Government Legislation, including policies and procedures. Excellent communication skills written and verbal), interpersonal relation skills, ability to work under pressure, attention to details, Analytic skills, presentation skills, meticulous planning and organisational skills. Computer literacy (Microsoft Office Applications). Excellent communication.

DUTIES:
Ensure Legislative Compliance by Municipalities. Assist municipalities in the reviewal and rationalisation of by-laws and policies. Assist the MBD in the re-determine of boundaries by receiving applications, assist in the hearing and meetings and also advise MBD Gazette concurrencies. Assist in the determination of councillors as full time. Assist in Section 139 Municipal Interventions. Responsible for efficient management of Sub-Directorate, including the effective utilization and training of staff. Maintenance of discipline, promotion of sound labour relations and the proper use of State property.

ENQUIRIES:
can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350

NOTE:
Preference will be given to African Females and people with disabilities

POST 38/85:
ASSISTANT DIRECTOR: FREE BASIC SERVICE REF NO: COGTA 16/09/2018

SALARY: R444 693 –R523 818. Commencing salary R444 693 per annum
CENTRE: Alfred Nzo District Support Centre
REQUIREMENTS: An undergraduate qualification (NQF level7) in Public Management / Public Administration / Social Science. Five (5) years’ experience at a supervisory level in the relevant field. Experience in Free Basic Services policies will be added advantage. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. Valid Code 8 (EB) Drivers licence.

DUTIES:
Promote, facilitate and coordinate of the development and implementation of free basic services policies, strategies, plans and programmes in the province. Liaise with municipalities and support the development of indigent policies, database and registers. Prepare FBS reports for submission to the Senior and Executive authorities. Advise municipalities on the optimal use of the FBS equitable share. Collection and analysis of Indigent data and report writing Responsible for the efficient management of the Sub-directorate, including the effective utilisation and training of staff, maintaining of discipline and proper use of resources.

ENQUIRIES:
can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350

NOTE:
Preference will be given to African Males and people with disabilities

POST 38/86:
ASSISTANT DIRECTOR: URBAN DEVELOPMENT & SMALL TOWN REGENERATION REF NO: COGTA 17/09/2018

SALARY: R444 693 –R523 818. Commencing salary R444 693 per annum
CENTRE: Alfred Nzo District Support Centre
REQUIREMENTS: An undergraduate qualification (NQF level7) in Public Management/ Public Administration/ Social Sciences with (5) years’ experience at a supervisory level in the relevant filed. Experience in Free Basic Services policies will be an added
advantage. Computer literacy (Microsoft Word, MS Excel, Project and PowerPoint) are all mandatory. A valid Code 8 drivers licence is compulsory.

DUTIES

Promote, facilitate and coordinate of the development and Implementation of free basic service policies, strategies, plans and programmes in the province. Liaise with municipalities and support the development of indigent policies, database and registers. Prepare FBS reports for submission to the Senior and Executive authorities. Advise municipalities on the optimal use of the FBS equitable share. Collection and analysis of indigent data and report writing. Responsible for the efficient management of the Sub-directorate, including the effective utilisation and training of staff, maintaining of discipline and proper use of resources.

ENQUIRIES

can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350

NOTE

Preference will be given to African Females and people with disabilities

POST 38/87

ASSISTANT DIRECTOR: DISASTER MANAGEMENT- MITIGATION REF NO: COGTA 18/09/2018

SALARY

R444 693 –R523 818. Commencing salary R444 693 per annum

CENTRE

Bhisho

REQUIREMENTS

An undergraduate qualification (NQF level7) in Disaster Management. With Public Management/ Public Administration/ Social Sciences with (5) years’ experience at a supervisory level. Experience in Disaster Management within public/private sector, non-governmental organisation or community based organisation. Proficiency in Microsoft Office Suite and communication skills. Knowledge and understanding of the Disaster Management Act No 57 of 2002 (amended) and Policy Framework for Disaster Risk Management and other related Acts. A valid Code 8 drivers licence is compulsory.

DUTIES

Develop and maintain internal Disaster Management Volunteer data base for the Province. Organise and manage disaster management readiness exercise. Develop innovative approaches to keeping volunteers and IGR members up to date on developments and opportunities within the PMDC and beyond. Manage the establishment of the disaster management task teams’ evaluation of disaster management task team, including monitoring and impact evaluation. Conduct assessment of resources required and maintain database and custodians

ENQUIRIES

can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350

NOTE

Preference will be given to African Females and people with disabilities

POST 38/88

ASSISTANT DIRECTOR: DISASTER MANAGEMENT - RISK REDUCTION REF NO: COGTA 19/09/2018

SALARY

R444 693 –R523 818. Commencing salary R444 693 per annum

CENTRE

Bhisho

REQUIREMENTS

An undergraduate qualification (NQF level 7) in Disaster Management/ Public Administration/ Social Science/ with research methodology as a subject. Five years’ experience at supervisory level in research information and knowledge management or business information environment (candidates from both public and private sectors with strong information and research related experience are encouraged to apply). Advanced skills in data management and analysis. Confidence and assertiveness and problem solving. Willingness to learn and flexibility to engage on an ongoing basis. Computer proficiency in MS Office particularly Excel and Power Point.

DUTIES

Develop, implement systems and processes to guide the development and maintenance of the Provincial Disaster Management Research and Knowledge Management Policy Framework. Support the risk reduction and mitigation sub-directorate to develop and implement a Provincial Disaster Risk Management Research Agenda. Assist the PMDC with research tasks for the advancement of the programme. Develop, maintain and update a Provincial Disaster incidents and knowledge Database. Ensure the content in the Provincial Disaster incidents and Knowledge Database is reliable, accurate and current. Facilitate the production of educational materials, for disaster management and contingency planning training materials in line with the provincial risk profile. The incumbent will also provide information research support for projects being undertaken within the province relating Disaster Risk Management. Responsibilities will include: Coordination and
identification of items relating to disasters and disaster resilience, Designing, developing and refining search and retrieval processes, Managing, measuring and reporting on knowledge management metrics, and Contribute to Event development based on knowledge management metrics.

ENQUERIES

NOTE: Preference will be given to Coloured Females and people with disabilities

POST 38/89

ASSISTANT DIRECTOR: MUNICIPAL HUMAN RESOURCE MANAGEMENT

REF NO: COGTA 21/09/2018

SALARY

R444 693 – R523 818. Commencing salary R444 693 per annum

CENTRE

Chris Hani District Support Centre

REQUIREMENTS


DUTIES

Monitor compliance on recruitment of Section 54 & 56 senior managers in municipalities, monitor municipalities in the development and submission of Workplace Skills Plan (WSP) to LGSETA annually, Support municipalities in reviewing integrated HR Plans, Monitor submission of Employment Equity Plans & Reports to Department of Labour annually, Support municipalities in aligning their organograms with IDP’s, Provide and co-ordinate Training and Skills Development support services, Support municipalities in resolving labour relations matters through section 106 investigations, Prepare and submit consolidated monthly, quarterly, and annually reports for the unit. Be able to monitor budget and supervision of staff.

ENQUIRIES

NOTE: Preference will be given to Coloured Females and people with disabilities

POST 38/90

ASSISTANT DIRECTOR: LOCAL ECONOMIC DEVELOPMENT

REF NO: COGTA 22/09/2018

SALARY

R444 693 – R523 818. Commencing salary R444 693 per annum

CENTRE

Chris Hani District Support Centre

REQUIREMENTS

An undergraduate qualification (NQF level 7) in Economics /Development Studies, with five (5) years’ working experience at a supervisory level in project planning and management at a supervisory level. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. Valid Code 8 (EB) Drivers licence. Competencies: The applicant must have proven experience in report. Writing and presenting power-point presentations, concepts letters and memoranda. Demonstrated ability and experience in managing cash flow and develop a budget to implement a Key Performance Area. Proven economic development ability and experience essential for designing development programmes for economically depressed areas. Proven presentation skills and ability to articulate government development programmes.

DUTIES

Plan, manage, implement, co-ordinate and monitor the development and roll-out of public employment programmes. Provide guidance and oversight on the implementation of Community Work Programme and Expanded Public Works Programme. Coordinate the implementation of the revitalisation of small towns and urban centres. Assist with project planning, presentations and reporting on economic development projects and programmes. Responsible for efficient management of human resources, assets and financial resources of the district.

ENQUIRIES

NOTE: Preference will be given to Coloured Males and people with disabilities
<table>
<thead>
<tr>
<th>POST 38/91</th>
<th>ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: COGTA 20/09/2018</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R356 289 - R419 679. Commencing salary: R356 289 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Bhisho</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>An undergraduate qualification (NQF level 7) in Environmental Health Studies or equivalent qualification. Five years experience at a supervisory level in implementation of the SHERQ pillar. A valid code 8 (EB) driver’s license.</td>
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<tr>
<td>DUTIES</td>
<td>Conduct awareness and campaigns on OHS, monitor regular liaison with relevant stakeholders in the field of OHS. Responsible for handling of enquiries, advice and information from employees and clients regarding issues of health and safety. Process all injury on duty applications and ensure that all compliance issues are adhered to. Assist with the coordination of training and development of OHS committees (SHE reps, fire marshals and first aiders) Conduct audits for all departmental buildings cluster of allocated labour centres. Monitor efficient application of legislation and policy and represent the department at all OHS forums. Compile and submit reports and facilitates implementation of the recommendations.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350</td>
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<tr>
<td>NOTE</td>
<td>Preference will be given to African Males and people with disabilities</td>
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<thead>
<tr>
<th>POST 38/92</th>
<th>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT: CONDITIONS OF SERVICE REF NO: COGTA 15/09/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R356 289 - R419 679. Commencing salary: R356 289 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Bhisho</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>An undergraduate qualification (NQF level 7) in Human Resources Management/ Public Administration/ Management. Five (5) years relevant experience at a supervisory level. Computer Literacy (MS Word, Excel, PowerPoint, etc.) and PERSAL. Valid Code 8 (EB) Drivers licence. Competencies: Good communication skills (written and verbal). Good interpersonal relations skills. Knowledge of legislation related to the Department and to the post. Knowledge of all relevant prescripts. Knowledge of project management, planning and organizational.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Facilitate and control the administration and processing of conditions of service and service benefits. Facilitate the efficient administration of all matters of employee remuneration related to conditions of service. Administer the employee exit [retirements and resignations] processes. Administer leave of absence and PILIR. Provide advice and guidance and input to policy development. Manage resources allocated within the Section. Supervise, develop and manage employees' performance in accordance with the relevant prescripts.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350</td>
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<tr>
<td>NOTE</td>
<td>Preference will be given to African Males/ people with disability and people with disabilities</td>
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<thead>
<tr>
<th>POST 38/93</th>
<th>ASSISTANT DIRECTOR: SECURITY MANAGEMENT &amp; ANTI-CORRUPTION SERVICES REF NO: COGTA 23/09/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R356 289 - R419 679. Commencing salary: R356 289 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Bhisho</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>An undergraduate qualification (NQF level 7) in Security Management/ Policing/Law or any relevant qualification with five (5) years working experience at a supervisory level in security services. Registration with PISRA at (grade C), SSA Security Managers course and Project Management will be added advantages. Computer literacy. Valid code 8/EB driver's license.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Implement physical security measures to safeguard government property. Implement the Departmental security directive access/egress control. Conduct evaluations and implement recommendations for physical security made by SAPS, Security Advisory Services. Manage and maintain all installed electronic security systems. Implement identification card system to identify all employees and visitors. Coordinate security cluster during events where the Member of the Executive Council appears. Implementation of Technical Surveillance Counter Measures (TSCM) to all sensitive discussion areas in the Provincial Office and</td>
</tr>
</tbody>
</table>
enquiries: can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350

note: Preference will be given to African Females and people with disabilities

post 38/94: ASSISTANT DIRECTOR: GENERAL PAYMENTS REF NO: COGTA 24/09/2018

salary: R356 289 - R419 679. Commencing salary: R356 289 per annum

centre: Bhisho

requirements: An undergraduate qualification (NQF level 7) in Commerce/Accounting/Financial Management or equivalent qualification coupled with 5 years’ experience at a supervisory level in the field of financial control as senior state accountant. Computer skills (MS Word, Excel, Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills. Competencies: Knowledge of Basic Accounting System (BAS), Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/instruction Notes/practice Notes, determinations, financial policies and procedures.

duties: Management, control and see to it that financial control services are fully functional in the Department. Bookkeeping and bank Reconciliation Sections are up and running). Ensure that Orderly Bookkeeping and its Principles is complied with in all respects as per PFMA and Treasury Regulations (Perform Month and Year end Closures). Management of Revenue Deposited into PMG Account and see to it that it is being paid over to Provincial Revenue Fund on a Monthly basis as required per PFMA sec. 21(2) & 22(1) read with TR 15.3.1-2. Attend and prompt reply to audit Queries of the Section. Management of Ledger Accounts and Persal Exceptions and inform Offices Concerned for their Clearance before the Month & Year End is performed.

enquiries: can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350

note: Preference will be given to African Females and people with disabilities

post 38/95: ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: COGTA 25/09/2018

salary: R356 289 - R419 679. Commencing salary: R356 289 per annum

centre: Bhisho

requirements: An undergraduate qualification (NQF level 7) in Internal Auditing / Accounting / Financial Management or equivalent qualification coupled with 5 years’ experience at a supervisory level. Five (5) years’ experience in an Internal Audit or Risk Management environment. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver’s license is compulsory. Competencies: Knowledge of Public Sector Risk Management Framework, ISO 31000, COSO, PFMA, Treasury Regulations, Public Service Regulation 2016. Good communication, report writing and presentation skills.

duties: Ensure that Risk Management Implementation Plan is timely and adequately executed. Facilitate Risk and Control Assessments across the Department Monitor management of risks on monthly basis. Update risk register of any changes on the status of risks and controls. Provide secretarial duties to standing Risk Champion’s Monthly Meetings. Provide Deputy Director with early warning reports on effective management of risks. Assist the Deputy Director in compiling risk management quarterly reports. Ensure implementation of Ethics Management Plan (Facilitate disclosure of financial interest by other categories of employees (MMS, OSD and Finance and SCM), Management of gift register, applications to remunerative work outside employment and conduct follow up on employees detected to be trading with the state).

enquiries: can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350

note: Preference will be given to African Females and people with disabilities
<table>
<thead>
<tr>
<th>POST 38/96</th>
<th>SENIOR ADMINISTRATIVE OFFICER: MUNICIPAL FINANCE ASSISTANCE SUPPORT SERVICES REF NO: COGTA 26/09/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R299 709 - R353 043. Commencing salary: R299 709 per annum</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Bhisho</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Collect and collate information on revenue collection of municipalities, determine trends and advise accordingly. Maintain database on payment of creditors by municipalities. Collect and collate information on debt owed to municipalities by consumers and rate payers, determine trends and advise accordingly. Assist municipalities in the update of books and accounts. Assist in the assessment of adequacy of responses on issues raised in audit reports of municipalities. Assist in monitoring the implementation of audit improvement plans of municipalities. Monitor the appropriate use of grant funding and progress on implementation of projects.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350</td>
</tr>
<tr>
<td>NOTE</td>
<td>Preference will be given to Coloured Males and people with disabilities</td>
</tr>
</tbody>
</table>

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

APPLICATIONS: Applications within Head Office should be directed to Eastern Cape Department of Education, Private Bag X 0032, Bhisho 5605; or Hand deliveries at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha
All positions within Districts should be directed to Districts as follows: **Alfred Nzo East, Mbizana**: Mr A Mpupu, Tel: 039–2510279/ 0063, Fax: 039 - 2510976 Address: P/B X 504 Bizada 4800
**Alfred Nzo West, Mount Frere**: Mr. L Mtyana, Tel: 039 – 2550005, Fax: 039 - 2550005 Address: P/B X 9001 Mount Frere 5090
**Maluti**: Mr L E. Mtyana, Tel: 039–2560111/ 0594, Fax: 039 - 2560111 Address: P/B X 1835 Matatiele 4730
**Amathole East- Butterworth**: Mr T Mxotwa, Tel: 047- 4911070/ 0646, Fax: 047- 4910655 Address: P/B X 3019 Butterworth
**Dutywa**: Mr T Mxotwa, Tel: 047- 4892247/5044, Fax: 047-4891148 Address: P/B X 1203 Dutywa 5000
**Amathole West, Fort Beaufort**: Ms P Futshane, Tel No: 046- 6452964 Fax: 046-6452783 Address: P/B X 2041 F.B.T
**Buffalo City Metro - East London**: Mr EG Klaasen Tel: 043-7600862/542 Address: P/B X 9007 East London 5200
**King William’s Town**: Mr EG Klaasen Tel: 043- 6043218/ 3221 Fax: 043-6425896 Address: P/B X 0055 K.W.T
**Chris Hani East- Ngcobo**: Mr AT Fetsha Tel: 047-5481004/1099 Fax: 047-5481139 Address: P/B X 214 Engcobo 5050
**Cofimvaba**: Mr AT Fetsha Tel: 047-8740744 Fax: 047-4880027 Address: P/B X 1229 Cofimvaba
**Chris Hani West – Queenstown**: Mr H.N. Godlo Tel: 045-8083000 Fax: 045-8083030 Address: P/B X 7053 Queenstown 5320
**Lady Frere**: Mr. HN Godlo Tel: 047 -8780009/0229 Fax: 047-8780224 Address: P/B X 1152 Lady Frere 5410
**Cradock**: Mr. HN Godlo Tel: 048 –8018639 Fax: 048- 8813189 Address: P/B X 82 Cradock 5880
Joe Gqabi – Sterkspruit: Mr N Magadu Tel: 051-6111380/ 0064 Fax: 051-110043/ 6342009 Address: P/B X 5026 Sterkspruit 9762
Mount Fletcher: Mr N Magadu Tel: 039- 2570963 Fax: 039-2570956 Address: P/B X 1133 Mount Fletcher
Nelson Mandela Bay – Port Elizabeth: Mr Gorgonzola Tel: 041-4034402 / 434 Fax: 041-4538660 Address: P/B X 3915 North End Port Elizabeth 6056
Uitenhage: Mr Gorgonzola Tel: 041-9954000/2 Fax: 041-9227659 Address: P/B X 64 Uitenhage 6200
OR Tambo Coastal – Libode: Mr V Joseph Tel: 047-5324704 Fax: 047-5323505 Address: P/B X 518 Libode 5160
Lusikisiki: Mr V Joseph Tel: 039 - 2531065 Fax: 039 - 2531079 Address: P/B X 1010 Lusikisiki 4820
OR Tambo Inland Mthatha: Ms LN Dyodo Tel: 047- 5024272/4225 Fax: 047-5323339 Address: P/B X 5003 Mthatha 5100
Qumbu: Ms.L.N. Dyodo Tel: 047- 5420210 / 12 Fax: 047-5530180 Address: P/B X 466 Qumbu 5180
Sarah Baartman - Graaff Reinet: Mr N.R.W. De Bruyn Tel: 049- 8072202 Fax: 04 - 8925281 Address: P/B X 726 Graaff-Reinet 6280
Grahamstown: Mr De Bruyn Tel: 046- 6229310 Fax: 046- 6223224 Address: P/B X 1001 Grahamstown 6140

FOR ATTENTION : Human Resource Administration
CLOSING DATE : 05 October 2018
NOTE : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at [http://www.info.gov.za/documents/forms/employ.pdf Z83](http://www.info.gov.za/documents/forms/employ.pdf), which must be fully completed and signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as originally SAPS certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). NB: It is the departments objective to achieve equitable representation across race and gender. Females and Disabled persons are strongly encouraged to apply to SMS positions.

**MANAGEMENT ECHELON**

**POST 38/97** : DIRECTOR: OFFICE OF THE SUPERINTENDENT-GENERAL REF NO: DOE 01/09/2018

**SALARY** : R1 005 063 per annum (Level 13)

**CENTRE** : Head Office - Zweilitsha

**REQUIREMENTS** : Relevant NQF 7 qualification with a minimum of 5 years’ experience at middle management level in the related field. Good knowledge of relevant Education Legislation, Regulations and Acts. A relevant post-graduate qualification will be an added advantage. Proven management skills in Financial management or equivalent. Ability to communicate effectively with all internal and external stakeholders. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies. Report writing skills,

**DUTIES**
Support the executive officer and other executive managers of the Department with information for strategic decision making in ensuring the efficiency and effectiveness of management and administration of the Department. Monitor and track programmes implemented from the office of the Head of Department. Create effective systems for the internal & external documentation (incoming and outgoing) through ongoing monitoring and review of activities. Liaise and interact where necessary with institutions and other stakeholders involved with the activities of the Department. Coordinate inputs from offices and compile final reports from Chief Directors regarding financial, strategic, functional, political and legal issues. Encourage documentation of best practices to influence policy formulation and foster professionalism. Read and acknowledge all incoming mail and make necessary corrections before forwarding to Head of Department. Coordinate, compile and manage the submission of reports to the Office of the Head of Department. Ensure prompt submission of required documents for the Member of the Executive Council, the Office of the Premier and the Legislature. Attend to the needs of the Head of Department and the Office of the Head of Department after hours and on weekends, in terms of urgent and service matter. Implement and maintain a system of protection of the information within the office of the Head of Department and ensure training on systems, of staff within the office of the Head of Department. Monitor and control expenses against the budget. Prepare the annual budget for the office of the Head of Department. Respond to audit queries relating to the budget. Identify the need to move funds between items, consult with the manager and compile memos for this purpose, and make relevant recommendations. Check and correlate BAS report to ensure that expenditure is allocated correctly in the office of the Head of Department.

**ENQUIRIES**
Mr M Mbunge Tel No: 0824000262

**POST 38/98**
DIRECTOR FINANCIAL ACCOUNTING SERVICES REF NO: DOE 02/09/2018

**SALARY**
R1 005 063 per annum (Level 13)

**CENTRE**
Head Office - Zweilisha

**REQUIREMENTS**
Relevant NQF 7 qualification with a minimum of 5 years’ experience at middle management level in the related field. Good knowledge of relevant Education Legislation, Regulations and Acts. A relevant post-graduate qualification will be an added advantage. Proven management skills in Financial management or equivalent. Ability to communicate effectively with all internal and external stakeholders. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies. Report writing skills, presentation, negotiation, operational systems development, conflict and project management skills. A sound & extensive knowledge and understanding of local and global trends in Governance. Knowledge of: Data analysis, Matrix Management, People and Financial Management. Computer skills in Ms-office: Word, Excel, Access, PowerPoint and Outlook and Internet. A valid driver’s license.

**DUTIES**
Management of clearance of all suspense account and processing of correct journal entries. Management of revenue services and debt management function and monitoring of all cashier and banking services function. Provision of Asset Accounting services, provision of accounting reporting services. Monitor the implementation of audit recommendations and assist in the management of Financial Information System function including the management of ECDoE entity database. Manage the allocated resources of the chief directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
POST 38/99

<table>
<thead>
<tr>
<th>POST 38/99</th>
<th>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: DOE 03/09/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R420 909 – R1 023 054 (OSD)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Head Office – Educational Leadership Institute</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>A 4-year degree in Law. At least 8 years appropriate post qualification advisory / litigation experience. Admission as an Attorney / Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law and Labour Law will be an added advantage. A valid code 08 driver’s license and computer literacy essential.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>To render legal advisory services to the Department of Education (Eastern Cape Province) related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislation services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/justifiable outcome [result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Unit.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr E Scheun Tel No: (043-7027459)</td>
</tr>
</tbody>
</table>

POST 38/100

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<thead>
<tr>
<th>POST 38/100</th>
<th>ASSISTANT DIRECTOR – INTERNAL CONTROL (ICU) REF NO: DOE 04/09/2018 (X10 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R356 289 per annum (Level 09)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Head Office – Zwelitsha</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>An appropriate Bachelor’s Degree/National Diploma in Accounting/ Cost and Management Accounting/ Finance/ Internal Auditing/ HR / SCM with a minimum of three (3) years’ experience in a supervisory position in an Accounting/ HR / SCM environment PLUS the following key competencies, Knowledge of: Public Finance Management Act. Treasury Regulations, DoRA, Basic Accounting System, Logis, PERSAL, Public Service Act, Public Service Regulations, SCM Policies and Regulations. 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.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>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 information required for Interim Financial Statements, Quarterly Reports, Annual Financial Statements and the Annual Report, including the preparation and follow up of annexures and working papers. Coordinate and compile consolidated monthly, quarterly and annual compliance reports. Provide managerial activities. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. A valid drivers’ license is required.</td>
</tr>
</tbody>
</table>
ENQUIRIES : Mrs N Gqoli Tel No: (040 608 4488/4017)

POST 38/101 : ASSISTANT DIRECTOR – SCHOOL FINANCE COMPLIANCE REF NO: DOE 05/09/2018
(Management Accounting)

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office – Zwelitsha

DUTIES : Provide support to schools in the development of generic school financial requirements. Develop school financial reporting mechanism and tools. Provide support in the coordination of reporting on school financial accountability. Provide support in monitoring of submissions of schools AFS, Payroll Certification, PFMA Compliance Certificates and any other financial reports expected from schools. Provide public finance management inspections at schools. Co-ordinate the integration of SASAMS and accounting systems utilized by the department for budget purposes. Provide support in the compilation of expenditure reports for schools. Provide support in the compilation of budget estimates for submission to District offices. Provide support in the monitoring of unspent funds. Provide support in the development of budget monitoring tools and policy framework.

ENQUIRIES : Mr. Skalk Tel No: (040-6084222)

POST 38/102 : ASSISTANT DIRECTOR – SCHOOL FINANCE GOVERNANCE AND SUPPORT REF NO: DOE 06/09/2018 (X2 POSTS)
(Management Accounting)

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office – Zwelitsha

DUTIES : Provide and guide financial management practices to schools. Coordinate and monitor compliance, to legislative framework pertaining to public financial management and prescribed accounting reporting and auditing requirements. Provide support in the coordination of impact driven roadshows. Identify school financial management gaps and design action plans. Provide support in the reporting of required school finance interventions. Assist in the coordination of trainings for SGB on school financial management. Develop update school inventory and asset management registers. Implement the audit improvement plans for school-based audit findings.

ENQUIRIES : Mr. Skalk Tel No: (040-6084422)

POST 38/103 : ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION & PLANNING REF NO: DOE 07/09/2018

SALARY : R356 289 per annum (Level 09)
### CENTRE
Joe Gwabi District: Mount Fletcher

### REQUIREMENTS
- Technical Competencies: Extensive knowledge of the Public Service Human Resource Management Framework with specific reference to the Employment of Educators Act, 1998, the Personnel Administrative Measures, the Public Service Act, 1994, the Public Service Regulations, Collective Agreements, the Public Finance Management Act, 1999 and the Treasury Regulations.

### DUTIES
- Supervise the provisioning of recruitment, selection and appointment processes in the District. Supervise the provisioning of employee benefit administration practices in the District. Quality assure the work of subordinate staff ensuring compliance with relevant prescripts, policy norms and systems standards. Ensure compliance with PERSAL systems standards accuracy of data. Render effective and efficient human resource administration advisory service to the district management team and employees in the District. Supervise, develop and manage the performance of subordinate staff in terms of the PMDS.

### ENQUIRIES
Ms Z Masiza: Joe Gwabi District Office

### POST 38/104
**ASSISTANT DIRECTOR – FINANCIAL CONTROL REF NO: DOE 08/09/2018**

**CENTRE:** Alfred Nzo West - Mt Frere

**SALARY:** R356 289 per annum (Level 09)

**REQUIREMENTS**
- A relevant three-year tertiary or equivalent qualification in Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System with three to five years of experience in financial environment. Code EB driver’s license. Knowledge and skills: Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act (PFMA).

**DUTIES**
- Manage accounts receivable and revenue collection. Manage payments - supply chain and assets management services. Manage integrated budget planning and expenditure. Provide financial system support and reporting. Monitor and revise steps to recover debts money. Manage resources (human, financial, equipment/assets).

**ENQUIRIES**
Mr. T Khali: Alfred Nzo West District

### POST 38/105
**ASSISTANT DIRECTOR – ASSET MANAGEMENT REF NO: DOE 09/09/2018 (X4 POSTS)**

**CENTRE:** Head Office – Zwelitsha

**SALARY:** R356 289 per annum (Level 09)

**REQUIREMENTS**

**DUTIES**
- Coordinate asset management activities in the Fund. Maintain the Assets Register. Coordinate asset verification project. Supervision of staff.
POST 38/106: ASSISTANT DIRECTOR — LABOUR RELATIONS REF NO: DOE 10/09/2018

SALARY: R356 289 per annum (Level 09)  
CENTRE: Head Office – Zweilitsa  
REQUIREMENTS: B-Degree in Accounting/Financial Management with at least four years' experience of which 2 year’s must be at supervisory level or National Diploma in Accounting/Financial Management with 6 years’ related experience of which 4 years’ experience must be at supervisory level. Proficiency in the transversal systems: BAS and LOGIS. Proficient in the application of MS Office Package. Valid driver’s license. Knowledge of School Management.  
DUTIES: Oversee the process of the conditional grant payment of the Department including reconciliations and providing related inputs for the financial statements. Monitor compliance with PFMA, DORA and grants framework. Manage and monitor compliance monthly and quarterly by schools. Prepare monthly compliance reports and execute month-end closure procedures. Implement, manage and monitor the sections Audit Intervention Plan (AIP). Compile and execute the management plan of the Finance Branch to the extent that it is applicable on the functions of the sub-directorate. Identify, record, rate and manage risks as it is applicable in the sub-directorate.  
ENQUIRIES: Mr. L Mnguni Tel No: (040-6084415)

POST 38/107: ASSISTANT DIRECTOR — SYSTEM AUDIT REF NO: DOE 11/09/2018

Institutional Audit Services

SALARY: R356 289 per annum (Level 09)  
CENTRE: Head Office – Zweilitsa  
REQUIREMENTS: B Degree in Risk Management OR Equivalent. Valid Code B Driver’s license. Minimum of 3-5 years' experience. Intimate knowledge of the public sector and its regulatory and legislative framework, the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCoEA, EoEA and related policies/regulations, Labour Law, The public sector financial management regulatory framework; and control and reporting requirements, Public sector management reporting requirements. Diversity Management. Basic knowledge of corporate services functions.  
DUTIES: Provide technical support with the development and maintenance of DOE’s Risk Management Governance Structure, framework, policies and instruments. Coordinate and assist with the development of institutional capacity for the performance of an independent risk management function, including policies and instruments. Review, design, develop and implement risk management policies, strategies and processes. Coordinate processes to monitor and review the effectiveness of DOE’s risk management framework and facilitate corrective action. Develop risk management competence and maturity. Develop and maintain stakeholder relations and collaborative partnerships. Facilitate the implementation of DOE’s enterprise-wide risk management framework. Develop and implement DOE’s Risk Management Plan. Evaluate and define the macro internal and external (organizational) context of DOE’s operations. Provide technical assistance to business units to comply with risk management imperatives by establishing and defining the external context; establishing and defining the internal context; applying methodologies of the risk assessment; defining risk criteria; defining and prioritizing the Internal and external risks; establishing of a risk profile; and establishing a risk treatment or mitigation plan. Consolidate risk profiles into a consolidated enterprise Risk Register for DOE to inter alia inform internal audit processes. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the section required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilization (value for money) of allocated resources. Direct, manage and account for the utilization of the section’s human resources. Direct the utilization of technology in support of the section’s business processes.
POST 38/108:
ICT TECHNICIAN - INFORMATION TECHNOLOGY
REF NO: DOE 12/09/2018
(X6 POSTS)

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

**CENTRE**
- Head Office - Zweiliki

**REQUIREMENTS**
- A recognized three-year degree/diploma or NQF level 6 relevant qualification in Information Technology/Systems. Minimum of three years’ experience in the Information Technology/Systems environment. Information Technology Infrastructure Library (ITIL) or Microsoft Operation Framework (MOF) certification will be an added advantage. Driver’s License a pre-requisite.

**DUTIES**
- To provide first and second line support for all staff in the Department. Be responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. IT Support staff work in a dynamic, fast-paced environment which provides services over the phone, through e-mail, phone, in person (for walk-in customers) and self-service. To diagnose and resolve software and hardware (Desktop, Network, Server and mobile devices) incidents, including operating systems and across a range of software applications. To assist all users with any logged IT related incident when called upon. To take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents and upgrade different types of software and hardware. To resolve incidents with printers, copiers and scanners. To maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organisation. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures (ITIL). Maintain the smooth running of IT Transversal system i.e. BAS, PERSAL, LOGIS, and non-Transversal System.

POST 38/109:
AGRICULTURAL FARM MANAGERS (X8 POSTS)

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

**CENTRE**
- Moorosi AHS – Alfred Nzo West (Matatiele): Ref No: DOE 13/09/2018
- Abambo AHS – CHW (Queenstown): Ref No: DOE 14/09/2018
- Clerkbury AHS - CHE (Ngcobo): Ref No: DOE 15/09/2018
- Frank Zibi AHS – JQ (Mt Fletcher): Ref No: DOE 16/09/2018
- Gobizzwe AHS – ORTI (Mthatha): Ref No: DOE 17/09/2018
- Freemantle AHS – CHW (Lady Frere): Ref No: DOE 18/09/2018
- Patensi AHS – SB (Patensie): Ref No: DOE 19/09/2018
- Ulana AHS – AW (Keiskamma Hoek): Ref No: DOE 20/09/2018

**REQUIREMENTS**
- Degree/Diploma in Agriculture, specializing in both animal and crop production streams. Any other relevant qualification in Agriculture, exposure to a school farm environment and learner. The previous hands-on farming experience will be an added advantage. Driver’s license compulsory. Skills required: Ability to operate farm machinery and equipment. Technical farming knowledge e.g. what farm structures should look like. Good human relations are essential. Computer Literacy essential.

**DUTIES**
- Short, medium and long terms operational plan of the farm. Linking farm activities with curriculum activities. Plan finances and production of the farm. Management and administration of farm human resources as well as machinery and farm equipment. Quality assurance of the farm produce and marketing of the produce. Ensure government regulations are adhered to in all operations on the farm. Any other relevant activity related to farming.

POST 38/110:
COMPLIANCE OFFICER – STATE ACCOUNTANT
REF NO: DOE 21/09/2018

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

**CENTRE**
- Head Office - Zweiliki
**REQUIREMENTS**

B Degree OR Equivalent. Valid Code B Driver’s license. Intimate knowledge of: the public sector and its regulatory and legislative framework, the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCoEA, EoEA and related policies/regulations, Labour Law. The public sector financial management regulatory framework, and control and reporting requirements. Public sector management reporting requirements. Diversity Management. Basic knowledge of corporate services functions. Cogent knowledge in curriculum development and management including professional development.

**DUTIES**

Provide technical support with the development and maintenance of DOE’s Risk Management Governance Structure, framework, policies and instruments. Provide technical input with the development of institutional capacity for the performance of an independent risk management function, including policies and instruments. Provide support in the review, design, develop and implement risk management policies, strategies and processes. Assist with processes to monitor and review the effectiveness of DOE’s risk management framework and recommend corrective action. Assist with the development of risk management competence and maturity in DOE. Develop and maintain stakeholder relations and collaborative partnerships. Implement DOE’s enterprise-wide risk compliance management framework. Provide technical input with the development of and implement DOE’s Risk Compliance Review Plan. Provide support in the development of processes to evaluate and define the macro internal and external (organisational) context of DOE’s operations. Conduct institutional Risk Register reviews to determine level of implementation of identified risk mitigation strategies and procedures. Identify new or emerging control weakness and deficiencies, non-compliance or fraud cases, operational loss and error incidents following the implementation of risk mitigation strategies. Assist with the consolidation of compliance profiles and assist with the alignment of the enterprise Risk Register for DOE.

**POST 38/111**

**RISK OFFICER – STATE ACCOUNTANT**

REF NO: DOE 22/09/2018

**SALARY**

R242 475 per annum (Level 07)

**CENTRE**

Head Office - Zwelitsha

**REQUIREMENTS**

B Degree OR Equivalent. Valid Code B Driver’s license. Intimate knowledge of: the public sector and its regulatory and legislative framework, the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCoEA, EoEA and related policies/regulations, Labour Law. The public sector financial management regulatory framework, and control and reporting requirements. Public sector management reporting requirements. Diversity Management. Basic knowledge of corporate services functions. Cogent knowledge in curriculum development and management including professional development.

**DUTIES**

Provide technical support with the development and maintenance of DOE’s Risk Management Governance Structure, framework, policies and instruments. Provide technical input with the development of institutional capacity for the performance of an independent risk management function, including policies and instruments. Provide support in the review, design, develop and implement risk management policies, strategies and Processes. Provide support in developing processes to monitor and review the effectiveness of DOE’s risk management framework and recommend corrective action. Assist with the development of risk management competence and maturity in DOE. Develop and maintain stakeholder relations and collaborative partnerships. Facilitate the implement of DOE’s enterprise-wide risk management framework. Provide technical input with the development of and implement DOE’s Risk Management Plan. Assist with processes to evaluate and define the macro internal and external (organisational) context of DOE’s operations. Provide technical assistance to business units to comply with risk management imperatives by establishing and defining the external context; establishing and defining the internal context; applying methodologies of the risk assessment; defining risk criteria; defining and prioritizing the external risks; defining and prioritizing the internal risks; establishing of a risk profile; and establishing a risk treatment or mitigation plan. Identify control weakness and deficiencies, non-compliance or fraud cases, operational loss and error incidents.
Provide support in the consolidation of risk profiles and assist with the establishment and maintenance of a consolidated enterprise Risk Register for DOE to inter alia inform internal audit processes.

OFFICE OF THE PREMIER

APPLICATIONS: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 2013, 2nd Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION: Mnikelo Mbangi

CLOSING DATE: 05 October 2018

MANAGEMENT ECHELON

POST 38/112: DEPUTY DIRECTOR-GENERAL: RESEARCH, POLICY, PERFORMANCE MONITORING AND EVALUATION REF NO: OTP 01/09/2018

(Re-Advertisement)

SALARY: R1 446 378 per annum (Level 15)

CENTRE: Bhisho

REQUIREMENTS: An appropriate degree in Social Sciences, Rural Development, Development Studies and Economics or NQF 8. A Master’s Degree will be an added advantage. A Minimum of 5 years’ appropriate experience in the area of Policy Planning and/or Implementation; Development, Research, Monitoring and Evaluation Coordination of which 8 years must be at senior management (SMS) level. Competencies/ Skills: Management skills including people management and empowerment. Programme/ Project, Policy, Research and Operations skills, including financial management skills. Ability to provide operational and strategic direction and leadership. Ability to manage service delivery interventions, Frontline Service Delivery, Presidential Hotline, Citizen-based Monitoring including multiple projects. Excellent interpersonal & communication skills (written & verbal). Problem solving and analysis and knowledge management and innovation skills. Good computer literacy skills. 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 have the ability to maintain high levels of confidentiality.

DUTIES: Reporting to the Director- General, the successful incumbent will be responsible: To lead the coordination of integrated evidence based policy, planning and research in the Province. To provide strategic leadership in ensuring monitoring and evaluation of Government Priorities. To facilitate intergovernmental relations, international relations, stakeholder engagement and manages strategic interventions. To oversee and ensure the transformatory programmes including management of strategic intervention, empowerment, capacitation and social inclusion of children, youth, women, older persons and persons living with disabilities in the Province, including through strategic partnership. Facilitate macro and transversal planning across government and planning functions in the Department. Facilitating the implementation of the long-term planning and aligning of budget allocations to National Development Plan (NDP) including Provincial Development Plan (PDP). Understanding of the Government Program of Action (POA) and the related priorities across government. Developing and implementing of Integrated Planning Frameworks and Coordination of the research agenda towards evidence - based decision making. Alignment of strategic plans and annual performance plans to MTSF priorities and budgeting processes. Understanding of Monitoring and Reporting Frameworks including establishing credible data sets, baseline information, indicators, targets and key results areas for an Outcome- based Monitoring. Conducting of socio-economic impact assessments and evaluation of new and existing programmes/ projects to establish value for money and feasibility, Understanding of government legislation and regulations or other statutory in terms of the Public Finance Management Act (PFMA), Public Service Administration Act and Regulations including Labour Relations Act ensuring that all are adhered to. Ensuring effective and efficient Human Resources planning for the Branch. Ensuring effective and efficient
business/operational and performance annual planning for the Branch. Ensuring effective and efficient performance management of staff, management of budget and procurement processes within the Branch. Ensuring sound corporate governance mechanisms for the Branch.

ENQUIRIES can be directed to Mr M Mbangi @ 040 609 6424

DEPARTMENT OF PUBLIC WORKS

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.

APPLICATIONS: Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho. Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605.

FOR ATTENTION: X. Dike

CLOSING DATE: 12 October 2018

OTHER POST

POST 38/113: CHAIRPERSON ON THE DEPARTMENT OF PUBLIC WORKS ENTERPRISE RISK & ETHICS MANAGEMENT COMMITTEE REF NO: DPW 01/09/2018

SALARY: Terms of Office and Remuneration: This appointment is for a period of three years, but may be renewed at the discretion of the department. The appointed chairperson will be expected to sign a contract, supported by terms of reference. The chairperson shall be remunerated in accordance with the Provincial Treasury Instruction No 6 of 2014/15.

CENTRE: Bhisho

REQUIREMENTS: An appropriate degree in Social Sciences, Rural Development, Development Studies and Economics or NQF 8. A Master’s Degree will be an added advantage. A Minimum of 5 years’ appropriate experience in the area of Policy Planning and or Implementation; Development, Research, Monitoring and Evaluation Coordination of which 8 years must be at senior management (SMS) level. The Enterprise Risk & Ethics Management Committee is an oversight committee appointed by the Head of Department to assist him to a discharge his Enterprise Risk & Ethics Management responsibilities in terms of the approved departmental Risk & Ethics Management Committee Terms of reference.

DUTIES: Review the Enterprise Risk & Ethics Management, fraud policies, frameworks and strategies before recommending approval by Head of Department. Review the business continuity management policy, strategy and plans before recommending approval by the Head of Department. Review the risk appetite and tolerance levels of the Department, and make recommendations to the Head of Department in this regard. Review the department’s risk assessment methodologies to obtain reasonable assurance of the completeness and accuracy of the department’s profile. Evaluate the effectiveness of mitigating strategies to address material risks to the Department. Report any material changes to the risk profile of the Department to the Head of Department. Review any material findings and recommendations by assurance providers on the system of risk management, and check that appropriate action is instituted to address identified weaknesses. On quarterly basis, provide proper and timely reports to the Head of Department on the state of Enterprise Risk & Ethics management in the Department, indicating aspects requiring improvement and recommendations for addressing these aspects. On annual basis brief the Head of Department on the effectiveness and adequacy of Enterprise Risk & Ethics Management functions in the department. Evaluate the effectiveness of monitoring systems pertaining to fraud and corruption and the results of management’s investigations into and follow-up of alleged acts of impropriety (fraud, corruption) and related matters. Review and comment, where appropriate, on cases of fraud, corruption and related matters as they are reported to the committee. Assess whether prevention programmes and controls are effective in reducing instances of fraud and corruption. Consider reports on matters of fraud and corruption and make recommendations to the Head of Department. Providing strategic advice to leadership on ethical issues. Ensure that
department’s ethics risks are assessed and that the department has an understanding of its ethics risk profile. Endorse a strategy and plan for the management of ethics in the department; Provide assurance that the department’s code of ethics (or values statement) and relevant policies, are developed or revised to address the ethics risk; Provide support to Chief Risk officer in promoting integration and collaboration of various ethics-related functions (such as anti-fraud and anti-corruption, compliance, internal audit, investigations, human resources and labour relations); Monitor and report on the department’s ethics performance, including: Implementation of the ethics management strategy; Ethical culture of the department; and Fairness, effectiveness and timorousness of disciplinary processes. Attendance of Audit Committee meetings as Chairperson of Risk and Ethics Management Committee.

ENQUIRIES
NOTE
can be directed to Mr. X Dike at 040 602 4171 or 072 980 4799
Interested parties are hereby invited for application to be Chairperson of the departmental Enterprise Risk & Ethics Management Committee.

DEPARTMENT OF SAFETY AND LIAISON

APPLICATIONS
FOR ATTENTION
CLOSING DATE
NOTE
Post to: The Senior Manager: Department of Safety and Liaison; Private Bag X0057, Bhisho, 5605 Hand Delivery: No 7 Taylor Street, Archies Building, King Williams Town 5601
Ms NA Zuma
05 October 2018
Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 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). Note: 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. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

POST 38/114
SALARY
CENTRE
REQUIREMENTS
DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE
MANAGEMENT REF NO: ESL/2018/09/01
All-inclusive package of R1 005 063 – R1 183 932 (Level 13). Annual progression up to a maximum salary of R721 878 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
Bhisho

**DUTIES:**

The management and coordination of the provision of integrated planning and reporting services. Develop and maintain strategic planning and reporting guidelines. Coordinate and facilitate strategic and operational planning processes. Coordinate the submission and analysis of quarterly reports, annual reports and budget vote documents. Monitor and facilitate reporting on departmental programmes and activities against government's POA and Cluster projects and Inter-governmental working groups. Analyse organisational performance and provide strategic inputs. The management and conducting of integrated monitoring and evaluation services. Develop, manage and maintain M&E Frameworks and systems. Develop and implement monitoring and evaluation principles and practices. Evaluate the implementation of departmental policies and assess the impact and sustainability of programmes. Collect, store, analyse and disseminate research and M&E information; Ensure the accuracy and integrity of captured information. Produce performance monthly, quarterly and annual reports. Establish and maintain stakeholder relations. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timely development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Manage the provision of consultancy services on the development of service delivery models and organisational structures. Manage the provision of job evaluation services in the province. Manage the promotion and facilitation of the implementation of Batho Pele programmes. Manage the implementation of organisational change and transformation programmes. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES:**

Can be directed to Ms NA Zuma at 043 642 6800

**OTHER POSTS**

**POST 38/115:** PRINCIPAL PERSONNEL OFFICER HUMAN RESOURCES MANAGEMENT

**REF NO:** ESL/2018/09/02

**SALARY:** R242 475 – R285 630 per annum (Level 07)

**CENTRE:** Bhisho

**REQUIREMENTS:**

A three year tertiary Degree/National Diploma in Human Resources Management/ Public Admin and Management or equivalent NQF 6 qualification. At least two (2) years’ experience in a human resources environment. Skills: Knowledge and understanding of legislative framework governing in the public service Act of 1994 (Act 103 of 1994) and other human resources prescripts, regulations, procedures and understanding of different human processes. Basic knowledge of PERSAL administration functions with recognised certificate, computer skills and communication skills (written and verbal). Ability to interpret human resource
prescripts and apply them. Good interpersonal and organizational skills. Ability to work well under pressure and long hours and be customer focused. Computer literacy. A valid driver’s license will be an added advantage.

**DUTIES**
Supervise undertake the more complex and maintenance of human resource administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, Verification of Qualifications, Secretariat Function at shortlisting and Interviews, Absorptions and Probation periods). Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervision of staff.

**ENQUIRIES**
Can be directed to Ms NA Zuma at 043 642 6800

**POST 38/116**
**STATE ACCOUNTANT FINANCIAL MANAGEMENT REF NO: ESL/2018/09/03**

**SALARY**
R242 475 – R285 630 per annum (Level 07)

**CENTRE**
Bhisho

**REQUIREMENTS**
A Three year tertiary qualification (Degree / Diploma) in Accounting / Finance or NQF 6 or equivalent related field with minimum of 2 – 3 years’ experience in payroll and salaries. Skills: Willingness to occasionally work after hours when needed. Ability to work in a team and independently. Ability to work under pressure and adhere to strict timeframes. Problem solving skills. Good interpersonal and organizational skills. Computer literacy with knowledge of MS Word, Excel and PowerPoint. Good communication skills (written and verbal). Excellent filing skills and to keep record of flow of documents. Understanding of Constitution of RSA, Public Service Act, Public Service Regulations, PFMA and other relevant prescripts. Valid driver’s licence.

**DUTIES**
Perform reconciliation on salary accounts (BAS/PERSAL). Create overtime authorisation code on PERSAL. Approving and authorisation code on PERSAL. Approving and authorising all salary related allowances and deductions on PERSAL. Submission of monthly, bi-annual and annual tax returns to SARS and declaration of manual payments on time to avoid penalties. Management of payroll. Ensure that all pay-overs are posted to the relevant beneficiaries. Attend to salary related queries. Supervision of personnel.

**ENQUIRIES**
Can be directed to Ms NA Zuma at 043 642 6800

**POST 38/117**
**ADMIN CLERK HUMAN RESOURCES DEVELOPMENT REF NO: ESL/2018/09/04**

**SALARY**
R163 653 – R 192 666 per annum (Level 05)

**CENTRE**
Bhisho

**REQUIREMENTS**
Grade 12/ Senior Certificate plus Three (3) year qualification Degree/ Diploma in HRM/ HRD/ Public Administration with 2-3 years relevant experience in human resources management Resources Management/ Public Management. one year relevant in Human Resources experience. Skills: Knowledge of HR Prescripts and Procedures. Knowledge of PERSAL will serve as a recommendation. Computer Literacy.

**DUTIES**

**ENQUIRIES**
Can be directed to Ms NA Zuma at 043 642 6800

**DEPARTMENT OF SOCIAL DEVELOPMENT**
The Department of Social Development in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

**APPLICATIONS**
Post to: Head Office: Hand Delivery: HR Beacon Hill Office Park, corner of Hargreaves Road and Hockey Close, King William’s Town, for the attention of Ms. Njaba or Post to The Head of Department: Social Development, Private Bag
X0039, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at 043 605-5049 / Ms A. Njaba 043 605-5101/ Mr M. Madonci 0436055110. Sarah Baartman: The District Co-ordinator, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Ms P. Kewuti at 046 636-1484 Amathole: The District Co-ordinator, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe at 0437116626

CLOSING DATE : 05 October 2018
NOTE : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Preference will be given to persons with disabilities.

OTHER POSTS

POST 38/118 : SOCIAL WORK POLICY MANAGER: CONDITIONAL GRANT REF NO: DSD 02/09/2018 (X2 POSTS)
(1 Year Contract)

SALARY : R755 598 per annum Gr1
CENTRE : Head Office
REQUIREMENTS : Grade 12/ Matric plus B Degree in Social Work. 10 years' minimum experience in Social Work practice with community development, project management, monitoring and evaluation and research work. 5 years with supervision and management experience. Competencies: Management and administration skills, Conflict Management, Change Management and negotiation skills. Problem Solving skills, Project Monitoring and evaluation skills (Project Management), Operations Management, Financial management skills, report-writing and presentation skills, computer literacy. Implementation of Pillar 1 (Prevention & Protection) of the South African Integrated Programme of Action addressing Violence Against Women and Children through facilitation of implementation of Everyday Heroes Brand that aims to promote learning about Victim Empowerment Programme and illustrates how every person/ citizen of this country can provide support to victims of crime and make our communities safer and caring and raise awareness education for the communities, provide support for strengthening of integrated prevention programmes on VEP in all Districts. Render a support function to all the Districts on prevention programmes, Audit training needs, develop training and development initiative within Districts, Fast track operations to promote District service delivery, Receive and consolidate reports from the two organisations responsible for management of Everyday Heroes Ambassadors in
Districts, Monitor and evaluate District operations in relations to 365 days’ action campaign.

**DUTIES**

Coordinate Pillar 1 of the POA, Coordinate implementation of Everyday Heroes Brand and management of two appointed organisations ensuring that implementation of key policies and programmes as well as alignment with National and Provincial directives are observed. Ensure implementation of Batho Pele at all the Districts and areas, Monitoring and Evaluation systems within Districts, areas and service offices. Manage the development of partnerships with civil society and the private sector.

**ENQUIRIES**

Can be directed to Ms Z. Moyeni Tel No: 043 605 5049

**POST 38/119**

**PROJECT MANAGER: CONDITIONAL GRANT REF NO: DSD 01/09/2018 (X2 POSTS)**

(1 Year Contract)

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

King Williams Town

**REQUIREMENTS**

Grade 12 plus B. Degree or National Diploma / Tertiary qualification in Building/ Construction Management/ Quantity Surveying/ Civil Engineering or equivalent qualification. With a minimum of 3 years’ relevant experience working as a Project Manager. Registration on SACPMP as a candidate will be an added advantage. Computer literacy. A valid South African driver’s license is a prerequisite. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management and Innovation; Financial Management; Planning and Organizing; Conflict Management; Problem Solving and Analysis; People Management and Empowerment; Analytical ability; Motivational ability; Negotiation and persuasion ability; ability to function on conceptual level; Advanced proficiency in MS Office (Word, PowerPoint, Excel), MS Project. Must be willing to travel extensively. Proven ability to manage a diverse team of personnel, as well as bring in projects on time and within budget.

**DUTIES**

Manage and Coordinate all aspects of projects. Guide the Project initiation, planning, implementation, monitoring, reporting and evaluation in line with projection management methodology. Conducting technical conditional assessments and compiling of bills of quantities from technical assessment report. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identifying resources needed and assign individual responsibilities. Project and accounting and Financial Management; Report project progress. Manage project budget resources. Office Administration: provide inputs with tender administration. Contribute to the human resource related activities. Research development: keep up developments on project management technologies. Provide technical consulting services for the operation of project related matters to minimize possible project risks.

**ENQUIRIES**

Can be directed to Ms Z. Moyeni Tel No: 043 605 5049

**POST 38/120**

**STATE ACCOUNTANT: FINANCIAL PLANNING (REF NO: DSD 06/09/2018)**

Re-advertisement

**SALARY**

R242 475 per annum

**CENTRE**

Head Office (1)

**REQUIREMENTS**

Standard 10/ Grade 12 plus a Degree in Commerce /National Diploma in Financial Management/ Cost Accounting/ Management Accounting/ Accounting with a minimum of two (2) years relevant experience OR Senior Certificate (Matric) with ten years’ relevant experience. A valid South African driver’s license will be an added advantage. Competencies: Knowledge of PFMA, Treasury Regulations, Public Service Legislation, Regulations and Policies. Knowledge of BAS and Persal. Knowledge of the Budget Process. Advanced knowledge of Ms Excel, Ms Word and PowerPoint and Presentation skills. Good communication skills (verbal and written). Ability to work under pressure and meet tight deadlines.

**DUTIES**

Compile appointment letters for Budget Advisory Committee. Assist in conducting Budget Guidelines and Formats workshops. Arrange dates and invite relevant officials to the workshops. Prepare budget process schedule for the Department. Liaise and assist Programme Managers with compilation of the budget (EC Forms)

ENQUIRIES
Can be directed to Ms Z. Moyeni Tel No: 043 605 5049

POST 38/121
ADMIN ASSISTANT: CONDITIONAL GRANT REF NO: DSD 05/09/2018 (X2 POSTS)
(1 Year Contract)

SALARY : R196 407 per annum
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus B. Degree or National Diploma / Tertiary qualification in Building/ Construction Management/ Quantity Surveying/ Civil Engineering or equivalent qualification. With a minimum of 3 years’ relevant experience working as a Project Manager. Registration on SACPCMP as a candidate will be an added advantage. Computer literacy. A valid South African driver’s license is a prerequisite. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management and Innovation; Financial Management; Planning and Organizing; Conflict Management; Problem Solving and Analysis; People Management and Empowerment; Analytical ability; Motivational ability; Negotiation and persuasion ability; ability to function on conceptual level; Advanced proficiency in MS Office (Word, Powerpoint, Excel), MS Project. Must be willing to travel extensively. Proven ability to manage a diverse team of personnel, as well as bring in projects on time and within budget.

DUTIES : Manage and Coordinate all aspects of projects. Guide the Project initiation, planning, implementation, monitoring, reporting and evaluation in line with projection management methodology. Conducting technical conditional assessments and compiling of bills of quantities from technical assessment report. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identifying resources needed and assign individual responsibilities. Project and accounting and Financial Management; Report project progress. Manage project budget resources. Office Administration: provide inputs with tender administration. Contribute to the human resource related activities. Research development: keep up developments on project management technologies. Provide technical consulting services for the operation of project related matters to minimize possible project risks.

ENQUIRIES : Can be directed to Ms Z. Moyeni Tel No: 043 605 5049

POST 38/122
ADMIN CLERK REF NO: DSD 07/09/2018 (X1 POST)
Re-Advertisement

SALARY : R163 563 per annum (Level 05)
CENTRE : Sarah Baartman: Humansdorp Local Service Office
REQUIREMENTS : Senior Certificate (Matric) with 2 year’s relevant experience. Computer literacy. Competencies: Knowledge of Human Resource Administration, Recruitment and Selection, Condition of Services, Public Service Regulations and HR Policies. Good communication skills, analytical and numerical ability. Understanding of Persal will be an added advantage.

DUTIES : Be responsible for variety of administrative duties related to appointments and condition of services. Efficient and effective implementation of service benefits (housing allowance; long service recognition awards; transfers; service termination benefits). Administer HR processes at operational level. Maintain accurate HR records on all assigned activities. Handling of HR administration-related enquiries. Reporting to supervisor on all HR activities.

ENQUIRIES : may be directed to Ms P. Kewuti at 046 636-1484
Free State Office of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

APPLICATIONS: 
Posted to: Ms. Lerato Motsie, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, PO Box 517, Bloemfontein, 9300 or Hand delivered to: Lerato Motsie, Room 8, Ground floor, OR Tambo House, Bloemfontein or e-mail lerato.motsie@fspremier.gov.za (Kindly note that applicants needs to verify @ 051 4055276 whether application is received due to problems experience with our e-mails)

CLOSING DATE: 
05 October 2018

NOTE: 
Directions to applicants: Applications must be submitted on form Z83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications; driver's license, identity document and a C.V. Applicants are requested to complete the Z83 form properly and in full. If a Z83 could not be obtained, a comprehensive CV should be submitted as application. The following information should be included in the CV: Personal information – Surname, Name, ID number, Driver’s License, Race, Gender, Disability, Nationality and an indication of criminal offences; Contact details; Language Proficiency; Qualifications; Work experience and References. (Separate application for every vacancy should be submitted). Applications without a reference number or a clear indication of the post for which you apply will not be considered. Applications received after the closing date and those that do not comply with these requirements will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to the verification of qualifications, employee reference checks, criminal record check as well as vetting where necessary. Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

MANAGEMENT ECHELON

POST 38/123: DIRECTOR: FREE STATE TRAINING ACADEMY REF NO: 8/2018

SALARY: 
An all-inclusive salary package of R1 005 063 per annum (Level 13). The remuneration package includes a basic salary, State’s contribution to the Government Employee Pension Fund and a flexible portion which may be structured in terms of the rules for the structuring of the flexible portion; and may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance.

CENTRE: Bloemfontein

REQUIREMENTS: 
A SAQA recognized undergraduate or equivalent qualification (NQF Level 7); and a minimum of 5 years appropriate experience at middle/senior managerial level in the private or public sector. Key Competencies and Skills: Knowledge of the Public Service Act and Regulations. Knowledge of the legal framework for Human Resource Development and Training in the Public Service. Knowledge of Coordination, monitoring & Evaluation mechanisms, systems and processes. Knowledge of Policy analysis & development. Strategic thinking, planning, organizational & analytical skills. Facilitation, training and presentation skills.

DUTIES: 
It will be expected of the successful candidate to perform the following duties: Manage generic and operational training for salary levels 1 to 12 within the FSPG. This will include inter alia the following: Provide advice and support on generic and transversal training; Ensure the provision of generic training programmes and interventions; Manage the provision of transversal training programmes; Manage the provision of training through internal and external providers; and Ensure the...
implementation of Compulsive Induction Programmes (CIP) for salary levels 1 to 12. Manage SMS strategic management development programmes from salary level 13 and higher within the FSPG. This include inter alia the following: Provide advice and support on leadership and management development; Manage the provision of leadership and management development interventions; Ensure the development and management of an integrated competency based learning pathway for management development; Manage the provision of training through internal and external providers; and Ensure the implementation of Compulsive Induction Programmes (CIP) for salary levels 13 and higher. Manage impact assessment and Training Evaluation within the FSPG. This include inter alia the following: Manage compliance, monitoring and impact assessments; Manage impact assessments to determine the impact of training on a Component/Organisation; Ensure the development and/or use of existing assessment tools to determine the impact of training and development interventions on the staff and the workplace; Advise and recommend on possible partnerships to execute impact studies in Free State Provincial Government; and Manage interventions if the envisaged impact is not achieved with training and development in Free State Provincial Government. Manage Public Service skills development coordination within the FSPG. This include inter alia the following: Manage Curriculum Development and Quality Assurance for the Free State Training Academy; and Ensure Skills Development within the Department. The management of resources to ensure that the overall objectives of the Training Institute are achieved. This include inter alia the following: Manage the budget of the FSTA; Manage all staff within the FSTA; Co-ordinate of the development of Job Descriptions within the unit; Implement the relevant performance management systems; Co-ordinate the management of performance of staff within the unit; Facilitate training interventions for staff; Give strategic direction and advice to staff within the unit; Manage systems to ensure the payment of courses for training; Co-ordinate records management processes; and Co-ordinate administrative and logistical support within the Free State Training Academy, during the execution of the core functions.

ENQUIRIES:
Aubrey Josiah, Chief Director: Corporate Reform, Tel No: 051 405 4756

NOTE:
The successful candidate will be required to enter into a performance agreement within 3 months after assumption of duty; and will be required to disclose his/her financial interests in accordance with the prescribed regulations. 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.
ANNEXURE P

PROVINCIAL ADMINISTRATION: GAUTENG
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: 05 October 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.” Applications received after the closing date will be disqualified. Your Z83 form must be signed. Copies of qualifications and driver’s license copy must be certified. Persons from designated groups and with disabilities are encouraged to apply. Errors and omissions Expected. The Department reserves the right not to fill the position(s).

MANAGEMENT ECHELON

POST 38/124: DIRECTOR: HUMAN RESOURCE DEVELOPMENT BRANCH REF NO: REFS/003104
Branch: Corporate Services
Chief Directorate: Human Resources Management

SALARY: All-inclusive salary package of R1 005 063 per annum. (Total package to be structured in accordance with the rules of the Senior Management Service).

CENTRE: Johannesburg

REQUIREMENTS: A relevant Bachelor’s Degree or equivalent Diploma (NQF level 6) in Human Resource Training and Development. 5 year’s relevant experience in a middle management level (MMS). Knowledge and understanding of: Human resource theory, practice and management; human resource policies, procedures and guidelines; relevant human resource legislation e.g. BCEA, LRA, EEA, SDA, OHSA; talent attraction, retention and management. Public sector Human Resources experience required. Sound administrative; contract management and computer literacy skills – (human resource management system experience). Experience in developing, managing and monitoring of a performance management system. A valid code 08 driver’s license.

DUTIES: To manage training and development of officials. To develop, manage and monitor the implementation of performance management system. To provide employee health and wellness programmes. Manage learnerships and internships. Manage the resources of the component and perform generic management functions. Provide strategic leadership to the component. Provide skills training and development services.

ENQUIRIES: Mr. N. Mooi Tel No: (011) 355 7572
PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 38/125
MEDICAL SPECIALIST NEUROSURGERY REF NO:
MEDSPECNEUROSURG/3/2018 (X1 POST)

Department: Neurosurgery

SALARY:
Grade 1: R1 051 368 per annum. all-inclusive Salary package (excluding commuted overtime).
Grade 2: R1 202 112 per annum. all-inclusive salary package (excluding commuted overtime).
Grade 3: R1 395 105 per annum all-inclusive salary package (excluding commuted overtime).

CENTRE:
Inkosi Albert Luthuli Central Hospital

REQUIREMENTS:
MBCHB or equivalent qualification and Current registration as a Specialist Neurosurgeon with the Health Professions Council of South Africa with prior surgical experience. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. The appointment to Grade 1 requires appropriate qualification plus registration with the Health Professions Council of South Africa as a Medical Specialist in a normal specialty (Neurosurgery). Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. The appointment to Grade 2 requires appropriate qualification, registration certificate plus 5 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal specialty (Neurosurgery). The appointment to Grade 3 requires appropriate qualification, registration certificate plus 10 years’ experience after registration with the Health Professions Council of South Africa as a Medical Specialist in a normal specialty (Neurosurgery). Knowledge, Skills Training and Competence: Ability to teach and supervise junior staff. Middle Management Skills. Research principles. Good administrative, decision making and communication skills. Computer literacy.

DUTIES:
Performing complex Neurosurgical procedures and simultaneously training more junior doctors in the field of Neurosurgery. Overseeing patient management in the Intensive Care Unit, Wards, and Out-patient Clinics while conducting teaching simultaneously. Decision making with regard to patient management. Develop patient management protocols and in-put on clinical governance. Participate in staff recruitment, attend management and other meetings of affiliated disciplines, liaise and conduct interactive meetings with allied and supportive disciplines. Conduct research within the Neurosurgical Department; supervise research with a view to improving quality of the patient care. Draw up academic program for the department. Participate in all academic meetings within the department with a view to training Neurosurgeons. Attend multi-disciplinary academic meetings with a view to improving overall patient care. Participate in outreach programs. Participate in both academic and clinical administrative activities. The appointee will be required to perform Neurosurgical operations expected of a specialist, attend to administration matters, outpatient duty and “on call” duties when he/she will field urgent referrals and be required to take the appropriate action regarding these. Do ward rounds and teaching of undergraduate and postgraduate Medical Students. Be part of a multi-disciplinary team when deemed necessary.

ENQUIRIES:
Dr BC Enicker Tel No: (031) 240 1134/240 1133.

APPLICATIONS:
All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
NOTE: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims.

CLOSING DATE: 12 October 2018

POST 38/126: MEDICAL SPECIALIST REF NO: ST 28/2018 (X1 POST)
Component: Orthopedics

SALARY:
Grade 1: R1 051 368 per annum all-inclusive package + a fixed commuted overtime & 18% inhospitable allowance.
Grade 2: R1 202 112 per annum all-inclusive package + fixed commuted overtime & 18% Inhospitable Allowance.
Grade 3: R 1 395 105 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance.

CENTRE: Stanger Hospital

REQUIREMENTS:
Sound Knowledge and clinical skills in the holistic management of Orthopaedic trauma and pathologies. Ability to supervise and teach junior staff. Good communication, inter-personal and management skills. Sound professional and ethical values, and a concern for excellence. NB. Performance of Commuted Overtime is compulsory and will be worked in the discipline based on the needs of the institution. Grade 1: A tertiary qualification (MBCHB) or equivalent), plus Current registration with the Health Professional Council of South Africa as a Specialist in Orthopaedics. Grade 2: A tertiary qualification (MBCHB or equivalent) plus, Current registration with the Health Professional of South Africa as a Specialist plus, Five (5) years post registration experience as a Medical Specialist in Orthopaedics. Grade 3: tertiary qualification (MBCHB or equivalent) plus, A valid registration with the Health Professionals Council of South Africa in Specialist plus Ten (10) years post registration experience as a Medical Specialist in Orthopaedics.

DUTIES:
Provide specialist Orthopaedic care to all patients serviced by the department of Orthopaedics. Maintain satisfactory clinical, professional and ethical standards. To support the HOD in providing effective running of the wards, outpatient department and Operating Theater. After-hours clinical participation in accordance with the commuted overtime contract. Participate in staff training and ongoing medical education. Assist with the Departmental Administration and facilitate quality improvement imperatives. Implement clinical guidelines, protocols and clinical audits. Promote community-oriented services. Undertake relevant research. Develop Orthopaedic services for the Ilembe District including outreach services. Mentor and coach junior staff. Provide both academic and clinical service functions at the Hospital, including ward rounds, outpatient’s clinics and clinical training ward rounds. Participate in clinical research and academic programmes in the respective clinical department. Train under- and postgraduate students on both bedside training and classroom training at the hospital. Participate in both academic and clinical administrative activities.

ENQUIRIES: Dr P OO (Head Clinical Unit) Tel No: 032 437 6000
APPLICATIONS: Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag X10609, Stanger 4450
FOR ATTENTION: Mr S Govender
NOTE: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. St 28/2018. Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE: 12 October 2018

POST 38/127: DEPUTY MANAGER NURSING (LEVELS 1 & 2 HOSPITAL) REF NO: N02/2018

Cluster: Nursing Services

SALARY: An all inclusive salary package of R801 918 per annum

CENTRE: Dr Pixley ka Isaka Seme Memorial Hospital

REQUIREMENTS: Diploma/Degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC). Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as professional nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Unendorsed valid Code B driver’s license (Code 08). Knowledge, Skills, Training And Competencies Required: The incumbent of this post will report to the Chief Executive Officer, and will be responsible to ensure that a holistic nursing care service is delivered to patients in a cost effective, efficient and equitable manner by Nursing Department of the institution including the overall management of nursing services (i.e operational, HR and Finance of the nursing department). Ensure compliance to professional and ethical practice. The ideal candidate must have an in depth knowledge and understanding of health related Acts, Regulations, Guidelines and other related policies such as: Nursing Act and Regulations Health Act, Code of Ethics. Professional Practice of the South African Nursing Council. Nursing Standard of Practice and Scope of Practice. Occupational Health and Safety Act. Mental Health Act. Knowledge and understanding of the legislative framework governing the Public Service include:- Skills Development Act, Public Service Regulations, Labour relations Act, Grievance Procedure, Disciplinary Code and Procedure. Good Communication Skills. Report writing skills. Facilitation skills.

DUTIES: Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promote efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation.

ENQUIRIES: Dr TT Khanyile Tel No: 033 846 7209

APPLICATIONS: all applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051
FOR ATTENTION : Mr NC Mbatha
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above that of the advertised post are free to apply.

CLOSING DATE : 05 October 2018
POST 38/128 : MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NKAH MO 02/2018 (X1 POST)

SALARY : Grade 1: R780 612 – R840 942 All Inclusive Package
          Grade 2: R892 551 – R975 945 All Inclusive Package
          Grade 3: R1 035 831 – R1 295 025 All Inclusive Package
          Other Benefits: 18% In-hospital allowance, Commuted overtime (conditions apply)
CENTRE : Nkandla District Hospital
REQUIREMENTS : Proof of previous and current employment endorsed and signed by Human Resource. All successful candidates must possess the necessary skills for safe caesarean section and spinal anaesthesia (including managing its complications). Applicants must submit confirmation letter of relevant experience from their Supervisors in an official letterhead of the employer when they apply. Grade 1: Appropriate qualification in the Health Science – MBCHB plus initial registration and current registration with HPCSA as a Medical Practitioner. No experience required from South African qualified applicants. One year relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Appropriate qualification in the Health Science – MBCHB plus 5 years’ experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Six years’ relevant experience after registration as Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Grade 3: Appropriate qualification in the Health Science – MBCHB plus 10 years’ experience after registration with the HPCSA, plus initial registration and current registration with HPCSA as a Medical Practitioner in respect of South African qualified applicants. Eleven years’ relevant experience after registration as a Medical Practitioner with a recognized foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. Knowledge, Skills, Attributes and Abilities: Ability to diagnose and manage common medical and surgical conditions, including emergencies at a district hospital, Medical ethics, epidemiology and statistics. Ability to work in multidisciplinary team setting. Excellent communication skills and ability to teach and train staff within team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and
public service legislation, regulations and policies. Ability to function as a part of a team and rotate through different departments of the hospital as required. Good communication and human relations. Knowledge of current guidelines for management of common conditions including HIV/AIDS, PMTCT and Tuberculosis.

**DUTIES**
Examine, investigate, diagnose and oversee treatment of patients. Maintain accurate and appropriate health records in accordance with the legal /ethical considerations and continuity of patient care. Assessment, investigation and management of patient in Clinics, Wards and ICU, including after-hour service le service. Participate in Quality Assurance / Audit and statistics and information acquisition and review. To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and perform duties /functions that fall within the reasonable prescripts of acceptable legislation. Diagnose and evaluate medical condition pre-operatively. Provide support to the head of department and ensure efficient standards of patients care and service are maintained. Ensure the proper and economical use of equipment and other resources. Ability to diagnose, initiate and monitor patients with HIV/AIDS and Tuberculosis using the available departmental guidelines.

**ENQUIRIES**
Dr. JN Kwępue Tel No: 035-833 5000 EXT 5001 (Clinical Manager)

**APPLICATIONS**
Applications should be directed to: The Acting Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855

**FOR ATTENTION**
Mrs. SG Masikane

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

**CLOSING DATE**
05 October 2018

**POST 38/129**
MEDICAL OFFICER GRADE 1, 2 OR 3 REF NO: UMZ06/2018 (X1 POST)

**SALARY**
Grade 1: R780,612  
Grade 2: R892,551  
Grade 3: R1,035,831  
Other Benefits: Plus 13th Cheque, Medical Aid (Optional) HOME Owner Allowance (employee must meet prescribed requirements) Plus 22% Rural Allowance

**CENTRE**
Umnkholu Hospital

**REQUIREMENTS**
Grade 1: Senior Certificate or equivalent qualification, appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current
registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. One year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. A Valid Driver’s license, Proof of experience endorsed and stamped by Human Resources (Service Certificate). General Skills as a Medical Officer is required (History taking, Mental state examination and physical examination) Ability to work in multi – disciplinary team setting. Excellent communication Skills ability to work and maintain meaningful relationship with adverse community Program Planning, Implementation and evaluation Information Management Knowledge of Health and Public Service Legislation, Regulations and Policies. **Grade 2:** Senior Certificate or equivalent qualification. Appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Professional Council of South Africa (HPCSA) as a Medical Practitioner. Five (05) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner Six (06) years relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. A Valid Driver’s license. Proof of experience endorsed and stamped by Human Resources (Service Certificate). Diagnostic and therapeutic Skills in the field of Psychiatry and general medicine. Ability to work independently to arrive at working diagnoses and implement appropriate management and treatment. Ability to work with other Mental Health Professionals for the benefit of the patients. Be involved in psychosocial rehabilitation programmes for the patients/mental health care users. Knowledge of all applicable legislation pertaining to Mental Health. Supervision and training of Junior Medical and Nursing staff and Allied Health Professions. **Grade 3:** Senior Certificate or equivalent qualification, appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Ten (10) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. A Valid Driver’s license, Proof of experience endorsed and stamped by Human Resources (Service Certificate). Ability to assess, diagnose, manage and follow up Mental Health Care Users with common Psychiatric problems. Medical Ethics, Epidemiology and Statistic. Ability to work under Multidisciplinary team setting excellent communication Skills and Ability to teach and train staff within the team Ability to work and maintain meaningful relationship within the diverse community Knowledge of Health and Public Legislation, Regulations and Policies. Ability to function as part of a team and rotate through different Departments of the Hospital as required Clinical and Administrative ability Experience and knowledge of Mental Health Legislation and other documents Poles and practices relevant and organisation of Mental Health Services. Leadership, communication and Organisational Skills Programme Planning, Implementation and Evaluation. Management of Human Resources Computer literacy Knowledge understanding and implementation of Batho Pele Principles. Recommendations: Diploma in Mental Health will be an added advantage, Previous experience in Psychiatry.

**DUTIES**

**Grade 1:** Provide medical services at the department appointed to Assist, facilitate and participate in quality of care, assisting team members with quality assurance, Quality improvement projects and development of Clinical Guidelines and Policies Participation in patient satisfactions surveys and reducing waiting times, Maintain and continuously improve professional and ethical standards. Instill confidence in Public Service and also in medical profession through exemplary behaviour Participation in afterhours work Undertake clinical responsibilities including examine, investigate, diagnose and oversee the treatment of Patients. Implementation of Six Priorities of the Department of Health as per "MAKE ME LOOK LIKE A HOSPITAL PROJECT ". **Grade 2:** Management of Mental Health Care Users including inpatients and outpatients. Management of Mental Health Care Users / patients within the context of the Mental Health Care Act (No 17 of 2002) and the Criminal Procedure Act (No 51 of 1977 Sections 77 , 78 and 79)Diagnose and evaluate patients’ health status including their psychological and
physical health. Attend to administrative matters that pertain to the unit, as well as ensuring effective and efficient development, implementation and monitoring of policies, protocols and quality standards in the hospital (including risk management). Undertake on-going health care of patients to allow for continuity of psychiatric and physical care in line with psychosocial rehabilitation. Work with co-ordinate health care teams to contribute towards a multidisciplinary approach. Implementation of Six Priorities of the Department of Health as per “MAKE ME LOOK LIKE A HOSPITAL PROJECT”. Grade 3: Provide Medical and Psychiatric Care, Assessment and Evaluations of Mental Health Care Users (MHCU’S) both within the Institutions and the community where indicated. Ensure that clinical Audit, Standard Treatment Guidelines and Quality Assurance initiatives are implemented. Provide teaching and clinical training to Students and Trainees in Psychiatry (Nursing and Allied Health Professions) and Junior Medical Staff. Provide advice, guidance and training to Clinical, Paramedical and Management staff both within the institution and other services throughout Area. Participate in the development of clinical management guidelines, protocols and referral pathways for the management of MHCH’S. Attend to Administrative matters as pertains to the inpatient and outpatient services. Ensure the effective, efficient and economical use of allocated resources inclusive of Human Resources. Implementation of Six Priorities of the Department of Health as per MAKE ME LOOK LIKE A HOSPITAL PROJECT.

ENQUIRIES : Mr B.L Msibi Tel No: 039 2590 310 EXT: 118
APPLICATIONS : All applications should be forwarded to The Human Resource Manager Umzimkulu Hospital, Private Bag X 514 Umzimkulu 3297
FOR ATTENTION : Dr P.A Songo
NOTE : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department OR from the website: www.kznhealth.gov.za. Certified copies of Identity documents, Grade 12 certificate or other required tertiary qualification certificate, Curriculum Vitae must be attached starting with relevant experience, Certificates of service starting with relevant experience. Certified copies should not be older than three months, not copies of certified copies & faxed applications will not be considered. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. Applications in possession of foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA Citizens / Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply. African females are encouraged to apply.

CLOSING DATE : 05 October 2018
POST 38/130 : DEPUTY DIRECTOR: FINANCE REF NO: G64/2018
SALARY : An all-inclusive salary package of R697 011 per annum (Level 11)
CENTRE : Dr Pixley ka Isaka Seme Memorial Hospital
REQUIREMENTS : Degree/ National Diploma in Accounting, Cost and Management Accounting, Financial Management, Business Administration. Plus Three (3) years junior management experience in Financial Management Plus Computer literacy Plus Unendorsed valid Code B driver’s license (Code 08). Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Chief Executive Officer, and will be responsible to provide Financial Management in order to ensure that resources are managed in such a way that the institution delivers sustainable, co-ordinated and integrated patient health care, and as such
the ideal candidate must:

- Possess thorough knowledge of Laws, Regulations, Policies, Instructions, Practice Notes. Know Public Finance Management Act, Treasury Regulations and Treasury Guidelines. Possess in-depth knowledge of budget procedures, Assets Management, Persal, Vulindlela and BAS. Have the ability to perform independently and under pressure. Have good communication and interpersonal relation skills. Be computer literate with a proficiency in Excel and PowerPoint Software applications and a computerized financial management system Possess knowledge of and ability to implement Human Resource Management policies. Good leadership, organizational, analytical and planning skills. Be able to develop/implement policies and financial practices. Possess knowledge of procurement procedures and directives.

DUTIES:

Manage functionality of all Finance & Supply Chain Management components (Budget, Expenditure, Revenue, Assets and Stores) Manage potential risks and develop mitigation strategies. Maintain adequate availability and efficient utilization of staff, Employee Performance Management and Development System, Training, Discipline and manage grievances of staff in the component. Ensure clearance of suspense accounts and proper debt management. Ensure proper voucher control and payroll certification. Identify risks an institute control measures to minimize risks in all areas/ sections that deal with financial matters. Conduct analysis on expenditure trends and do budget estimates and ensure alignment with service delivery outcomes. Manage and implement efficient, cost effective and intergrated Supply Chain Management. Analyse, Audit, interpret and consolidate financial data as contained in Accounting Records for financial year, in accordance with accounting procedures and provide financial information that is accurate, concise, reliable and timely to facilitate effective decision-making Draw, analyse, interpret BAS reports for cash flow purposes and ensure availability of funds, process journals and perform debt management, staff linking and suspense account procedures. Ensure proper management of assets Develop and implement controls to ensure good audit outcomes. Take effective and appropriate steps to ensure maximum collection of revenue due to the hospital.

ENQUIRIES:
Dr TT Khanyile Tel No: 033 846 7209

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

FOR ATTENTION:
Mr NC Mbatha

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

CLOSING DATE:
05 October 2018

POST 38/131:
DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: G65/2018

SALARY:
An all-inclusive salary package of R697 011 per annum (Level 11)

CENTRE:
Dr Pixley Ka Isaka Seme Memorial Hospital

91
REQUIREMENTS: Degree/ National Diploma in Human Sciences related field. Plus Three (3) years junior management experience in Human Resource Management PLUS Unendorsed valid Code B driver’s license (Code 08). Recommendations: Computer certificate: MS Office Software Application i.e. Ms Word, Excel, PowerPoint and Outlook. Knowledge, Skills, Training and Competencies Required: The incumbent of this post will report to the Chief Executive Officer, and will be responsible for the design and implementation of effective human resource strategies, policies and guidelines to ensure the effective management of human resources throughout the hospital. The post holder will be a member of the management team of the hospital, and as such the ideal candidate must have: Strategic and Operational Planning Skills. Broad knowledge of HR Practices/HR Development and planning, Employee Relations and Employee Health and Wellness programme. Excellent management, facilitation, communication an interpersonal skills. Expert knowledge of legislative and policy framework informing the areas of operation. Ability to work in a multi-disciplinary team at a managerial level Ability to prioritise the issues and other work related matters in order to comply with tight deadlines. Extensive knowledge of computerized personnel and salary systems (PERSAL), MS Packages and applications thereof.


ENQUIRIES: Dr TT Khanyile Tel No: 033 846 7209
APPLICATIONS: all applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051 Pietermaritzburg 3200 OR Hand Deliver to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

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

CLOSING DATE: 05 October 2018
POST 38/132: DEPUTY DIRECTOR HRM SERVICES REF NO: AMAJ04/2018 (X1 POST)

SALARY: R697 011 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements
CENTRE: Amajuba Health District Office: Newcastle
REQUIREMENTS: A Bachelor Degree/ National Diploma in HR Management /Human Sciences. A minimum of 3 years’ managerial experience, in a health service delivery environment. Proof of Computer Literacy & Qualifications in MS Software
Applications such as Word, Excel, Power point & Outlook. PERSAL Certificates. Proof of Valid Driver’s License. Attach applicable proof of current or previous employment experience endorsed by HR Department or relevant Employer. Knowledge, Skills, Training and Competencies Required: Project management and Strategic planning. An understanding of the ‘push’ factors affecting human resource supply and demand within the health sector. Ability to prioritize issues and other work related matters so as to comply with time frames. Broad knowledge of HR practices and disciplines. Excellent management, facilitation, communication and interpretation skills. Expert knowledge legislative and policy framework informing the area of operation. Ability to capture and communicate the essence of recommendation in a concise and clear corporate language. Ability to prioritize issues and other work related matters in order to comply with tight deadlines. A clear understanding of challenges facing the Public Sector.

DUTIES

Ensure and facilitate the consolidation of an integrated HR Plan for the District and monitor and evaluate the performance of Institutions to accomplish the identified human resource management indicators, provide early warning and develop innovative solutions to overcome identified problem areas. Oversee and manage processes for the alignment of organizational and post establishment structures within the District in line with emerging service delivery demands as well as the imperatives set by the Annual Performance Plan of the District, the Service Transformation Plan of the Department, Budget allocations as well as standards and workload statistics. Oversee the effective implementation of Human Resources management policy Imperatives in institutions and ensure consistency in the application thereof. Ensure as well coordinated and integrated approach to develop sound labour relations and within the District, promote staff wellbeing, safety, performance management and development system (EPMDS). Manage the utilization of resources allocated to the Section inclusive of the development of staff.

ENQUIRIES

Dr Amet Tshabalala Tel No: 034-328 7000

APPLICATIONS

All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 OR Hand delivered to: 38 Voortrekker Street, Newcastle.

FOR ATTENTION

Mrs. GC Buthelezi

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 instructions will disqualify applicants. Fax 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, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Males are encouraged to apply and people with disability also should feel free to apply.

CLOSING DATE

05 October 2018

POST 38/133

ASSISTANT MANAGER NURSING REF NO: AMN/01/2018

SALARY

R532 449 – R617 253

CENTRE

ST Aidans Regional Hospital
REQUIREMENTS

Grade 12, Diploma/ Degree in General Nursing and Midwifery. A minimum of 8 years appropriate /recognizable experience after registration as Professional Nurse with SANC in General Nursing. At least 3 years of the period mentioned above must be appropriate/recognizable experience at management level. Current Registration with South African Nursing Council. Knowledge, Skills, Training and Competencies Required: Sound understanding of relevant Legislation, Acts, Policies, Procedures and delegation pertaining to Pharmacy including Essential Drug Lists (EDL) and standard Treatment (STD) and District Health Systems. Knowledge of the principles of drug therapy functions and operation of drugs and therapeutics Committee. Conflict Management. Leadership, organizational, decision making and problem solving abilities within the limits of the Public Sector including basic computer skills. Ability to liaise with management. Knowledge of EPMDs and National Core Standards. Report writing skills.

DUTIES

Co-ordinate development of service delivery improvement plan for the hospital. Ensure implementation of the total quality management framework and conduct quarterly audits. Ensure monitoring and evaluation of patient care delivery in the hospital. Enforce compliance to the legislative prescripts in all units within the facility jurisdiction. Ensure development, implementation and maintenance of reliable and accurate nursing information. Co-ordinate staff training and update on initiatives for ensuring service delivery. Actively drive quality assurance and service excellence initiatives. Ensure the implementation of National and Provincial quality initiatives. Co-ordinate all quality improvement initiatives at the institution and facilitate accreditation programmes. Promote quality assurance culture within the institution. Monitor, evaluate and report on the delivery of quality care at the institution including clinical care, waiting times and client experiences. Provide advice on various aspects of quality care. Represent the institution on the district quality improvement committees. Co-ordinate the implementation of patients right charter, Batho Pele clinical governance as fundamental basis in developing and directing the quality group within the institution. (Those who applied in KZNHEALTH website do not have to apply).

ENQUIRIES

Mrs. S.D. Pillay: Deputy Manager Nursing Tel No: (031)314 2232

APPLICATIONS

applications should be forwarded to: The Chief Executive Officer, St Aidans Regional Hospital, Private Bag X 01, Overport, 4067

FOR ATTENTION

Human Resource Department

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 detailed Curriculum Vitae, certified copies of certificates, Identity document and Driver’s Licence (not copies of previous certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applications. 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, 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 Is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA citizens/Permanent Residents/ Work Permit Holders must submit documentary proof together with their applications. All employees in the public Service that are presently on the same salary level but on a Notch/package above of the advertised post are free to apply.

CLOSING DATE

05 October 2018

POST 38/134

PROFESSIONAL NURSE: SPECIALTY NURSING STREAM REF NO: PN SPEC NURS) /4/2018 (X4 POSTS)

SALARY

Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
CENTRE
: Inkosi Albert Luthuli Central Hospital

OTHER BENEFITS
: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional.

REQUIREMENTS
: Degree / Diploma in General Nursing and 1 year post basic qualification in the relevant specialty. Critical Care X 3 and Midwifery and Neonatal Nursing X 1. Current registration with SANC as General Nurse and relevant specialty. A minimum of 4 years appropriate/recognisable post registration experience as a General Nurse. Grade 1: Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. Grade 2: Experience: A minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. 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 in the relevant specialty. Recommendation: Diploma in basic Midwifery will be an added advantage. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES
: Work as part of a multi-disciplinary team to ensure quality nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff within the relevant specialty during day and night duty will be exercised according to patients needs. Act as shift leader in Unit when necessary. Perform duties as delegated by the supervisor of the area. Implement priority programs as required by National Core Standards.

ENQUIRIES
: Mrs NO Mkhize Tel No: (031) 240 1063

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

NOTE
: Please note that African males are encouraged to apply

CLOSING DATE
: 12 October 2018

POST 38/135
: DIAGNOSTIC RADIOGRAPHER GRADE: 1, 2 OR 3 REF NO: EGUM 06/2018 (X2 POSTS)

SALARY
: Grade 1: R300 828 – R342 357 per annum
Grade 2: R352 707 – R403 302 per annum
Grade 3: R415 482 – R504 219 per annum
Other Benefits: 13th cheque/service bonus, Rural Allowance of 12%, Home owners Allowance (Employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE
: E G & Usher Memorial Hospital

REQUIREMENTS
: Matric or senior certificate or Grade 12 certificate. National Diploma / Degree in Diagnostic Radiography. Registration certificate with the South African Health Professions Council as a Radiographer. Current registration receipt with the South African Health Professional Council as a Diagnostic Radiographer. Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Grade 2: A minimum of 10 years relevant experience after registration with the South African Health Professional Council as a Radiographer. Grade 3: A minimum of 20 years relevant experience after registration with the South African Health Professional Council as a Radiographer. Knowledge, Skills, Training and Competencies Required: Sound knowledge of radiation protection, Sound knowledge of diagnostic radiography practice and ethos. Knowledge of relevant Health and Safety Acts. Good communication and interpersonal skills.
DUTIES: To provide quality diagnostic radiography services. Execute all clinical procedures competently to prevent complications. Provide 24 hour radiographic services. Participate in quality assurance and quality improvement programs. Promote good health practices and ensure optimal care of patients. Assist junior personnel and student radiographers on radiography related matters. Perform clerical duties when necessary. Participate on the implementation of National Core Standards. Promote Batho Pele Principles in the execution of duties for effective service delivery.

ENQUIRIES: Mrs N Mzize Tel No: 039 797 8123
APPLICATIONS: Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

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

CLOSING DATE: 05 October 2018
POST 38/136: PROFESSIONAL NURSE: GENERAL NURSING STREAM REF NO: PN (GEN)/2/2018 (X11 POSTS)

SALARY: Grade 1: R241 908 per annum
Grade 2: R297 516 per annum
Grade 3: R362 559 per annum
Other benefits: 13th cheque, Housing Allowance: employee to meet prescribed requirements. Medical Aid: optional.

CENTRE: Inkosi Albert Luthuli Central Hospital
REQUIREMENTS: Degree / Diploma in General Nursing. Current registration with SANC as General Nurse. **Grade 1:** Experience: No experience required. **Grade 2:** Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in general nursing is required. **Grade 3:** Experience: A minimum of 20 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with SANC in general nursing is required. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs, requirements and expectations (Batho Pele). Ability to plan and organise own work and that of support personnel to ensure proper nursing care.

DUTIES: Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by IALCH. Internal rotation of staff and night duty will be exercised according to patient’s needs.

ENQUIRIES: Mrs NO Mkhize Tel No: (031) 240 1063
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.

NOTE: Please note that African males are encouraged to apply
CLOSING DATE: 12 October 2018

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS: Direct or hand deliver applications to the addresses as indicated below:
**Head Office:** Department of Social Development, Private Bag X9144, Pietermaritzburg 3200 or hand deliver to 174 Mayors Walk Road, Pietermaritzburg 3200. For Attention: Ms PN Mkhize.
EThekwin North District: The District Director Department of Social Development, Private Bag X1503 Durban: 4000 or hand deliver to: 214 Dr Pixley KaSeme Street, 6th Floor Durban 4000. For Attention: Mr MG Nzama.

UMgungundlovu and Harry Gwala District: The District Director: Department of Social Development, Private Bag X1724, Pietermaritzburg: 3200 or hand deliver to 158 Langalibalele Street, Pietermaritzburg 3201. For Attention: Mr MN Mhlongo.

Zululand District: The District Director Department of Social Development, Private Bag X13 Ulundi, 3838 or hand deliver to King Dinuzulu Highway, Administration Building, 2nd Floor, Zone 3, Ulundi, 3838. For Attention: Ms FN Ntombela.

King Cetshwayo District: The District Director: Department of Social Development, Private Bag X02 Empangeni Rail, 3910 or hand deliver to 10 Bronze Street, Empangeni Rail, 3910. For Attention: Ms NS Mbokazi.

UTHukela District: The District Director: Department of Social Development, Private Bag X9917 Ladysmith, 3370 or hand deliver to 108 Rholihlahla Street, Peters, Ladysmith, 3370. For Attention: Mr PM Mpanza.

CLOSING DATE: 05 October 2018

NOTE: Applications must be submitted on form Z83 and should be accompanied by a CV and original certified copies of all educational qualifications, Identity document and Driver’s license required by the post advertised. Applications must be forwarded to relevant address. Applicants must indicate the reference number of the post applied and the centre on Form Z83. Application forms Z83 (Application for Employment) should be fully completed and signed by the applicant. Under no circumstances will faxed or e-mailed applications be accepted. The Department is an Equal Opportunity Affirmative Action employer. Applicants who will promote the achievement of employment equity targets and who meet minimum appointment requirements will be given preference. The employment is subject to signing of the employment contract and annual performance agreement. The candidates will be required to undergo security clearance, competency based assessment and to disclose financial interests in accordance with relevant prescripts. Failure to comply with any of the above instructions will result in immediate disqualification. If the applicant has not been contacted within three (3) months after the closing date must accept that his / her application was not successful.

MANAGEMENT ECHELON

POST 38/137: CHIEF DIRECTOR: STRATEGY AND SYSTEMS REF NO: DSD13/06/2018HO

SALARY: R1 189 338 per annum Level 14 (all-inclusive remuneration package)

CENTRE: Head Office

REQUIREMENTS: Qualifications: Bachelor’s Degree in Public Administration (NQF Level 7) as recognized by SAQA, A valid driver’s license, A minimum of 5 years’ experience at a senior management level. Knowledge: Working knowledge of the Public Service; Policy Analysis and development; Public Service Act and Regulations; Labour Relations Act and Relevant Regulations; Interpretation of Statue; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Organizational behavior analysis; Strategic business management; Ministerial Handbook; Social Dynamics of KwaZulu-Natal Communities; Basic Conditions of Employment Act; Promotion of Equality and Prevention of Unfair Discrimination Act and other relevant Acts/Legislative Mandates. Skills/ Core competencies: communication; Computer; presentation; interpersonal relations; strategic planning; Analytical; financial management, Time management; conflict management; problem solving, relationship management. Decision making; change management; leadership; research; organizational; project management; Report writing.

DUTIES: Ensure the provision of integrated analysis and policy coordination services; Manage institutional performance assessment and programmes evaluation services; Manage and implement organizational development, change management and service delivery; Manage the provision of communication services and stakeholder management; Manage and facilitate the provision of information communication and technology management services; Manage the resources of the Chief Directorate.
ENQUIRIES : Ms NG Khanyile Tel No: (033) 264 5402

POST 38/138 : DIRECTOR: MONITORING AND EVALUATION REF NO: DSD01/06/2018HO
Re: Advertisement

SALARY : R1 005 063 per annum Level 13 (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor’s Degree in Public Administration/Management/Monitoring and Evaluation (NQF level 7) as recognized by SAQA; A valid driver’s license; A minimum of 5 years’ experience at a middle/senior managerial level; Knowledge: Working knowledge of the Public Service; Policy Analysis and development; Labour Relations Act and Relevant Regulations; Public Service Act and Regulations; Interpretation of Statute; Administrative Law; Research Methodology; PFMA and Treasury Regulations; Organizational behavior analysis; Strategic business management; Ministerial Handbook; Social Dynamics of KwaZulu-Natal Communities; Basic Conditions of Employment Act; Promotion of Equality and Prevention of Unfair Discrimination Act and other relevant Acts/Legislative Mandates. Skills/ Core competencies: Strategic capability and leadership program and project management, financial management, change management, services delivery innovation, problem solving, people management and empowerment, client orientation and customer focus. Computer, communication; presentation; interpersonal relations; Analytical; Time management; conflict management; research; organizational; report writing; decision making, relationship management.

DUTIES : Monitor and report performance on the delivery of social development; Develop monitoring and reporting systems aligned to the planning, budgeting and reporting cycles; Evaluate the implementation of departmental policies; programmes and projects. Manage the development and implementation of policies; Manage the resources of the directorate.

ENQUIRIES : Ms B Sophazi Tel No: (033) 264 5437

POST 38/139 : DIRECTOR: HIV/AIDS AND SUPPORT REF NO: DSD02/06/2018HO

SALARY : R1 005 063 per annum Level 13 (all-inclusive remuneration package)
CENTRE : Head Office
REQUIREMENTS : Qualifications: Bachelor’s Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker; Proof of current registration with South African Council for Social Services Profession as a Social Worker; A minimum of 5 years’ experience at a middle/senior managerial level in a social work environment; A valid driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act; Public Service Regulations; Social Welfare Laws; Community Development Laws; PFMA and Treasury Regulations; Employment Equity Act; Research Methodology; National Development Plan; Youth Development Policy; Community Outreach; Service Delivery Frameworks; Employee Performance Management and Development System. Skills/Core Competencies: Strategic capability and leadership; People management and empowerment; Financial management; change management; Programme and Project Management; knowledge management; service delivery innovation; Problem solving and analysis; client orientation and customer focus; communications skills; research; presentation; facilitations; language; Policy analysis; computer literacy and numeracy.

DUTIES : Manage the provision of care and support to those affected and infected with HIV/AIDS; Manage the provision of Social Relief of Distress; Ensure integration of HIV/AIDS support services with other stakeholders; Manage the development and implementation of policies; Manage resources of the Directorate.

ENQUIRIES : Ms PF Luthuli Tel No: (033) 264 2053

POST 38/140 : DIRECTOR: UTHUKELA DISTRICT REF NO: DSD03/06/2018UTH

SALARY : R1 005 063 per annum Level 13 (all-inclusive remuneration package)
CENTRE : uThukela District
REQUIREMENTS: Qualifications: Bachelor’s Degree in Social Work (NQF level 7); Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker. A minimum of 5 years’ experience at a middle/senior managerial level; A valid Driver’s license. Knowledge: Constitution of the Republic of South Africa; Public Service Act and Regulations; PFMA and Treasury Regulations; Fraud Prevention Strategies; Social Welfare Laws; Labour Relations Act; Non-Profit Organizations Act; Basic Conditions of Employment Act; Procurement Legislation; Public Participation; Employee Performance Management and Development System; Community Outreach; Service Delivery Framework; Provincial Growth and Development Plan. Skills/Core competencies: strategic capability and leadership; people management and empowerment; Programme and Project Management; Financial management; change management; Knowledge Management; Service Delivery Innovation; problem solving and analysis; Client Orientation and Customer Focus; Communication; Computer; Facilitation; Presentation.

DUTIES: Ensure the rendering of effective and efficient social welfare services; Ensure the rendering of effective and efficient community development services; Undertake service delivery quality assurance; Ensure the rendering of financial management services; Ensure the rendering of effective and efficient corporate support services; Manage resources of the District.

ENQUIRIES: Ms PM Mhlongo Tel No: (036) 634 6600

OTHER POSTS

POST 38/141: DEPUTY DIRECTOR: EVALUATION REF NO: DSD04/06/2018HO
Re-Advertisement

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

CENTRE: Head Office

REQUIREMENTS: Qualifications: Bachelor’s Degree or 3 years National Diploma in Public Administration/ Management/Monitoring and Evaluation, plus 3-5 years’ experience in Junior management. A valid driver’s license. Knowledge; Working knowledge of the Public Service; Public Service Regulation; Public Finance Management Act; Treasury Regulations; Impact Assessment; Knowledge of Government-Wide Monitoring and Evaluation System; Knowledge of policy analysis and development; Organization behavior analysis; Strategic business management. Skills: Communication; Computer literacy; Change Management; Strategic planning; Analytical thinking Interpersonal relations; Facilitation and presentation skills; Policy analysis and development; Financial management; Project management & Conflict management.

DUTIES: Manage and coordinate Department evaluation; Facilitate the Departmental Reviews; Coordinate the assessments on the quality of governance and management practices; Develop policies and strategies aimed at improving service delivery; Manage resource of the Sub-directorate.

ENQUIRIES: Ms B Sophazi Tel No: (033) 264 5437

POST 38/142: SOCIAL WORK SUPERVISOR: DUKUZA SERVICE OFFICE REF NO: DSD05/06/2018DUK (UTHUKELA DISTRICT)
Re-Advertisement

SALARY: R363 507 – R676 248 per annum Grade 1- 2

CENTRE: Dukuza Service Office

REQUIREMENTS: Qualifications: Bachelor’s Degree in Social Work; Registration with the South African Council for Social Services Profession as a Social Worker. Proof of current registration with South African Council for Social Services Profession as a Social Worker; a minimum of 7 years’ appropriate experience in social work after registration as Social Worker with SACSSP; A Valid driver’s license. Knowledge: knowledge and understanding of human behavior and social systems, the ability and competency to ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem solving capabilities, prevent and alleviate
distress and use resources efficiently and effectively. Understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at risk and effectively, ability to compile complex report. Skills: Presentation, Problem solving, Computer, Interpersonal relationship, Communication (written and verbal); Research, report writing, Financial management, Supervisory, welfare counseling, analytical, organizing, conflict management.

**DUTIES**

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

**ENQUIRIES**

Ms TG Khumalo Tel No: (036) 438 6179

**POST 38/143**

**COMMUNITY DEVELOPMENT PRACTITIONER (X7 POSTS)**

Re-Advertisement

**SALARY**

R204 951 - R237 597 per annum, Grade 1

**CENTRE**

Vulindlela Service Office (UMgungundlovu District): Ref No: DSD07/06/2018VULI

Pietermaritzburg Service Office (UMgungundlovu District): Ref No: DSD08/06/2018PMB (X2 Posts)

Impendle Service Office (UMgungundlovu District): Ref No: DSD09/06/2018IMPENDL

UMzimkhulu Service Office (Harry Gwala District): Ref No: DSD10/06/2018UMZI

Durban Service Office (EThekweni North District): Ref No: DSD11/06/2018DBN

Paulpietersburg Service Office (Zululand District): Ref No: DSD12/06/2018PAUL

**REQUIREMENTS**

Qualifications: Bachelor’s Degree or 3-year National Diploma in Community Development/Development Studies. A valid driver’s license. Knowledge: Knowledge and understanding of human behaviors and social system and legislation to assist with intervention at the point where people interact with their environment in order to promote self-empowerment. Community development work, skills, attitude and values of communities; Ability and competence to coordinate community development structures, and ability to manage projects; Ability to influence individuals and groups to participate in their own self-empowerment. Knowledge and understanding of human behavior and Social systems, legislation; understanding of social dynamics of communities; Skills: Planning and organizing, presentation and facilitation; computer literacy, communications (verbal and written), Interpersonal; Monitoring and evaluation research, Project management, Problem solving, report writing; financial management.

**DUTIES**

Identify and facilitate the implementation of integrated Community development interventions in partnership with the community and other relevant stakeholders; Liaise and coordinate with all role players (internal and external); to facilitate collaboration and to establish partnerships to ensure the sustainability of development actions within the community; Support communities and perform administrative support on community development and related activities; Keep up to date with new developments in the community development field to enhance service delivery.

**ENQUIRIES**

Mrs CSN Nondabula (Vulindlela Service Office) Tel No: 033 505 0087

Ms P Manyathi (Pietermaritzburg Service Office) Tel No: 033 392 8600/53

Mrs ML Hlalukane (Impendle Service Office) Tel No: 033 996 0414

Mr MN Njomi (Umzimkhulu Service Office) (079 494 8856

Mrs P Moodley (Durban Service Office) Tel No: 031 360 5444

Mrs PL Manyanga (Paulpietersburg Service Office) Tel No: 034 996 7000
ANNEXURE R

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

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

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

FOR ATTENTION: Gadifele Noge

CLOSING DATE: 05 October 2018 at 15H30

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

OTHER POSTS

<table>
<thead>
<tr>
<th>POST 38/144</th>
<th>DEPUTY DIRECTOR - RECORDS MANAGEMENT REF NO: 13/2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>Remuneration package of R697 011 per annum. The Inclusive remuneration Package consists of a basic salary, Contribution to the Government Employee Pension fund, medical aid fund and a flexible portion in terms of applicable rules. The successful candidate must enter into a performance agreement and sign employee contract.</td>
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<tr>
<td>CENTRE</td>
<td>Head Office – Mahikeng</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Grade 12 plus three (3) years National Diploma/Degree in Records Management, Information Science or related qualification. Five (5) years’ working experience in Records Management environment of which three (3) years must be at Junior Management level. Successful completion of Records Management Course with National Archives and Records Services. Knowledge: Knowledge and understanding of applicable legislation including National Archives and Records Services of South Africa Act(NARSA), Promotion of Access to Information Act (PAIA), Public Finance Management Act (PFMA).Ability to work under pressure. Successful completion of a security screening with State Security Agency. A valid driving license. Skills: Sound written and verbal communication skills. Computer Literacy. Planning, Organising and forecasting. Project management skills. Negotiation skills and report writing skills. Problem-solving skills. Presentation</td>
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skills. The ability to maintain positive interpersonal relations and to work well as part of the team.

**DUTIES**

Coordinate records management related services in the Department. Deliver appropriate user support and training to all staff in the use of records management systems. Conduct records inspections in the Department. Coordinate the systematic records disposal programme. Develop, implement and maintain the Departmental Records Management Policy, File plan, Records Control Schedule, Registry Procedure Manual and Promotion of Access to Information Act Manual (PAIA Manual). Ensure that financial, human and physical resources are managed efficiently, effectively and economically in accordance with Government Policies, Acts and Prescripts. Supervise records Management Staff.

**ENQUIRIES**

Mr. Seathlholo Matlhako Tel No: (018) 388 3697

**POST 38/145**

**ASSISTANT DIRECTOR (COUNSELLOR) REF NO: 18/2018/19**

Directorate: Human Resource Management - IEHW

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Head Office – Mahikeng

**REQUIREMENTS**

Grade 12 certificate or equivalent plus Bachelor Degree of Social Work/Psychology, Registration with South African Council of Social Service Profession (SACCSSP) or Health Professional Council (HPC). Three (3) to five (5) years working experience in Employee Health and Wellness Programmes (EHWP) of which two (2) years must be at supervisory level. Knowledge: Knowledge applicable in the Employee Health and Wellness environment, public service acts, policies, regulations and other related prescripts, diversity and conflict management. Skills: Computer literacy, counselling skills, negotiation skills, presentation skills. Good research and report writing skills, valid driving license.

**DUTIES**

Provide psychosocial counselling to Departmental employees and their extended families, Conduct economic, financial wellness programme, provide awareness and education on psychological problems, Ensure work-life balance programmes in the Department, Manage human resource, financial resources and other resources in the Department, Assist in developing and implementation of EHW, employee health and wellness Policies, Marketing of the Employee Health and Wellness (EHW) programmes, Manage, coordinate and facilitate EAP, HIV/AIDS and transformation programme.

**ENQUIRIES**

Ms. I.F.K. Selomane Tel No: 018 200 8304

**POST 38/146**

**LEGAL ADMINISTRATION OFFICER- MR 5 REF NO: 23/2018/19**

Directorate: Legal Services

**SALARY**

R353 253 – R867 399 (OSD)

**CENTRE**

Head Office

**REQUIREMENTS**

Grade 12 or equivalent plus LLB Degree. At least 8 years appropriate post – qualification legal experience. Extensive experience at supervisory level in civil litigation, legislative drafting, drafting of legal opinions, Labour Relations practices in the Public Service, Contract drafting and interpretation, Valid driver’s license and willingness to travel. Knowledge: Sound knowledge of the legislative frameworks that govern the operations of Public Service environment; A sound knowledge on the drafting of legislations and regulations; A sound knowledge on the interpretation of statutes and regulations or other legal instruments; A sound knowledge on formulating legal advice and opinions in relation to legislations and regulations; A comprehensive knowledge of the process of legislative drafting. A comprehensive knowledge on the drafting and interpretation of policies; Planning and organizational skills. Skills: Good interpersonal relations, report writing, case investigation and project management skills, Good conflict resolution and mediation skills, Computer literacy. Ability to work in a team as well as independently. Communication skills. Ability to conduct research on legislative processes.

**DUTIES**

Study the impact and implications of legislations and Regulations and advise the Department accordingly. Examine the various forms of legislations and Regulations that impact upon the Department and determine whether there is a need to amend or repeal same. Interpret, draft and/or facilitate the amendment or
repeal of laws and subordinate legislations. Drafting of legal advice or opinions in relation to legislations and regulations; Manage the legislative review process in collaboration with the State Law Adviser's Office. Edit and certify legislations in collaboration with the State Law Adviser's Office. Perform generic management functions.

ENQUIRIES: Mr P.S.P. Namate Tel No: (018) 200 8065/7

POST 38/147: DRIVER INSTRUCTOR (DRIVER TRAINING) REF NO: 21/2018/19
Directorate: Government Motor Fleet

SALARY: R242 475 per annum (Level 07)
CENTRE: Head Office
REQUIREMENTS:

DUTIES: Conduct driving course pre-test i.e. theory manoeuvring and driving. Lecture or make presentation for trainees. Train and evaluate defensive driving of trainees. Monitoring their Pre-Trip Inspection (External and Internal) driving as we supposed to do system control of the vehicle. Compile individual trainee course reports and final tests (Manoeuvring, driving, eye test and theory) to various Departments in the Province. Supervision of staff members.

ENQUIRIES: Ms R. Whati Tel No: (018 200 8149)
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 38/148: MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: CARDIOLOGY)

SALARY
- Grade 1: R1 220 154 per annum
- Grade 2: R1 395 105 per annum
- Grade 3: R1 525 458 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
- Groote Schuur Hospital, Observatory

REQUIREMENTS
- Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist (Sub-specialist) in adult Cardiology. Registration with a professional council: Registration with the HPCSA as Medical Specialist (Sub-specialist) in Cardiology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist (Sub-specialist) in Cardiology. Grade 2: A minimum of 5 years appropriate experience as Medical Specialist (Sub-specialist) in Cardiology after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist (Sub-specialist) in Cardiology. Grade 3: A minimum of 10 years appropriate experience as Medical Specialist (Sub-specialist) after registration with the HPCSA or recognised foreign Health Professional Council in respect of foreign qualified employees as a Medical Specialist (Sub-specialist) in Cardiology. Competencies (knowledge/skills): Extensive Medical Specialist knowledge in Cardiology and areas of research. Specialist knowledge in teaching of all aspects of Cardiology. Extensive experience in running a Cath Lab.

DUTIES
- Provide and manage both in- and out-patient specialist Cardiology services within the Division of Cardiology, Department of Medicine. Provide specialist clinical service to General Medicine in- and out-patients in Groote Schuur Hospital. Supervise and train under- and post-graduate students in the Department of Medicine. Conduct research. Provide support in respect of administrative and management functions.

ENQUIRIES
- Prof N Ntusi, Tel No: (02) 406-6200

APPLICATIONS
- The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.

FOR ATTENTION
- Ms Mbilini

NOTE
- No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals 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
- 05 October 2018
POST 38/149: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING)
Directorate: Supply Chain Management

SALARY: R697 011 per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE: Head Office, Cape Town

REQUIREMENTS:

DUTIES:
Manage Project, Acquisition, People, Contract and Supplier Performance Management as while as Development and implementation of Policies or Governance. Managing and delivering multiple procurement projects in a commercial environment. The local industry, incl. cost drivers, supply and demand, innovations, vendor landscape, etc. Leading a team of procurement specialists to deliver the organisation’s long-term procurement strategy. Developing and implementing policies and tools to facilitate strategic and transactional sourcing of clinical-related goods and services. To provide an integrated demand, acquisition and contract management service of clinical commodities for the Department through the development, implementation and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing, End-to-end management of the sourcing process. Supplier relationship and performance management. Internal stakeholder management delivery of optimal commercial benefits to the Department.

ENQUIRIES: Ms K Cishe, Tel No: (021) 483-6093
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 12 October 2018

POST 38/150: CHIEF ARTISAN GRADE A (ELECTRICAL/MECHANICAL)
Directorate: Engineering and Technical Services (Metro West District Hub, Retreat)

SALARY: Grade A: R365 646 per annum

CENTRE: Head Office, Cape Town

REQUIREMENTS:
Minimum educational qualification: Appropriate Trade Test Certificate. Experience: 10 years appropriate post- qualification experience as Artisan/Artisan Foreman. Inherent requirements of the job: Valid driver’s licence (code B/EB) and willing to travel throughout the Western Cape. Willing to perform overtime and attend to unplanned callouts and emergency maintenance. Prepared to do standby duties for various electrical breakdowns at all health facilities within the Western Cape. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Computer literate in MS Word, Excel, Outlook and web-based systems. Appropriate knowledge to enable supervision of the Electrical and Mechanical components.

DUTIES: Effectively manage the Electrical and Mechanical components of the Metro West Hub by ensuring that the different systems are operational and the preventative maintenance programme is followed. Supervision and assistance with the execution of engineering projects/repairs at hospitals and institutions. Liaison with engineering management and private sector. Planning/scheduling of staff, projects, plants and equipment. Quality control and inspections of completed work requisitions. Drafting up of specifications and of monthly reports and equipment
enquiries : Mr S Reichert or B Lesch Tel No: (021) 483-1568/ Tel No: (021) 715-5940
applications : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
note : No payment of any kind is required when applying for this post.
closing date : 05 October 2018
post 38/151 : ARTISAN PRODUCTION GRADE A TO C (MECHANICAL)
Department: Engineering and Technical Support Services (Metro West District Hub, Retreat)
salary : Grade A: R179 523 per annum
Grade B: R211 464 per annum
Grade C: R246 870 per annum
centre : Head Office, Cape Town
requirements : Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver’s licence (Code B/EB) and willing to travel throughout the Western Cape. Willingness to perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act. Must be competent in metal inert gas (MIG) anduminium welding on various materials. Basic working knowledge of plant and equipment typically utilised in the healthcare environment.
DUTIES : Perform necessary administrative functions. Control over tools and materials. Training and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repair plumbing installations and equipment at health institutions within the Metro. Assist Artisan Foremen or Chief Artisan with their duties.
enquiries : Mr B Lesch, Tel No: (021) 715-5940
applications : Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE : No payment of any kind is required when applying for this post.
closing date : 05 October 2018
post 38/152 : ARTISAN PRODUCTION GRADE A TO C (PLUMBING)
Department: Engineering and Technical Support Services (Metro West District Hub, Retreat)
salary : Grade A: R179 523 per annum
Grade B: R211 464 per annum
Grade C: R246 870 per annum
centre : Head Office, Cape Town
requirements : Minimum educational qualification: Appropriate Trade Test Certificate. Experience: Grade A: No experience required. Grade B: At least 18 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Grade C: At least 34 years appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: A valid driver’s licence (Code B/EB) and willing to travel throughout the Western Cape. Willingness to perform standby duties. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
DUTIES : Perform necessary administrative functions. Control over tools and materials. Training and supervision of subordinates. Assist with the execution of engineering projects/repairs at hospitals and health institutions. Maintain and repair plumbing installations and equipment at health institutions within the Metro. Assist Artisan Foremen and Chief Artisan with their duties.
enquiries : Mr B Lesch, Tel No: (021) 715-5940
APPLICATIONS: Applications are submitted online via www.westerncape.gov.za/health-jobs (click “online applications”).

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

CLOSING DATE: 05 October 2018

POST 38/153: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
Eden District

SALARY: R163 563 per annum

CENTRE: Mossel Bay Hospital

REQUIREMENTS: Minimum educational qualification: 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: Appropriate experience in Supply Chain Management/Procurement Systems. Appropriate experience in asset, disposal management and stocktaking. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Physically fit and able to perform the tasks (must be able to lift heavy items). Competencies (knowledge/skills): Applied knowledge of the Accounting Officer’s System and SCM Delegations of the Department. Applied knowledge of SCM and Procurement Systems. Computer literate (Windows: Word, Excel, Outlook and Share Point). Good written and verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES: Manage Procurement Plan, prepare documentation and capture on system. Manage Asset Disposals and Movements. Stocktaking: Monthly spot-checks, quarterly assistance and management of ALM’s & SALM’s and Annual full stocktake. Monthly reporting and Compliance Management. Execute compliance control related to Supply Chain Management and Finances and assist with all general tasks within SCM and Finance Department. Sub-system controller: Assist System controller with all LOGIS system related tasks and enquiries, handle queries in all aspects within the Supply Chain Management Department.

ENQUIRIES: Mr J Boshoff, Tel No: (044) 604-6105

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

FOR ATTENTION: Ms S Pienaar

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

CLOSING DATE: 12 October 2018

POST 38/154: LINEN SUPERVISOR
West Coast District

SALARY: R136 800 per annum

CENTRE: Vredenburg Hospital

REQUIREMENTS: Minimum educational qualification: General Education and Training Certificate (GETC)/grade 9 (Std 7). Experience: Appropriate linen supervisory experience in a hospital or similar size of organisation or environment. Inherent requirement of the job: Ability and willingness to work after-hours/ work weekends and public holidays if need arise. Competencies (knowledge/skills): Ability to achieve and maintain good interpersonal relations with staff and the service provider. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to interpret the Western Cape Hospital Linen Management Policy. Knowledge of stock and infection control. Computer Literacy (MS Office: Word and Excel).

DUTIES: Effective hospital linen operational processes and be part of the pre-condemning of hospital linen. Monitor contractual obligations in terms of the contracted hospital linen service provider. Effective quality control of hospital linen. Liaise with various internal departments regarding hospital linen matters. Required to work in the soiled and clean linen areas of the hospital’s Linen Bank. Responsible for all administrative duties associated with supervision.

ENQUIRIES: Ms ME van Vuuren, Tel No: (022) 709-7213

APPLICATIONS: To the Medical Manager: Vredenburg Hospital, Private Bag X3, Vredenburg 7380.

FOR ATTENTION: Ms D Links

NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE : 12 October 2018

POST 38/155 : CLEANER (X2 POSTS)
Eden District

SALARY : R96 549 per annum
CENTRE : Oudtshoorn Courant
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate cleaning experience in a health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Willingness to work shifts, public holidays and weekends. Perform overtime and night-duty. Relief in other departments when necessary. Competencies (knowledge/skills): Communication skills in at least two of the three official languages of the Western Cape. Good communication and interpersonal skills.

DUTIES : General cleaning and maintenance of cleaning equipment. Dust, sweep, polish, scrub and mop floors, passages, furniture, empty dustbins and sort soiled linen according to correct cleaning procedures. Effective use of cleaning agents and stock. Responsible for general hygienic and safe environment. Handling cleaning equipment. Elementary stock control.

ENQUIRIES : Ms H Human, Tel No: (044) 203-7203
APPLICATIONS : To the District Manage: 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.
CLOSING DATE : 12 October 2018

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

APPLICATIONS : Applications must be submitted by using the following URL https://www.scubedonline.co.za/recruitment_wced/ via Google Chrome or Mozilla Firefox.
CLOSING DATE : 05 October 2018
NOTE : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applicants must ensure that the required documentation are uploaded before applying for the vacancies. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

OTHER POSTS

POST 38/156 : CHIEF ELECTRICAL ENGINEER – REF NO: PS 82
Directorate: Physical Resource Planning and Property Management

SALARY : R99 128 (Grade A), depending on years of experience after registration with ECSA as a professional.
CENTRE : Cape Town
REQUIREMENTS : Degree in Engineering with six years post qualification experience. Registered as a Professional Engineer with ECSA. Valid driver's Licence. Computer literate. Job purpose: To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.

DUTIES : Develop and maintain technical and functional norms and standards from an engineering perspective. Manage the investigation of proposals for innovative service delivery mechanisms and undertake feasibility studies. Manage the Compilation of electrical briefing documentation and specifications. Manage the
provision of inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Manage the investigation of electrical engineering installations and oversee commissioning of electrical engineering installations. Manage people. Undertake research.

ENQUIRIES: Mr G Coetzee Tel No: (021) 467-9337
CLOSING DATE: 05 October 2018

POST 38/157: CHIEF ARCHITECT – REF NO: PS 81
Directorate: Infrastructure Delivery Management

SALARY: R854 154 (Grade A), depending on years of experience after registration with SACAP as a professional.
CENTRE: Cape Town

DUTIES: Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports and designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

ENQUIRIES: Mr GP Nieuwoudt Tel No: 021 467 2052
CLOSING DATE: 05 October 2018

POST 38/158: DEPUTY DIRECTOR: FINANCE REF NO: PS 85
Directorate: Infrastructure Delivery Management

SALARY: R697 011 – R821 052 per annum (MMS All-Inclusive Salary Package) (Level 11)
CENTRE: Cape Town

DUTIES: Extract relevant infrastructure data from BAS and other systems as required. Analyse financial data of infrastructure programmes and projects. Validate credibility of financial data together with Programme and Project Managers. Report on progress against programme in the context of cash flow and budgets. Report on variances. Assist in the financial administration of all infrastructure Programmes and Projects. Liaise with the budget office and infrastructure office in Provincial Treasury re - compliance, rollovers, shifting of funds, etc. Assist with budget administration within the Chief Directorate including the management of personnel costs, operational budgets, financial reporting, etc. Assist in ensuring overall compliance re ±national and provincial laws and prescripts. Establish and maintain a document management system for all financial documentation.

ENQUIRIES: Mr GP Nieuwoudt Tel No: (021) 467-2052
CLOSING DATE: 05 October 2018

POST 38/159: ELECTRICAL ENGINEER – REF NO: PS 83
Directorate: Physical Resource Planning and Property Management

SALARY: R679 338 (Grade A), depending on years of experience after registration with ECSA as a professional.
CENTRE: Cape Town
REQUIREMENTS: Degree in Engineering. Registered as a Professional Engineer with ECSA. Three years’ experience post qualification. Valid driver’s licence and computer literate.

Job purpose: To assist to provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations.


ENQUIRIES: Mr G Coetzee Tel No: (021) 467-9337

CLOSING DATE: 05 October 2018

POST 38/160: ENGINEER – REF NO: PS 84
Directorate: Physical Resource Planning and Property Management

SALARY: R679 338 (Grade A), depending on years of experience after registration with ECSA as a professional.

CENTRE: Cape Town

REQUIREMENTS: Degree in Engineering with three years’ experience post qualification. Registered as a Professional Engineer with ECSA. Valid driver’s licence and computer literate.

Job purpose: Assist to provide civil/structural engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure policies, systems, projects, norms and standards aligned to the Provincial Infrastructure Delivery Management System [IDMS].


ENQUIRIES: Mr G Coetzee Tel No: (021) 467-9337

CLOSING DATE: 05 October 2018

POST 38/161: ASSISTANT DIRECTOR: COMPLIANCE REF NO: BB 19
Component: Compliance

SALARY: R356 289 – R419 679 per annum plus benefits (Level 09)

CENTRE: Metro North Education District, Parow

DUTIES: Manage and coordinate the evaluation of the Approved Budget for Public Ordinary Schools and hostels. Manage and coordinate the evaluation of the Annual Financial Statements of the Public Ordinary Schools within the Education District. Manage the evaluation of the Bi-Annual Financial Statements (WCED 043) of the Public Ordinary and Public Special Schools within the Education District. Manage, coordinate and administer pre-forensic investigations. People Management functions.

ENQUIRIES: Mr D Millar Tel No: (021) 938 3133
CLOSING DATE: 05 October 2018

POST 38/162: ASSISTANT DIRECTOR: BUSINESS PLANNING & STRATEGY REF NO: PS 86
Directorate: Business Strategy & Stakeholder Management

SALARY: R356 289 – R419 679 per annum plus benefits (Level 09)
CENTRE: Cape Town


DUTIES: Facilitate the departmental strategic and operational planning processes. Compile strategy documents and reports. Ensure alignment of departmental policies, strategic planning and budget processes. Ensure the efficacy of the strategic review processes. Facilitate the drafting and publication of departmental annual report. Investigate and implement alternative service delivery options.

ENQUIRIES: Ms W Conrad Tel No: (021) 467 2058
CLOSING DATE: 05 October 2018

POST 38/163: ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: PS 87
Directorate: Management Accounting

SALARY: R356 289 – R419 679 per annum plus benefits (Level 09)
CENTRE: Cape Town

REQUIREMENTS: National Diploma (NQF 6) or degree in Finance plus minimum 3 years relevant experience in a financial and/or budget environment. A valid Code B (manual) driver’s licence. Willingness to work irregular hours and also travel. Competencies: Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyse and interpret financial data. Advanced computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Technical knowledge of financial systems. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. The ability to give clear direction in realizing objectives. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure in a dynamic and diverse environment. People management skills.

DUTIES: Provide management information with regards to the financial processes within the Department, for example institutional funding and budget related matters. Ensure effective implementation and monitoring of financial policies and guidelines and assist in the formulation thereof. Manage and analysis of project costings/related activities including providing advice on the outcome of these costing to management. Analyse expenditure trends/reports and provide report to management and external stakeholders. Co-ordination and preparation of submissions/presentations to serve at high level meetings. Manage and submit
cash flow plans as well as the reporting thereof. Manage the re-allocation of funds and movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyse and interpret financial and non-financial data and prepare a submission on the findings to management including performance reporting and financial statement inputs. Manage the institutional funding including communication, affordability of costing proposals and payments. Research and development of policy applications in a financial environment. Management of staff in the component including general administrative tasks and other employee related.

ENQUIRIES: Mr R Eyssen Tel No: (021) 467-2662
CLOSING DATE: 05 October 2018

POST 38/164: ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: PS 88
Directorate: Internal Control

SALARY: R356 289 – R419 679 per annum plus benefits (Level 09)
CENTRE: Cape Town
REQUIREMENTS: National Diploma (NQF Level 6) or Degree in Finance/ Internal Auditing/ Risk Management. Three (3) years relevant experience in a Finance/ Internal control/ Internal audit/ External audit/ Risk Management environment. A valid driver’s license. Competencies: Knowledge of Acts and regulations i.e. PFMA; Treasury Regulations; Public Service Act and Public service Regulation. Knowledge of risk management framework and techniques. Knowledge of internal controls and techniques. Knowledge of human resource management. Skills: The ability to interpret and apply procedures, policies and prescripts; planning and organisational skills; formulation and evaluation skills; presentation skills; computer literacy (incl. MS Word/MS Excel/MS PowerPoint, etc.). Personal attributes: Organisational skills; interpersonal relations; ability to handle conflict management; good work ethic; ability to persuade and influence; problem solving; analytical thinking; the ability to supervise and work in a team.

DUTIES: Risk management and Systems: Ensure an effective system in place to manage and consolidate findings raised by external assurance providers. Maintain adequate record of all action plans handed-over to the department for implementation. Liaise regularly, where applicable, with the external assurance providers. Liaise regularly with management and monitor implementation of action plans. Assess management feedback and conclude on action plans handed-over. Report monthly on progress. Supervise staff responsible to perform follow-up review on the implementation of action plans. Attend meetings with senior management and where applicable prepare presentations. Provide input to system developments e.g. assist business analyst. Maintain adequate record of scope of work on the shared-drive. Risk management roll-out: Assist with the risk management roll-out in the department by performing the following: Responsible to facilitate and compile operational risk registers; Review the work performed by staff who compiled the registers; Supervise staff responsible for drafting the operational risk registers; and Attend risk workshops facilitated by Enterprise Risk Management with the relevant senior management of the department. Manage the staff of the unit: Staff performance; Permis; Training and development; Staff planning (recruitment, selection, leave management, attendance register).

ENQUIRIES: Ms C Toolo Tel No: (021) 467-2555
CLOSING DATE: 05 October 2018