PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 41 OF 2018
DATE ISSUED: 12 OCTOBER 2018

1. Introduction

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

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

2. Directions to candidates

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

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

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

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

3. Directions to departments

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

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

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

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

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ANNEXURE A

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

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

FOR ATTENTION: Ms J Masipa/Ms N Monyela
CLOSING DATE: 02 November 2018
NOTE: Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with short-listed applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

OTHER POSTS

POST 41/01: DEPUTY DIRECTOR REF NO: DBE/43/2018
Branch: Social Mobilisation and Support Services
Chief Directorate: Care and Support in Schools
Directorate: Psychosocial Support

SALARY: R826 053 per annum (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: We seek an individual with an appropriate and recognised Bachelor’s degree or an equivalent qualification in the social sciences (a relevant postgraduate qualification will be an added advantage). This should be supported by substantial experience in the design and management of programmes and in monitoring and evaluation plus 4 years’ experience at a supervisory level is required. An understanding of current education and/or school health policies and trends is essential. Strong communication (verbal and writing), inter-personal and networking skills are essential as well as the ability to liaise with officials at all levels of government and key stakeholders in the field. The successful candidate will be a self-starter who works well independently as well as in a team with demonstrated ability to apply monitoring and evaluation principles to their work. Applications are invited from appropriately qualified persons for this middle management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual and strategic leadership skills. The successful candidate will be responsible for the development and maintenance of a strategy, policies, and programmes aimed at ensuring the emotional and social well-being of learners and educators in schools. Applicants must have a valid driver’s license and be willing to travel extensively.

DUTIES: Develop policies, strategies and programmes to promote and maintain the emotional and social wellbeing of learners and educators in schools. Liaise and co-operate with provincial education departments, national government departments, universities, research organisations as well as NGOs and civic organisations. Monitor, manage and evaluate policies, strategies and programmes to promote and maintain the psychosocial well-being of school communities. Represent the Directorate, both internally and externally as required. Liaise with and report to project funders. Manage internal and external partnerships.

ENQUIRIES: Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: 012 357 3294
NOTE: Short-listed candidates will be required to make a presentation to the interview panel as well as to undergo a writing test.
POST 41/02: DEPUTY DIRECTOR REF NO: DBE/44/2018
Branch: Social Mobilisation and Support Services
Chief Directorate: Care and Support in Schools
Directorate: Psychosocial Support

SALARY: R826 053 per annum (All-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: We seek an individual with an appropriate and recognised Bachelor’s degree or an equivalent qualification in psychology. This should be supported by substantial experience in the design and management of programmes plus 4 years’ experience at a supervisory level is required. An understanding of current education and/or school health policies and trends is desirable. Strong communication (verbal and writing), inter-personal and networking skills are essential as well as the ability to liaise with officials at all levels of government and key stakeholders in the field. The successful candidate will be a self-starter who works well independently as well as in a team. Experience in clinical diagnosis and/or psychological assessments will be an added advantage. Applications are invited from appropriately qualified persons for this middle management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual and strategic leadership skills. The successful candidate will be responsible for the development and maintenance of a strategy, policies, and programmes aimed at ensuring the psychological and emotional well-being of learners and educators in schools. Applicants must have a valid driver’s license and be willing to travel extensively.

DUTIES: Develop policies, strategies and programmes to promote and maintain the psychosocial well-being of learners and educators in schools. Liaise and cooperate with provincial education departments, national government departments, universities, research organisations as well as NGOs and civic organisations. Monitor, manage and evaluate policies, strategies and programmes to promote and maintain the psychological well-being of school communities. Represent the Directorate, both internally and externally as required. Liaise with and report to project funders. Manage internal and external partnerships.

ENQUIRIES: Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: 012 357 3294

NOTE: Short-listed candidates will be required to make a presentation to the interview panel as well as to undergo a writing test.
The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

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

CLOSING DATE: 26 October 2018

NOTE: Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria.

OTHER POST

POST 41/03: SCM CLERK: STORES & WAREHOUSE REF NO: CSP/14/2018

SALARY: R163 563 per annum

CENTRE: Pretoria

REQUIREMENTS: Grade 12 or National Certificate/ A National Diploma in Supply Chain Management/ Logistics/ Financial Management or equivalent qualification. 1-2 years’ work experience within the Supply Chain Management environment. Basic knowledge of Supply Chain Management duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedure in terms of the work environment. Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (BAS, LOGIS etc.). Good verbal and written communication skills, teamwork, flexibility and computer skills.

DUTIES: Receive and verify stock according to purchase orders. Packing of stock on the shelves and update bin cards. Issue stock according to the requests. Conduct spot checks and stock count. Ensure the safekeeping of stores and warehouse items.

ENQUIRIES: Mr S Matsapola/Ms N Sefiti Tel No: 012 393 2500/ 4359

NOTE: Shortlisted candidates will be required to undergo a competency assessment.
DEPARTMENT OF COOPERATIVE GOVERNANCE

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

CLOSING DATE : 02 November 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, all qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to attach the signed Z83 form, certified copies of ID and all qualifications will result in automatic disqualification. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POSTS

POST 41/04 : DEPUTY DIRECTOR: LED SUPPORT REF NO: 24929/01
SALARY : R697 011 per annum (Level 11) (all-inclusive remuneration package)
CENTRE : Pretoria
DUTIES : The incumbent will perform the following duties: Manage and support the Local Economic Development (LED) planning and policy development across Government to support municipalities towards the development and stimulation of local economies. Coordinate the establishment of partnership between municipalities and the private sector to stimulate local economies. Support the development of municipal local economic development strategies and plans. Manage the development of local economic development innovative programmes that support the stimulation of local economies.
ENQUIRIES : Mr K. Walaza Tel No: 012 334 0844
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tijgerpoort, 0056; submitted electronically via email: cogta24@ursonline.co.za or via fax: 086 415 5709.
FOR ATTENTION : URS Response Handling Tel No: 012 811 1900

POST 41/05 : DEPUTY DIRECTOR: SYSTEMS DEVELOPER REF NO: 24929/02
SALARY : R697 011 per annum (Level 11) (all-inclusive remuneration package)
CENTRE : Centurion
REQUIREMENTS : A three-year Bachelor’s degree or National diploma in Information Technology/Information Management/Computer Science or equivalent qualification. A minimum of 3 to 5 years experience in Information Technology or Information Management. Generic Competencies. Planning and organising, coordination, problem solving and decision making, project management and financial management, people management and empowerment, client orientation and customer focus, team leadership, diversity management and communication (verbal and written). Technical Competencies. Internet technologies and application development using MS SharePoint 2013/2016, Microsoft Silverlight and C#, MS SOL 2008 and 2012, MS Office suite, SharePoint Designer 2016, Nintex 2016, Form Based Authentication (FBA) and Shortpoint, technical standards/procedures, user requirement specifications, windows server 2012, setup and configuration of the hosting environment, ITIL and COBIT applications.

DUTIES : The incumbent will perform the following duties: Develop and implement an information and communications technology governance framework for the Disaster Management function. Develop and maintain a directory of institutional role players that are involved in the Disaster Management function. Develop and maintain an incident reporting system for Disaster Management. Develop new applications for the Disaster Management environment and updating legacy applications and websites. Implement recommendations emanating from the master systems plan for Disaster Risk Management.

ENQUIRIES : Mr DL Pillay Tel No: 012 848 4624
APPLICATIONS : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta25@ursonline.co.za or via fax: 086 415 5709.
FOR ATTENTION : URS Response Handling Tel No: 012 811 1900
DEPARTMENT OF DEFENCE

CLOSING DATE  :  26 October 2018 (Applications received after the closing date and faxed copies will not be considered).

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

OTHER POSTS

POST 41/06  :  SECRETARY GR II REF NO: SAAF/22/18/01

SALARY  :  R163 653 per annum (Level 05)
CENTRE  :  SA Air Force HQ Unit, Pretoria
REQUIREMENTS  :  A minimum of Grade 12 or equivalent. Secretarial Diploma/Degree/Certificate will be an advantage. Two to Five (2-5) years’ relevant experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.

DUTIES  :  Provide a secretarial support services: Record appointments and events and manage the Director’s diary. Receive and refer telephone calls to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Deal with classified files and documents. Arrange meetings and events for Director. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with the relevant policy and procedures. Remain abreast with the procedures and processes that apply in the office of the Director. Handle S&T advances and claims.

ENQUIRIES  :  Lt Col N.G. Nefale, Tel No: (012) 312 1366
Cpl S.P Soldaat Tel No: (012) 312 2879

APPLICATIONS : Department of Defence, South African Air Force Headquarters, Private Bag X199, Pretoria 0001 or may be hand delivered at South African Air Force Headquarters Unit, Dequar Road, Pretoria.

POST 41/07 : SECRETARY GR II REF NO: SAAF/22/18/02

SALARY : R163 653 per annum (Level 05)
CENTRE : SAAF College, Pretoria

REQUIREMENTS : A minimum of Grade 12 or equivalent. Secretarial Diploma/Degree/Certificate will be an advantage. Two to Five (2-5) years’ relevant experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.

DUTIES : Provide a secretarial support services: Record appointments and events and manage the Director’s diary. Receive and refer telephone calls to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Deal with classified files and documents. Arrange meetings and events for Director. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with the relevant policy and procedures. Remain abreast with the procedures and processes that apply in the office of the Director. Handle S&T advances and claims.

ENQUIRIES : Maj N.Rantsome Tel No: (012) 351 5040
Capt M.L Du Plessis Tel No: (012) 351 5172

APPLICATIONS : Department of Defence, South African Air Force College, Private Bag X1008, Thaba Tshwane 0143 or may be hand delivered at SA Air Force College, Johan Kock Street, Thaba Tshwane 0143.

POST 41/08 : SECRETARY GR II REF NO: SAAF/22/18/03

SALARY : R163 653 per annum (Level 05)
CENTRE : AFB Ysterplaat, Western Cape

REQUIREMENTS : A minimum of Grade 12 or equivalent. Secretarial Diploma/Degree/Certificate will be an advantage. Two to Five (2-5) years’ relevant experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.

DUTIES : Provide a secretarial support services: Record appointments and events and manage the Director’s diary. Receive and refer telephone calls to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Deal with classified files and documents. Arrange meetings and events for Director. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with the relevant policy and procedures. Remain abreast with the procedures and processes that apply in the office of the Director. Handle S&T advances and claims.

ENQUIRIES : Maj P. Dungwa Tel No: (012) 508 6128
WO2 B.A Jefferies Tel No: (012) 501 6768

APPLICATIONS : Department of Defence, AFB Ysterplaat, Private Bag X4, Ysterplaat 7425 or may be hand delivered at Air Force Base Ysterplaat, Piet Grobelaar Street 7425.
POST 41/09 : SECRETARY GR II REF NO: SAAF/22/18/04

SALARY : R163 653 per annum (Level 05)
CENTRE : AFS Port Elizabeth, Eastern Cape
REQUIREMENTS : A minimum of Grade 12 or equivalent. Secretarial Diploma/Degree/Certificate will be an advantage. Two to Five (2-5) years' relevant experience. Special requirements (skills needed): Knowledge of MS Word, Excel and Power Point. Typing skills. Language proficiency in English (written and verbal). Analytical and innovative thinking as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Good people skills. Ability to do research and analyse documents and situations. Excellent secretarial skills.

DUTIES : Provide a secretarial support services: Record appointments and events and manage the Director's diary. Receive and refer telephone calls to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Deal with classified files and documents. Arrange meetings and events for Director. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Director as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with the relevant policy and procedures. Remain abreast with the procedures and processes that apply in the office of the Director. Handle S&T advances and claims.

ENQUIRIES : Capt A Mbiza, Tel No: (041) 505 1498
APPLICATIONS : Department of Defence, AFS Port Elizabeth, Private Bag X6017, Port Elizabeth 6001 or may be hand delivered to Air Force Station, Forest Hill, Willow Drive, Port Elizabeth 6000 (Inside Army Support Base).

POST 41/10 : ADMINISTRATION CLERK: PRODUCTION (X4 POSTS)

SALARY : R163 653 per annum (Level 05)
CENTRE : DOD Log Support Formation Pretoria, Ref No: LOG/20/18/1A (X2 Posts)
DOD School of Logistics Cape Town, Ref No: LOG/20/18/1B (X2 Posts)
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4), Administration experience and/or a recognised post matric qualification in this or related field will be an advantage. Special requirements (skills needed): Computer literate, Communication-, interpersonal-, problem solving- and conflict management skills. Ability to work independently.


ENQUIRIES : Ms L.P. Madike, Tel No: (012) 671 0049
Lt Col v.d Westhuizen, Tel No: (012) 671 0376
APPLICATIONS : Department of Defence, DOD Logistics Support Formation, Private Bag X1023, Lyttelton 0143 or may be hand delivered at DOD Logistics Support Formation, Corner Trichardt Road and College Avenue, Lyttelton, Pretoria.

POST 41/11 : PROVISIONING ADMINISTRATION CLERK: PRODUCTION REF NO: LOG/20/18/02

SALARY : R163 653 per annum (Level 05)
CENTRE : DOD Log Support Formation, Pretoria
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4), Administration experience and/or a recognised post matric qualification in this or related field will be an advantage. Special requirements (skills needed): Computer literate, Communication-, interpersonal-, problem solving- and conflict handling skills. Ability to work independently.

DUTIES : Provide provisioning administration services. Record, organise, storing and retrieving of information. Perform administrative functions related to the work in the
office environment. Provide information when dealing directly with clients. Maintain an effective filing system. Carry out other tasks as delegated by supervisor.

**ENQUIRIES**
Ms L.P. Madike, Tel No: (012) 671 0049
Lt Col v.d Westhuizen, Tel No: (012) 671 0376

**APPLICATIONS**
Department of Defence, DOD Logistics Support Formation, Private Bag X1023, Lyttelton 0143 or may be hand delivered at DOD Logistics Support Formation, Corner Trichardt Road and College Avenue, Lyttelton, Pretoria.

**POST 41/12**
**GENERAL STORE ASSISTANT REF: LOG/20/18/03**

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

**CENTRE**
DOD Log Support Formation, Pretoria

**REQUIREMENTS**
A minimum of Grade 10 (NQF Level 2/ABET Level 4). Previous experience will be an advantage. Special requirements (skills needed): Communication- and interpersonal skills. Must be physically healthy.

**DUTIES**

**ENQUIRIES**
Ms L.P. Madike, Tel No: (012) 671 0049
Lt Col v.d Westhuizen, Tel No: (012) 671 0376

**APPLICATIONS**
Department of Defence, DOD Logistics Support Formation, Private Bag X1023, Lyttelton 0143 or may be hand delivered at DOD Logistics Support Formation, Corner Trichardt Road and College Avenue, Lyttelton, Pretoria.

**POST 41/13**
**DRIVER/MESSENGER REF: LOG/20/18/04**

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

**CENTRE**
DOD Log Support Formation, Pretoria

**REQUIREMENTS**
A minimum of Grade 10 (NQF Level 2/ABET Level 4). One (1) to three (3) years' experience in driving and messenger services. A valid B (Code 8) driver's licence. Special requirements (skills needed): Communication- and interpersonal skills. Knowledge of transport processes and procedures. Time management skills. Ability to work under pressure and meet deadlines. Must be physically healthy to perform duties.

**DUTIES**
Perform driving/messenger duties. Manage the receipt and delivery of mail/documents and passengers. General maintenance and storage of motor vehicles. Perform general administrative and record keeping tasks as when required. Complete all the required and prescribed records and log books with regard to the vehicle and the goods handled.

**ENQUIRIES**
Ms L.P. Madike, Tel No: (012) 671 0049
Lt Col v.d Westhuizen, Tel No: (012) 671 0376

**APPLICATIONS**
Department of Defence, DOD Logistics Support Formation, Private Bag X1023, Lyttelton 0143 or may be hand delivered at DOD Logistics Support Formation, Corner Trichardt Road and College Avenue, Lyttelton, Pretoria.

**POST 41/14**
**CLEANER II (X5 POSTS)**

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

**CENTRE**
DOD School of Logistics Cape Town, Ref: LOG/20/18/05A (X2 Posts)
93 Ammunition Depot Jankempdorp, Northern Cape, Ref No: LOG/20/18/05B (X2 Posts)
DOD Log Support Formation Pretoria, Ref No: LOG/20/18/05C (X1 Post)

**REQUIREMENTS**
A minimum of Grade 10 (NQF Level 2/ABET Level 4). Previous experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

**DUTIES**
Perform cleaning related duties in offices and other facilities as determined by Supervisor (i.e. sweeping, vacuuming, window cleaning, dusting, polishing, furniture and floors). Clean ablution facilities. Report any defects in the work place to immediate supervisor.

**ENQUIRIES**
Ms L.P. Madike, Tel No: (012) 671 0049
Lt Col v.d Westhuizen, Tel No: (012) 671 0376
APPLICATIONS: Department of Defence, DOD Logistics Support Formation, Private Bag X1023, Lyttelton 0143 or may be hand delivered at DOD Logistics Support Formation, Corner Trichardt Road and College Avenue, Lyttelton, Pretoria.

POST 41/15: GROUNDSMAN II REF NO: LOG/20/18/06 (X4 POSTS)

SALARY: R96 549 per annum (Level 02)

CENTRE: 93 Ammunition Depot, Jankempdorp, Northern Cape

REQUIREMENTS: A minimum of Grade 10 (NQF Level 2/ABET Level 4). Previous experience will be an advantage. Special requirements (Skills needed): Ability to communicate effectively (verbal) in English. Must be physically healthy.

DUTIES: Cultivate garden areas. Prepare soil for the planting of plants. Maintain flower and other beds by fertilizing, irrigating, weeding and pruning. Mow lawns and cut edges. Load and unload various articles and equipment needed on the grounds. Irrigate lawns. Remove refuge from the terrain. Load refuge on the truck for transportation to refuge dumps or burn refuge. Maintain neatness of unit areas.

ENQUIRIES: Ms L.P. Madike, Tel No: (012) 671 0049
Lt Col v.d Westhuizen, Tel No: (012) 671 0376

APPLICATIONS: Department of Defence, DOD Logistics Support Formation, Private Bag X1023, Lyttelton 0143 or may be hand delivered at DOD Logistics Support Formation, Corner Trichardt Road and College Avenue, Lyttelton, Pretoria.
ANNEXURE E

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

APPLICATIONS: Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag X63, Arcadia, Pretoria, 0001

FOR ATTENTION: Ms Felicia Mahlaba – Recruitment

CLOSING DATE: 29 October 2018 12H00 No late applications will be considered.

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

OTHER POSTS

POST 41/16: QUALITY ASSURANCE AND COACHING SPECIALIST REF NO: QA.CS/CRM/2018/10-1P)

Client Relationship Management

SALARY: R356 289 (basic salary) Level 09

CENTRE: Pretoria Head Office

REQUIREMENTS: A recognized three year tertiary qualification/B Degree/National Diploma (at least 360 credits) with four years appropriate experience in Call Centre/ Customer Enquiry Services environment of which at least two years’ experience should be in

**DUTIES**

The purpose of the role is: To provide call Centre quality assurance services. The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Quality assessment of the call centre agent’s calls and provide advice on measures to improve services: Conduct daily quality checks of telephonic transactions recorded on the voice logger. Screen calls and determine the trends that impact on call centre operations. Identify areas of improvement and make recommendations to respective supervisors. Evaluate the agreed number of calls per agent per month. Conduct monthly calibration sessions and provide individual feedback to supervisors and agents. Facilitate written product knowledge assessments and provide feedback to respective supervisors. Review operational process and identify opportunities that can influence customer experience. Provide management with business impact report on a monthly basis. Facilitate the coaching of all call centre agents: Guide and coach subordinates to solve problems on their own. Effective development and follow-up assessments of subordinates. Provide feedback on outcomes of all evaluations. Continuously review appropriateness of performance targets. Identify training needs and facilitate training sessions as and when required. Facilitate information sharing sessions through presentations on various products and amendments to the rules and regulations of the GPAA. Retrieve and provide QA reports: Draw and submit reports daily, weekly and monthly. Analyze the report and investigate the discrepancies against agreed standards. Constantly review current processes and improvement opportunities.

**ENQUIRIES**

Ms Felicia Mahlaba Tel No: 012 319 1455

**NOTE**

One Quality Assurance and Coaching Specialist position is currently available at CRM Call Centre unit of the GPAA. The position will be filled as a permanent position. Employment Equity target for the post is Coloured or Indian Male /Female or African male and people with disability. Candidates of the specified groups are encouraged to apply

**POST 41/17**

ASSISTANT MANAGER: PERFORMANCE MANAGEMENT AND DEVELOPMENT REF NO: ASM/PM/2018/10-1P-RA

**SALARY**

R356 289 (basic salary) Level 09

**CENTRE**

Pretoria

**REQUIREMENTS**

A relevant three-year tertiary qualification/or equivalent three year qualification (360 credits) in Human Resource Management with at least 4 years’ experience in the administration of Performance Management of which at least two years involved supervision/management of staff. Knowledge of HR administration: Performance Management. Excellent working knowledge of PERSAL and all functions relating to PMDS. Excellent working knowledge of Microsoft Office products. Knowledge of Public Service prescripts and legislations relating to PMDS. Must be analytical and thorough. Customer centric approach. Problem solving ability. Excellent interpersonal relations. Effective leadership and supervisory skills. Ability to work in a team as well as independently. Adhering to business ethics and deal with confidential matters. Organising skills. Ability to communicate at all levels. Ability to prioritize work and urgent matters and deal with confidential matters. Ability to meet strict deadlines. Attention to detail and accuracy. Good written and verbal communication skills. Must be very thorough with the ability to detect errors. Effective administration skills. Ability to take responsibility. The ability to produce and interpret statistical data. Experience in presenting training sessions to employees. Ability to do presentations and training relating to PMDS. Ability to effectively engage with all employees in training sessions and provide expert advice.
DUTIES: The successful candidate will be responsible for the following functions and include, Ensure the management of the administration of individual performance management systems in the Department. Develop and maintain policies related to Performance Management and Development System (PMDS). Ensure compliance to policies and regulations on the implementation of Performance Management and Development System. Consult relevant stakeholders on policy making processes. Monitor the compliance of the performance management system and provide reports on the PMDS. Assist with the management of employee performance review and assessment process. Provide technical support to the employees, managers, Senior Management Service (SMS) and Review Committees. Plan, organize, co-ordinate and control proper and effective maintenance of filing system. Compile/initiate Ministerial submissions for payment of performance bonus awards/additional salary notch and pay progressions. Assist with the management of the Non-OSD Salary Progressions. Manage and maintain the data base systems and PERSAL reporting function on PMDS. Administer the SMS performance management system. Ensure the submission of performance agreements, reviews and assessments of SMS members within set time frames. Assist with the management of the quality checking of all performance agreements, reviews and assessments for SMS. Maintain database and proper filing system for SMS. Monitor and evaluate the implementation of Performance management processes and provide expert advice. Manage the consultation and consolidation of inputs received from Key stakeholders. Ensure the communication of all amendments, new directives and aspects relating to the Performance Management and the Development Systems to Senior Management and employees in the organization. Manage the performance agreements and annual performance reviews by making recommendations, providing expert advice and guidance. Oversee the checking and approval of transactions. Providing expert advice on matters related to the Performance management and Development System. Provision of guidelines and support to line managers on processes of the Performance Management and Development System. Assist with the administration and reporting of poor performance of SMS to relevant parties. Manage all resources of the PMDS unit. Set, agree and monitor performance of direct reports, check that it is aligned with planned targets. Allocate work according to the individual workload, expertise and developmental needs of the individual. Assist with the management of financial and procurement processes of the component. Identify development and succession planning requirements. Ensure employment equity compliance. Give input for annual reports on the management of service benefits. Facilitate departmental communication through appropriate structures and systems. Assist with the management of the budget of the unit and monitor expenditure patterns as per the prescripts Develop and Review performance management and development systems: Conduct analyses on policies and make recommendations. Review and develop PMDS systems. Ensure that the inputs from relevant stakeholders are utilized. Liaise with stakeholders in terms of developing the performance management systems.

ENQUIRIES: Ms Felicia Mahlaba Tel No: 012 319 1455

NOTE: One Assistant Manager: Performance Management and Development position is currently available at the Government Pensions Administration Agency. The purpose of the Assistant Manager is to effectively assist the Manager: Performance Management and Development to manage the implementation of performance management and development systems within the GPAA. This position will be filled as a permanent position. Employment Equity target for the post is Coloured, White or Indian Male and people with disability. Candidates of the specified groups are encouraged to apply.
GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

APPLICATIONS : Applications must be e-mailed timeously to recruit@gtac.gov.za or hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria. Applications e-mailed should not exceed size limit of 4MB. Numerous e-mails can be sent with attachments. Please visit the GTAC website at www.gtac.gov.za for more information.

CLOSING DATE : 26 October 2018 at 12h00

NOTE : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Shortlisted candidates must make themselves available for a panel interview on the date determined by the GTAC. Qualification checks and security screening will be conducted on recommended candidates. Recommended candidates may be subjected to competency assessments. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

MANAGEMENT ECHELON

POST 41/18 : DIRECTOR: TECHNICAL CONSULTING SERVICES (GTAC) REF NO: G021/2018

Term: Permanent

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

CENTRE : Pretoria

REQUIREMENTS : A relevant graduate degree (NQF Level 7) in Project Management, Programme Management or Business Administration. Specialisation in project contract management and/or project compliance management or other related field will be an advantage. A minimum of 5 - 7 years’ experience in the fields of project and/or programme management, at least 3 of which at a supervisory level. Experience in public service an advantage. Excellent interpersonal communication skills. Understanding of the Public Sector and knowledge of appropriate legislations and regulations. Excellent report writing skills.

DUTIES : The Development of the Technical Consulting Services (TCS) Strategy, Operational Plan and Project Budget. To manage and Report on Operational Planning and Performance Monitoring against the TCS Strategy and GTAC’s Annual Performance Plan and the TCS Operational Plan. To manage the forecasting, planning, implementation and reporting on the TCS budget including donor income and expenditure, voted income and expenditure, and client income and expenditure. The Director will also participate in various TCS Committees and should ensure that information is prepared for, and decisions taken are implemented accordingly. In addition to this, the Director will be responsible for the development and maintenance of TCS Projects Governance Framework and Systems Management, TCS Projects Governance Support and Advice, TCS Projects Budget Management, TCS Projects Implementation Monitoring and Support, TCS Projects Monitoring, Reporting and Evaluation, TCS Knowledge Management, Capability Development and Performance Management.
**OTHER POSTS**

**POST 41/19**

**ANALYST CAPITAL PROJECTS APPRAISAL (GTAC) REF NO: G023/2018**

**Term:** Permanent

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

**CENTRE:** Pretoria

**REQUIREMENTS:**

A qualification must be a Postgrad Degree (NQF Level 8) in Economics of Finance with Master’s Degree as an advantage. 4-6 years’ experience in economic policy analysis at least 2 of which at a supervisory level. Sound understanding of applied microeconomics. Research, analysis and report writing skills, with the ability to interpret economic policy and its possible outcomes Experience in assessing the feasibility of infrastructure projects (specifically in energy and/or transport sector) is an added advantage. Experience in public service an advantage. Excellent communication skills. Understanding of the Public Sector and knowledge of appropriate legislations and regulations. Excellent report writing skills.

**DUTIES:**

General Analysis and Research; Generate reports analysing the economic impacts of specific capital projects, both existing and proposed. Research and analysis on how to prioritize the most desirable projects and optimize the roll-out of national infrastructure to help maximize the economic benefits to society, including maximizing economic growth and job creation. Research and analysis of factors that drive demand for various types of capital projects. Policy Analysis and Advise; Draft briefing notes, memos and presentations. Provide inputs into policy discussions and capital project planning. Quantitative Analysis; Use of quantitative analysis techniques to assess demand for projects, as well as their expected economic impact. Conduct investment appraisal and risk analysis. Establish databases of microeconomic and macroeconomic indicators that are utilized in the quantification of socio-economic impacts. Project Management; Interpret pre-feasibility studies and initiate project to undertake capital project analysis. Liaise with internal and external stakeholders on project analysis outcomes / objectives. Update database of capital projects in the pre-feasibility and feasibility stage.

**ENQUIRIES:**

Kaizer Malakoane Tel No: (012) 315 5442

**POST 41/20**

**SENIOR SUPPLY CHAIN PRACTITIONER (GTAC) REF NO: G022/2018 (X2 POSTS)**

**Term:** Permanent

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

**CENTRE:** Pretoria

**REQUIREMENTS:**

A relevant 3 year qualification (NQF Level 7) in Supply Chain Management. At least 3 years’ experience in supply chain management environment. Proven knowledge of Public Sector Supply Chain Management. Knowledge of the bidding process. Proven knowledge of Procurement Management. Experience in sourcing of service providers and the management of consultants an added advantage. Knowledge of Legislations & Regulations: PFMA, MFMA, PPPFA and SCM. Compliance with the policies governing the Donor Funds and experience in Donor Funded projects an added advantage. Experience in working with service providers and consultants, both on long and short term basis an added advantage.

**DUTIES:**

To deliver a Procurement and Contract Administration service to the GTAC. To ensure the effectiveness and efficiency of delivery of its services by undertaking and implementing the prescribed procurement methodologies. Coordinate (synergise), review and execute the bidding process through the provision of secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents and Publish tender invitations and response handling of bid documents. Review, and compile the list of prospective providers for quotations by compiling terms of reference to invite service providers for an expression of interest. Supervise and source quotations from database according to the threshold values determined by the Regulations. Assist in preparation of procurement weekly and monthly reports. Provide input on supplier performance reporting and Report to the Office of the Chief Procurement Officer on any deviation within the GTAC.

**ENQUIRIES:**

Kaizer Malakoane Tel No: (012) 315 5442
ANNEXURE G

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(CAPRICORN COLLEGE FOR TVET)

APPLICATIONS: Please forward all applications to: The Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office.

CLOSING DATE: 31 October 2018, applications received after the closing date or faxed applications will not be considered.

NOTE: Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful.

The College /department is inviting applications from suitably qualified candidates to fill the following vacancies:

OTHER POST

POST 41/21: PROJECT MANAGER: INFRASTRUCTURE REF NO: CCTVET 01/10/2018
3 years Contract
(Council appointment)

SALARY: R356 289 - R419 679 per annum (Level 09) plus 37% in lieu of benefits

CENTRE: Central Office

REQUIREMENTS: an appropriate Bachelor’s degree/ national Diploma (NQF level 6/7) or equivalent qualification specializing in construction. Registration with South African Council for the Project and Construction Management Professions (SACPCMP.). At least 3 years working experience in managing construction projects. A valid driver’s license is a prerequisite. A post graduate qualification will serve as an added advantage. Certificate in Project Management (if is not part of a full qualification). Experience in Risk management in project management. Knowledge of Construction Regulations of 2014 and Public Service procurement processes. Good communication (written and spoken), human relations and problem solving skills. Strong knowledge and expertise in any of the Construction Project Management software (e.g. advanced Excel, CAD, etc.).

DUTIES: the incumbent will be responsible for management of the College’s maintenance grant project and related construction projects; fastrack the assessment, determination of bills of quantities and determination of maintenance projects; assist in the development, review and implementation of the College’s maintenance plan; run concurrently approved maintenance and construction projects; Responsible for the flow of information from the college level project supervisor (the organizational point where the service/ project is requested) to the team regarding the project in the Department of Higher Education and Training (Department). Administer projects related to the grant in terms of DHET administrative processes and software. To ensure that the requirements of each project are spelt out by the job packaging/ statutory requirements. Adhere to project specification, as well as to the regulatory body guidelines for the project (NIAMMS etc.).

ENQUIRIES: OM Maphutha. Tel No: 015 230 1800/1828 /KS Nyambi Tel No: 015 230 1800/1801
ANNEXURE H

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

APPLICATIONS :
The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001 or Hand delivery 260 Justice Mohammed Street, Govan Mbeki House, Sunnyside, Pretoria, 0001.

FOR ATTENTION :
Ms N Nortman, Tel No: 012 444 9115

CLOSING DATE :
26 October 2018

NOTE :
It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified in the past 12 months. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to shortlisted candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employee’s Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filing/ not to fill a vacancy that was advertised during any stage of the recruitment.

OTHER POST

POST 41/22 :
DEPUTY DIRECTOR: ORGANISATION DESIGN REF NO: DOHS/42/2018
3 Year Contract
Chief Directorate: Human Resources
Directorate: Human Resource Administration Provisioning

SALARY :
R697 011 per annum (all inclusive salary package)

CENTRE :
Pretoria

REQUIREMENTS :
Candidates should be in a possession of National Diploma/ Degree in Management Services/ Operations Management/ Industrial Engineering/ Production Management/ Human Resource Management with 3 years management experience within the Organisation Development/ Design field. Candidates must be in a possession of a compulsory job analysis training certificate (Equate or Evaluate). Candidates must have in-depth understanding of: organisation design tools and processes; Public Service job evaluation processes; business Process Mapping/ Modelling; crafting of job descriptions. Candidates must have the knowledge of the following: Public Service Regulations, 2016; Public Service Act; Directives/ Circulars/ Collective Agreements governing organisation design, and job evaluation. Candidates should portray the following competencies: good communication skills, change management, influencing skills, service delivery innovation; people management, policy analysis and development, and computer software packages is essential: MS Package (i.e. Word, Excel, and PowerPoint), GroupWise, Orgplus, Visio.

DUTIES :
Coordinate the development and review of the service delivery model. Coordinate organisational structure review and redesign processes, and upkeep of approved organisational structure. Coordinate work study and workload analysis. Coordinate
job evaluation. Coordinate verification of job adverts against job description.

Manage resources allocated to the Sub-Directorate: OD.

ENQUIRIES
: Mr MC Ramalepe Tel No: (012) 444 9113

NOTE
: Male candidates and people with disabilities are encouraged to apply
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.

CLOSING DATE : 29 October 2018
NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications, identity document and a driver’s license 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 driver’s license 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.

OTHER POSTS

POST 41/23 : DEPUTY DIRECTOR: HR SKILLS DEVELOPMENT REF NO: 18/140/HR

SALARY : R697 011 – R821 052 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : Bachelor’s Degree/National Diploma in Human Resource or equivalent qualification; 6 years’ experience in Human Resource of which 3 years must be at supervisory/managerial level; Knowledge and application of legislative requirements; A valid driver’s licence. Skills And Competencies: Communication skills (verbal and written); Computer literacy (MS Office); Customer services orientation; Planning and organizing; Creative thinking; Problem analysis and creative thinking; Project management and decision; Financial management.

DUTIES : Key Performance Areas: Manage Departmental Skills Audits; Manage the compilation of Work Skill Plan (WSP) and Annual Training programmes; Facilitate Departmental Training and Skills Programmes; Develop and maintain organizational Education Training and Development (ETD) policies; Develop and review Skills Development Programmes policies and strategies.

ENQUIRIES : Ms. N Joseph Tel No: (012) 357 8646

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.

POST 41/24 : DEPUTY DIRECTOR: QUALITY OF WORK LIFE REF NO: 18/141/HR

SALARY : R697 011 – R821 052 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : A Bachelor’s Degree in Psychology/ Social Work; At least 5 years experience in Employee Health and Wellness of which 3 years must be at managerial level; Knowledge and understanding of Employee Health and Wellness and all related prescripts in the Public Service; Knowledge of Financial Management in relation
to PFMA and Basic project management; A valid driver’s licence. Skills and Competencies: Motivational and negotiation skills; Planning and organizing skills; Communication skills (verbal and written); Problem solving and decision making; Team leadership; Change management; Presentation and facilitation; Technical proficiency in PILIR, Disability and Sport and Recreation; Computer literacy; Ability to work under pressure and tight deadlines; Stress tolerance.

**DUTIES**
Key Performance Areas: Develop, implement and Review of Legislative, Policies and Strategic Framework within the Public Service with regard to Management of Disability; Coordinate the processes of Mainstreaming Disability in the workplace; Promote a healthy life style programme; Facilitate and manage Policy and Procedure on Incapacity Leave and Ill Health (PILIR) processes.

**ENQUIRIES**
Ms. N Joseph Tel No: (012) 357 8646

**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.

**POST 41/25**
**SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6) REF NO: 18/127/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: Mthatha

**REQUIREMENTS**
An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience and Conveyancing 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 licence; 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**
Key Performance Areas: 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**
Mr. M. Kooko Tel No: (012) 315 1164

**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. A current certificate of good standing from the relevant law Society must accompany the application.

**POST 41/26**
**SENIOR ASSISTANT STATE ATTORNEY, (LP5-LP6) REF NO: 18/123/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: Pretoria

**REQUIREMENTS**
An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience and conveyancing 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 licence. 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: Key Performance Areas: Furnish legal advice and opinions; Manage the conveyancing and notarial section as well as financial aspects; Render office administrative and maintain work performance records; Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Claims, CCMA, Tax and Tax tribunals; Draft and/or settle all types of arrangements on behalf of various clients; Provide supervision and training to other professional staff.

ENQUIRIES: Ms. K. Ngomani Tel No: (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.

POST 41/27: ASSISTANT DIRECTOR: COLLECTIVE BARGAINING AND NEGOTIATIONS REF NO: 18/145/HR

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

CENTRE: National Office: Pretoria

REQUIREMENTS: B Degree/ equivalent in Human Resource or related qualification; 6 years in a Human Resource environment of which 3 years’ experience should be as a Human Resources Practitioner. Skills and Competencies: Communication skills (verbal and written); Team building skills; Interpersonal skills; Leadership and management skills; Conflict and knowledge management skills; Analytical thinking skills; Statistical Analysis and Reporting; Computer literacy.

DUTIES: Key Performance Areas: Render assistance in the development and maintenance of collective bargaining policies and strategies; Develop, Implement and Review Employee Relation strategies and policies; Participate in the departmental chamber and central bargaining chamber; Handle Employee Relations statistics and controlling strike actions; Perform administrative and supervisory functions.

ENQUIRIES: Ms E Zeekoei Tel No: (012) 315 1456

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.

POST 41/28: ASSISTANT DIRECTOR: DISABILITY PROGRAMME (FOCAL POINT) REF NO: 18/142/HR

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

CENTRE: National Office: Pretoria

REQUIREMENTS: A Bachelor’s Degree in Psychology/ Social work or equivalent qualification; At least 6 years working experience in the field of Management of Disability in the workplace; Registered with professional bodies: South African Council for Social Service Professions (SACSSP) or Health Professional Council of South Africa (HPCSA); Creative and analytical skills; Problem solving skills; Counselling skills; Team membership and self-management; Skills and Competencies: Planning and organising skills; Customer services orientation; Project management; Diversity citizenship.

DUTIES: Key Performance Areas: Coordinate the development and implementation of disability policies and strategies; Facilitate processes of mainstreaming disability in the workplace; Facilitate advocacy programme on disability issues; Facilitate the achievement of the numeric disability target of 2% as approved by Cabinet; Conduct need assessment of employees with disabilities.

ENQUIRIES: Ms N Joseph Tel No: (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,
NOTE : People with disabilities are encouraged to apply.

POST 41/29 : SENIOR AUDITOR; INTERNAL AUDITOR REF NO: 18/139/IA (X3 POSTS)

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

CENTRE : National Office: Cluster 2 (X1 Post)
North West (X1 Post)
Bloemfontein (X1 Post)

REQUIREMENTS : An appropriate 3 year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; Must be able to do business research for audit purposes, conduct project risk assessment and perform all audit engagements; At least 3 years’ experience in Internal Auditing of which one should be as a team leader or potential to lead a team; Must be conversant with Auditing and Accounting standards; Studying toward a relevant professional qualification will be an added advantage; A valid driver’s license. Skills and Competencies: Analytical skills; Project management skills; Interpersonal relations; Planning and organizing; Computer literacy; Communication (written and verbal) skills.

DUTIES : Key Performance Areas: Provide input to the enhancement of audit methodologies and technologies; Conduct research for the Internal Audit Unit services; Monitor and update the Internal Audit training and development plan; Evaluate, monitor and report on progress on audit projects; Provide effective people 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. Separate applications must be made quoting the relevant reference.

POST 41/30 : INTERNAL AUDITOR (X8 POSTS)

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

CENTRE : Mahikeng Ref No: 18/129/IA (X1 Post)
Gauteng Ref No: 18/130/IA (X1 Post)
Kwa Zulu-Natal Ref No: 18/131/IA (X1 Post)
 Mpumalanga Ref No: 18/132/IA (X1 Post)
 Bloemfontein Ref No: 18/133/IA (X1 Post)
 Silverton Pretoria Cluster 4 Ref No: 18/134/IA (X1 Post)
 Pretoria Cluster 1 Ref No: 18/135/IA (X1 Post)
 Pretoria Cluster 4 Ref No: 18/136/IA (X1 Post)

REQUIREMENTS : An appropriate three (3) year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 1 year experience in Internal Auditing (includes internship/learnership); Knowledge of the Public Finance Management Act, Departmental strategic goals, policies and prescripts; In-depth knowledge of the standards set by the Institute of Internal Auditors (IIA). Skills and Competencies: Communication (written and verbal); Financial Management; Computer skills; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.

DUTIES : Key Performance Areas: Perform checks, reconciliations, comparisons and verification of transactions; Identify and document systems in various branches; Review adequacy, effectiveness and efficiency of controls within the system; Assist in the preparation of audit reports on the findings; Test compliance with regulations, policies and procedures; Prepare working papers, clearly documenting procedures performed.

ENQUIRIES : Ms MD. Modibane Tel No: (012) 315 1668

APPLICATIONS : Direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, 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. Separate applications must be made quoting the relevant reference number.

POST 41/31: 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: Key Performance Areas: 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 analyses 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 Tel No: (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

POST 41/32: ADMINISTRATIVE OFFICER: OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: 18/57/KZN

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

CENTRE: Regional Office, Durban

REQUIREMENTS: A Bachelor’s degree or Diploma in Health and Safety and Risk Management or equivalent qualification and two years relevant experience; A certificate in Project Management will be an added advantage; Knowledge of OHS Act, COIDA, NEMA, strong knowledge of SHER management standards and guidelines, system orientation approach in work methodologies, sound knowledge of research methodology; A valid driver’s license. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Ability to conduct le to work independently and under pressure; Ability to conduct SHE risk assessment; Ability to identify hazards, environmental impacts, and risks; Report writing skills; Project Management skills; Financial management skills; Research and analytical skills.

DUTIES: Key Performance Areas: To render an effective and efficient Safety, Health, Environment Training services within the Sub-Directorate: Security Management in the Province in line with Legislation requirements, standards, policies and guidelines, to ensure the development, implementation, management, and monitoring of health and safety management system to continually improve through application of the best practices; Implement and review SHE policy standards and guidelines in relation to the legislation; Coordinate and conduct SHER awareness programmes; Assist in developing training modules for...
occupational health and safety courses; Develop and implement student assessment and reporting strategies; Implement strategies to meet learning needs of the students; Evaluate the impact of the SHER training programme for continual improvement on SHER management system; Liaise with relevant institutions for accreditation process of health and safety training courses; Facilitate and Conduct training session in the Regions and in other offices within the respective Province; Perform regular risk assessments in order to identify the gaps developing health and safety skills in the workplace; Participate in the investigation procedures and incident reporting of SHER related cases; Initiate special projects to enhance a safe and healthy working environment for officials in the department; Properly manage the utilization of all resources in line with PFMA and other relevant legal framework; Incorporate the expertise of ISM to develop a network system for quick and effective method of incident reporting; Manage and keep record of important information received in line with Minimal Information Security Standard, National Archives of South Africa and OHS Act and regulations.

ENQUIRIES: Ms S.C. Sikhonde Tel No: (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

POST 41/33: ADMINISTRATIVE OFFICER 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: Key Performance Areas: 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 Tel No: (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

POST 41/34: 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, Umzimkhulu

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:
- Key Performance Areas: 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 Tel No: (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 Lambede Street, Durban

POST 41/35:
STATE ACCOUNTANT: DEBT CONTROL REF NO: 18/143/CFO

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 or equivalent qualifications in Finance (with Taxation as one of the subjects); A minimum of 1 year experience in financial administration; Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations and Income Tax Act; Knowledge of Persal and Basic Accounting System; A valid driver’s licence. Skills and Competencies: Computer literacy (Ms Word, Excel and Powerpoint); Good communication skills (verbal and written); Planning and organizing skills; Strong leadership and management capabilities; Problem solving skills; Ability to maintain a high level of confidentiality; Ability to work under pressure and be able to interpret and implement relevant policies.

DUTIES:
- Key Performance Areas: Perform monthly and annual income Tax reconciliation; Reconciliation and clearing of Salary Suspense and Control accounts; Ensure that salary deductions are implemented timeously; Manage departmental debt; Manage the reconciliation of Subsistence and Transport advances and claims; Supervise subordinates by inter alia, allocating work, ensuring orderness in work performance, quality and turnover and office discipline; and Provide training to subordinates.

ENQUIRIES:
Ms. N Joseph Tel No: (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 encourage to apply

POST 41/36:
ASSISTANT MASTER, MR3- MR5 (X3 POSTS)

SALARY:
R242 064 – R867 399 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE:
Master of the High Court: Kimberley Ref No: 18/148/MAS (X1 Post)
Master of the High Court: Cape Town Ref No: 18/150/MAS (X2 Posts)

REQUIREMENTS:
LLB Degree or four years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act,
Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Master’s of the High Court. Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressured environment.

**DUTIES**

Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Ensure that departmental policy, procedures and legislations are implemented; Manage the operations regarding the Guardian’s Funds and resources in the office.

**ENQUIRIES**

Mr. S. Maeko Tel No: (012) 315 1996

**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. Separate applications must be made quoting the relevant reference.

**POST 41/37**

CHIEF ADMINISTRATION CLERK REF NO: 18/59/KZN

**SALARY**

R224 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Magistrate’s Court, Pinetown

**REQUIREMENTS**

Grade 12 certificate or equivalent; A minimum of three years’ relevant experience. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Able to work independently and under pressure; Attention to detail.

**DUTIES**

Key Performance Areas: Control of the sections related to Family court and Supply Chain management, H.R, Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff and 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.

**ENQUIRIES**

Ms S.C. Sikhonde Tel No: (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.

**POST 41/38**

CHIEF ADMINISTRATION CLERK REF NO: 18/58/KZN

**SALARY**

R224 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Magistrate’s Court, Chatsworth

**REQUIREMENTS**

Grade 12 certificate or equivalent; A minimum of three years’ relevant experience. Skills and Competencies: Computer literacy (MS Office); Good communication (written and verbal); Good interpersonal relations; Able to work independently and under pressure; Attention to detail.

**DUTIES**

Key Performance Areas: Control of the sections related to Family court and Supply Chain management, H.R, Manage the criminal and civil court administration sections; Draft and submit memoranda and reports; General supervision of administrative staff and 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.
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.

ENQUIRIES
APPLICATIONS
: Ms S.C. Sikhonde Tel No: (031) 372 3000
: 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

POST 41/39
: LEGAL ADMINISTRATION OFFICER (MR1 – MR5) REF NO: 18/116/CD (X3 POSTS)

SALARY
: R186 828 – R867 399 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE
REQUIREMENTS
: National Office, Pretoria
: An LLB Degree or 4 year recognized legal qualification; Knowledge of Constitution of the Republic of South Africa, South African Human Rights Acts, the Promotion of Equality and Prevention of Unfair Discrimination Act and the Equality Act, 2000; Knowledge and experience in office administration; Experience in providing legal support and to raise awareness on the promotion of equality and the usage of Equality Courts; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Computer literacy; Planning and interpersonal relation; Communication (report writing and verbal); Innovative and analytical thinking.

DUTIES
: Key Performance Areas: Support the management of secretarial, legal and administrative duties for the Equality Review Committee (ERC); Analyse statistics received on equality courts cases from the Department's National Operations Centre (NOC system); Manage and deal with complaints from members of the public and media on the effectiveness and efficiency of the equality Courts; Advise the Minister, Deputy Minister, Director-General and other role players on measures taken to promote the Equality Act and the Equality Courts;

ENQUIRIES
APPLICATIONS
: Ms. M Kganyago Tel No: (012) 315 1844
: 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

POST 41/40
: LEGAL ADMINISTRATIVE OFFICER (MR1 – MR5) REF NO: 18/49/FS

SALARY
: R186 828 – R867 399 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE
REQUIREMENTS
: Regional Office, Bloemfontein
: An LLB Degree or 4 year recognized legal qualification; Knowledge of criminal procedure and practice, court rules, (Constitutional, Supreme Court of Appeal, High, Labour, Equality and Magistrate); Sound knowledge of South African legal system, legal practice and related spheres with specific reference to family law and related litigation; Knowledge of the PFMA and Sexual Offences and Related Matters Act; A valid driver’s licence. Skills and Competencies: Computer literacy (MS Office); Legal Research; Planning and decision making skills; Strategic capability and leadership skills; Good interpersonal skills; Dispute resolution; Time management and ability to prioritize; Report writing and problem resolving; Project management; Communication skills (Verbal and written); Willing to work overtime when required.

DUTIES
: Key Performance Areas: Draft legal documents and give legal advice to the Department and other organs of the State; Provide support services to the courts regarding quasi-judicial functions; Respond to petitions, representations and complaints from civil society and other government departments; Liaise with other departments, DPP, and communities on programmes around crime prevention; Prepare memoranda for the appointment of Commissioners of Oath and
Appraisers; Recover loss and (of) damage to State property; Determine Legal Liability and oversee the smooth functioning of dedicated courts in the region; Facilitate implementation of relevant legislation including the Victims Charter and the Restorative Justice National policy Framework; Initiate, plan, implement and conduct community awareness campaigns on legislations administered by the Department.

ENQUIRIES : Ms N Dywili Tel No: (051) 407 1800
APPLICANTS : Quoting the relevant reference number, direct your application to: Postal address:
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. Email or faxed applications will not be considered.

POST 41/41 : ESTATE CONTROLLER EC1 (X10 POSTS)

SALARY : R186 828 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
CENTRE : Master Of The High Court: Cape Town Ref No: 18/149/MAS (X3 Posts)
Durban Ref No: 18/151/MAS (X2 Posts)
Polokwane Ref No: 18/152/MAS (X1 Post)
Mahikeng Ref No: 18/156/MAS (X1 Post)
Grahamstown Ref No: 18/165/MAS (X1 Post)
Pietermaritzburg Ref No: 18/167/MAS (X2 Posts)

REQUIREMENTS : An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES : Key Performance Areas: Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office.

ENQUIRIES : Mr. S. Maeko Tel No: (012) 315 1996
Mr. M Lehong Tel No: (012) 315 1264

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. Separate applications must be made quoting the relevant reference.

INTERNSHIP PROGRAMME 2018/19

APPLICATIONS : Direct your application to the area of choice at postal addresses indicated below:
National Office: The Director-General: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria. Ms. Samantha Fisher Tel No: (012 315 4843)/Mr. Tokelo Moja Tel No: (012) 315 4847
Gauteng: The Regional Head, Private Bag X6, Johannesburg, 2000. OR Physical address: Application Box, Fourth Floor Room 4.26, 2 Devonshire Place, Durban. For enquiries: Ms. Y. de Bruin/Mr. M. Zulu Tel No: (031) 372 3079/3077
Mpumalanga: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: Application Box, Fourth Floor Room 4.26, 24 Brown Street, Nedbank Centre, Nelspruit. For enquiries: Ms. Bongi Masilela Tel No: (013) 753 9370
KwaZulu-Natal: The Regional Head, Private Bag X54372, DURBAN, 4000 or Physical Address: Recruitment, First Floor, 2 Devonshire Place, Durban. For enquiries: Ms. de Bruin/Mr. M. Zulu Tel No: (031) 372 3079/3077
Northern Cape: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. For enquiries: Ms. Lebogang Swartz Tel No: (053) 8021317
**Free State:** The Regional Head, Private Bag X20578, Bloemfontein, 9300 or Physical address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300. For enquiries: Ms. Dikeledi Letsela Tel No: (051) 407 1855

**Limpopo:** The Regional Head, Department of Justice & Constitutional Development, Private Bag X 9526, Polokwane 0700 OR Physical address: Reception area, Limpopo Regional Office, 92 Bok Street, Polokwane, 0700. For enquiries: Mr. Sepolonko Nkoana/Funzani Mundzanani Tel No: (015) 287 2053/2024

**North West:** The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver at 22 Molopo Road, Ayob Gardens, Mafikeng. Ms. Gomolemo Tshegetso Tel No: (018) 397 7070

**Western Cape:** The Regional Head, Department of Justice, Private Bag X 9171, Cape Town, 8000 OR Physical address: Mezzanine floor Plein Park Building, Plein Street, Cape Town. For enquiries: Mr. N. Luddy Tel No: (021) 462 5471

**Eastern Cape:** The Regional Head, Private Bag X9065, East London, 5200 OR Physical address 3 Phillip Frame Road, East London. For enquiries: Mr. P. Hattingh Tel No: (043) 721 2212 / Tel No: (043) 702 7128

**CLOSING DATE:** 29 October 2018

**NOTE:** Applicants that wish to apply for TVET Experiential Learning and Internship must have the above mentioned qualifications. Applications must be submitted on a Z83 form, obtainable from any Public Service Department, stating the field in which the Interns is applying for, a CV together with certified copies of qualifications as well as Identity document. Failure to submit the required documents will result in the application not being considered. A pre-employment security screening will be conducted on RSA citizenship, criminal record, credit record and verification of qualification. The outcome of this screening will be considered to determine suitability for employment. Who should apply? Unemployed South African matriculates and graduates, with a tertiary qualification in one of the above mentioned fields of study, who has not been previously employed under any internship programme.

**OTHER POSTS**

**POST 41/42**

**INTERNSHIP PROGRAMME 2018/2019 ISM TVET REF NO: ISM1/TVET**

**SALARY:** Stipend: R4000.00 per month

**CENTRE:** National Office; Pretoria

**REQUIREMENTS:** TVET N6 Certificate in Information Technology

**POST 41/43**

**INTERNSHIP PROGRAMME 2018/2019 PEC TVET REF NO: PEC1/TVET**

**SALARY:** Stipend: R4000 per month

**CENTRE:** National Office

**REQUIREMENTS:** TVET N6 Certificate in Communication Studies, Public Relations and Journalism

**POST 41/44**

**INTERNSHIP PROGRAMME 2018/2019 HUMAN RESOURCES TVET REF NO: HR1/TVET**

**SALARY:** Stipend: R4000 per month

**CENTRE:** National Office

**REQUIREMENTS:** TVET N6 Certificate in Human Resource management

**POST 41/45**

**INTERNSHIP PROGRAMME 2018/2019 FINANCE TVET REF NO: FIN1/TVET**

**SALARY:** Stipend: R4000 per month

**CENTRE:** National Office

**REQUIREMENTS:** TVET N6 Certificate in Financial Management and Finance Economics and Accounting
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<th>POST 41/46</th>
<th>INTERNSHIP PROGRAMME 2018/2019 ADMINISTRATION TVET REF NO: ADM1/TVET</th>
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<td>SALARY</td>
<td>Stipend R4000 per month</td>
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<td>TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration.</td>
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<th>POST 41/47</th>
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<td>Groblersdal Ref No: ADM8/No (X1 Post)</td>
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Louis Trichardt Ref No: ADM11/No (X1 Post)
Musina Ref No: ADM12/No (X1 Post)
Mutale Ref No: ADM13/No (X1 Post)
Tshilwavhusiku Ref No: ADM14/No (X1 Post)
Ellisras Ref No: ADM15/No (X1 Post)
Phalala Ref No: ADM16/No (X1 Post)
Thabazimbi Ref No: ADM17/No (X1 Post)
Mookgopong Ref No: ADM18/No (X1 Post)
Modimolle Ref No: ADM19/No (X1 Post)
Namakgale Ref No: ADM20/No (X1 Post)
Phalaborwa Ref No: ADM21/No (X1 Post)
Bochum Ref No: ADM22/No (X1 Post)
Mokerong Ref No: ADM23/No (X1 Post)


POST 41/51: INTERNSHIP PROGRAMME 2018/2019 HUMAN RESOURCES TVET REF NO: HR3/TVET/NO (X4 POSTS)

SALARY: Stipend R4000 per month
CENTRE: Mpumalanga

POST 41/52: INTERNSHIP PROGRAMME 2018/2019 FINANCE TVET REF NO: FIN13/TVET/NO (X4 POSTS)

SALARY: Stipend R4000 per month
CENTRE: Mpumalanga

POST 41/53: INTERNSHIP PROGRAMME 2018/2019 ADMINISTRATION TVET

SALARY: Stipend R4000 per month
CENTRE: Mpumalanga:
Regional Head Ref No: ADM1/No (X6 Posts)
Mbombela Ref No: ADM2/No (X2 Posts)
Eerstehoek Ref No: ADM3/No (X2 Posts)
Nsikazi Ref No: ADM4/No (X2 Posts)
Middleburg Ref No: ADM5/No (X2 Posts)
Witbank Ref No: ADM6/No (X2 Posts)
Barberton Ref No: ADM7/No (X2 Posts)
Mdutjana Ref No: ADM8/No (X2 Posts)
Evander Ref No: ADM9/No (X2 Posts)


POST 41/54: INTERNSHIP PROGRAMME 2018/2019 HUMAN RESOURCES TVET REF NO: HR4/TVET

SALARY: Stipend R4000 per month
CENTRE: Gauteng


SALARY: Stipend R4000 per month
CENTRE: Gauteng

SALARY : Stipend R4000 per month
CENTRE : Gauteng

POST 41/57 : INTERNSHIP PROGRAMME 2018/2019 HUMAN RESOURCES TVET REF NO: HR5/TVET

SALARY : Stipend R4000 per month
CENTRE : North West
REQUIREMENTS : TVET N6 Certificate in Human Resource management

POST 41/58 : INTERNSHIP PROGRAMME 2018/2019 FINANCE TVET REF NO: FIN5/TVET

SALARY : Stipend R4000 per month
CENTRE : North West

POST 41/59 : INTERNSHIP PROGRAMME 2018/2019 ADMINISTRATION TVET REF NO: ADM5/TVET

SALARY : Stipend R4000 per month
CENTRE : North West

POST 41/60 : INTERNSHIP PROGRAMME 2018/2019 HUMAN RESOURCES TVET REF NO: HR6/TVET/NO (X6 POSTS)

SALARY : Stipend R4000 per month
CENTRE : Free State
REQUIREMENTS : TVET N6 Certificate in Human Resource management

POST 41/61 : INTERNSHIP PROGRAMME 2018/2019 FINANCE TVET REF NO: FIN6/TVET/NO (X6 POSTS)

SALARY : Stipend R4000 per month
CENTRE : Free State

POST 41/62 : INTERNSHIP PROGRAMME 2018/2019 ADMINISTRATION TVET

SALARY : Stipend R4000 per month
CENTRE : Free State:
Regional Head Ref No: ADM1/No (X3 Posts)
Bloemfontein Ref No: ADM3/No (X3 Posts)
Thaba Nchu Ref No: ADM4/No (X2 Posts)
Bethlehem Ref No: ADM4/No (X3 Posts)
Welcom Ref No: ADM5/No (X3 Posts)
Phuthaditjhaba Ref No: ADM6/No (X2 Posts)
Kroonstad Ref No: ADM7/No (X2 Posts)

POST 41/63 : INTERNSHIP PROGRAMME 2018/2019 HUMAN RESOURCES TVET REF NO: HR7/TVET/NO (X3 POSTS)

SALARY : Stipend R4000 per month
CENTRE : Northern Cape
REQUIREMENTS : TVET N6 Certificate in Human Resource management

POST 41/64 : INTERNSHIP PROGRAMME 2018/2019 FINANCE TVET REF NO: FIN7/TVET/NO (X2 POSTS)

SALARY : Stipend R4000 per month
CENTRE : Northern Cape

POST 41/65 : INTERNSHIP PROGRAMME 2018/2019 ADMINISTRATION TVET

SALARY : Stipend R4000 per month
CENTRE : Northern Cape:
Regional Head Ref No: ADM1/No (X3 Posts)
Warrenton Ref No: ADM2/No (X1 Post)
Gakeshewe Ref No: ADM3/No (X1 Post)
Kimberley Ref No: ADM4/No (X2 Posts)
Kathu Ref No: ADM5/No (X1 Post)
Olifantshoek Ref No: ADM6/No (X1 Post)
Kudumane Ref No: ADM7/No (X1 Post)
Kurumane Ref No: ADM8/No (X1 Post)
Kakamas Ref No: ADM9/No (X1 Post)
Springbok Ref No: ADM10/No (X1 Post)
Jan Kempdorp Ref No: ADM11/No (X1 Post)
Hopetown Ref No: ADM12/No (X1 Post)
Calvinia Ref No: ADM13/No (X1 Post)
Prieska Ref No: ADM14/No (X1 Post)
Hartswater Ref No: ADM15/No (X1 Post)
Pampierstad Ref No: ADM16/No (X1 Post)
Carnarvon/Williston/Stutherland Ref No: ADM17/No (X1 Post)


POST 41/66 : INTERNSHIP PROGRAMME 2018/2019 HUMAN RESOURCES TVET REF NO: HR8/TVET

SALARY : Stipend R4000 per month
CENTRE : Western Cape
REQUIREMENTS : TVET N6 Certificate in Human Resource management

POST 41/67 : INTERNSHIP PROGRAMME 2018/2019 FINANCE TVET REF NO: FIN8/TVET

SALARY : Stipend R4000 per month
CENTRE : Western Cape

POST 41/68 : INTERNSHIP PROGRAMME 2018/2019 ADMINISTRATION TVET REF NO: ADM8/TVET

SALARY : Stipend R4000 per month
CENTRE : Western Cape
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<td>KwaZulu-Natal</td>
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<td>REQUIREMENTS</td>
<td>TVET N6 Certificate in Management assistant, Public Management, Public Administration, Business Management and Office Administration.</td>
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DEPARTMENT OF LABOUR

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

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

CLOSING DATE: 30 October 2018 at 16:00

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

OTHER POSTS

POST 41/75: REGISTERED PSYCHOMETRIST/ COUSELLOR GRADE1-3 (X2 POSTS)

SALARY: Commencing: Grade 1: R547 917 - R608 103 (OSD)
Commencing: Grade 2: R626 481 - R695 295 (OSD)
Commencing: Grade 3: R712 950 - R791 253 (OSD)

CENTRE: Labour Centre: Queenstown – Ref No: HR 4/4/1/175 (X1 Post)
Labour Centre: Grahamstown- Ref No: HR 4/4/1/176 (X1 Post)

REQUIREMENTS: Four (4) year B Psych qualification or a 4 year B Psych equivalent Qualification.

DUTIES: Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.

ENQUIRIES: Ms. ZM Kali, Tel No: (045) 807 5400 (Queenstown)
Ms. Z Papu, Tel No: (046) 622 2104 (Grahamstown)
APPLICATIONS: Chief Director: Human Resources Operations: Private Bag X 9005, East London, 5201 or Hand deliver at Department of Labour, No.3 Hill Street, East London.


POST 41/76: PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR 4/4/6/11

SALARY: R444 693 per annum

CENTRE: Provincial Office: Limpopo


DUTIES: Provide inputs into the development of Electrical Engineering and ensure implementation of Policies and ensure implementation of OHS Strategic for the Department of Labour (DoL) in terms of OHS Act and Regulation. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Electrical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES: Ms. T Maluleke Tel No: (015) 290 1662

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X9368 Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane, 0700

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

POST 41/77: ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: HR4/18/10/14HO

SALARY: R444 693 per annum

CENTRE: Head Office


DUTIES: Develop and monitor the registration of labour organisation (Daily). Obtain information to monitor compliance of labour organisation in terms of legislation (Daily). Develop and monitor the extension of Collective Agreements (Daily) Strengthen the capacity of labour market institutions. Manage resources of Sub – Directorate such HR, assets, etc. (Monthly).

ENQUIRIES: Ms. SK Mahlangu, Tel No: (012) 309 4588

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office

POST 41/78: ASSISTANT DIRECTOR: FINANCIAL LIAISON-PUBLIC ENTITIES REF NO: HR4/18/10/03HO

SALARY: R356 289 per annum

CENTRE: Head Office
REQUIREMENTS

Three (3) year relevant tertiary qualification in Financial Management / Accounting. Two (2) years supervisory experience. Two (2) years functional experience in oversight of SOEs (State Owned Entities)/ Financial Management/Accounting. Knowledge: Applicable legislative and regulatory framework (i.e. Labour), Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, Organizational and government structures, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), General Recognized Accounting Practice (GRAP). Skills: Planning and organizing Communication (Written and Verbal), Problem solving, Leadership, Conflict and Diversity Management, Presentation Analytical, Financial and Performance Report writing.

DUTIES

Monitor and advise SOE’s on governance compliance issues. Monitor and advise SOE’s on financial governance and financial oversight. Evaluate the financial performance and positions of businesses in determining affordability of the Ministerial variations from sectoral determinations. Supervise the resources of the directorate.

ENQUIRIES

Mr. M Tsotetsi Tel No: (012) 309 4114

APPLICATIONS

Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION

Sub-directorate: Human Resources Operations, Head Office
DEPARTMENT OF MINERAL RESOURCES

APPLICATIONS: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjes and Francis Baard Street, former Schoeman.

FOR ATTENTION: Ms N Maseko/ Ms T Sibutha

CLOSING DATE: 26 October 2018

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

MANAGEMENT ECHELON

POST 41/79: PROFESSIONAL MINERAL ECONOMIST REF NO: DMR/18/0048

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

CENTRE: Head Office, Pretoria

REQUIREMENTS: A Master’s degree (NQF level 9) in Geology/ Mining/ Economics of Mining/ Minerals / Petroleum as recognised by SAQA coupled with relevant experience of which 5 years must be at a Middle or Senior Management Level Plus the following competencies; Knowledge: of Advanced knowledge of mineral and petroleum commodities; knowledge of mining and upstream petroleum industries; Knowledge of developments in the South African and in global specific and total mineral industries and any factors that can impact on these; Mining, Minerals and upstream petroleum legislation; Public Service Regulations; Balanced perception of economic developments and trends of the sectors. Skills: Analytical skills (Ability to compile and analyse data); Well-developed supervisory skills; Leadership skills; Ability to work independently as well as in a team; Decision making capabilities; Organisational and administration skills; Strong problem solving; Presentation skills; Computer Literacy. Communication: Communication at all levels (including high level communication between government departments, as well as private organisations and institutions); Sound written and verbal communication; Public speaking; Report writing. Creativity: Meticulous, Innovative and creative thinking capabilities.

DUTIES: Oversee and manage the shale gas project development and implementation of action plan; Oversee and manage the implementation of Oceans Economy Operation Phakisa Plan; Manage and facilitate research and reporting by SOEs involved in oil and gas; coordinate and provide relevant information that will enhance global competitiveness and attract new investments into the South African economy; Develop mentoring programmes and guidelines, and act as a mentor to develop and train Mineral Economists holistically in the work of the Unit (proficiency in collecting, analysing data, research and compilation of reports); Play a meaningful role in the development of empowerment strategies in the minerals and petroleum sectors; Ensure full participation of mining, minerals and petroleum industries of South Africa in shaping the destiny of the industry locally and globally;
Collect and provide relevant information to enhance global competitiveness and attract new investments into the South African economy.

ENQUIRIES: MS F Ngwabe Tel No: (012 444 3004/ 3601
NOTE: Coloureds, Indians as well as people with disabilities are encouraged to apply.

OTHER POSTS

POST 41/80: SENIOR INSPECTOR OF MINES: MHS REF NO: DMR/18/0049

SALARY: R826 053 per annum (Level 12) (all-inclusive package)
CENTRE: North West Region, Rustenburg
REQUIREMENTS: A Mine Manager's Certificate of Competency (Coal and Metalliferous) with 3-5 years’ experience in the mining industry or Mine Health and Safety Inspectorate and a valid driver's licence. Knowledge: Mine Health and Safety Act, Experience of both underground and surface mining, Understanding of the Department's policies aimed at optimal utilisation of Mineral Resources, Knowledge of labour relations and human resource management. Budget control; Skills: High level management skills, Planning, Leading, Organising and Conflict resolution. Report writing skills and formulation good interpersonal relations. Analyses and interpretation of mine accidents statistics, recommend mining engineering solutions. Negotiation skills and computer literacy. Communication: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced. Creativity: Ability to analyse work-related problems and draft and implement strategies to ensure an improvement.

DUTIES: Monitor compliance to the Mine Health and Safety Act, of 1996 (Act No 29 of 1996) regarding mining related matters. Investigate mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mines and take appropriate action. Where necessary serve on examination boards (i.e certificates of competency). Investigate, consult and make recommendation to other departments on closure certificates, prospecting rights, mining permits, emp's and township development. Conduct surface, shaft and underground audits and inspections on mining related matters at the mines and give appropriate verbal or written instructions. Compile regional reports and give inputs to Head Office on the revision of machinery regulations, drafting of guidelines and standards directive, etc. Supervise and develop staff.

ENQUIRIES: Mr HM Mothiba 014 594 9240
NOTE: Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 41/81: INSPECTOR OF MINES: MHS REF NO: DMR/18/0050

SALARY: R697 011 per annum (Level 11) (All-inclusive package)
CENTRE: North West Region, Rustenburg
REQUIREMENTS: Mine Manager's Certificate of Competency (Metalliferous and/or Coal) with 3-5 years’ experience in the mining industry or Mine Health and Safety Inspectorate and a valid driver's licence. Knowledge: Mine Health and Safety Act, Extensive knowledge and experience of both underground and surface mining. Understanding of the Department's policies aimed at optimal utilisation of mineral resources. Basic knowledge of labour relations and human resources management. Skills: High level management. Risk assessment techniques. Conflict resolution, Negotiation. Planning and organising. Computer literacy. Communication: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced. Creativity: Innovative and creative thinking ability.

DUTIES: The appointee primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996). Conduct inspections and audits, conduct inquiries and investigation into accidents and incidents. Give inputs on regional action plans to develop strategies required to moni
industry. Manage information systems Support and develop a transformation process within the regional office.

**ENQUIRIES:** Mr HM Mothiba ☎014 594 9240

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

**POST 41/82:** DEPUTY DIRECTOR: AUXILIARY SUPPORT SERVICES REF NO: DMR/18/0051

This is a re-advert, people who previously applied needs to re-apply, if they are still interested in the posts

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

**CENTRE:** Head Office, Pretoria

**REQUIREMENTS:** An appropriate three-year qualification in Transport/ Facilities Management and Public Management or related field coupled with relevant experience of which three (3) years must be at an Assistant Director level, Plus the following key competencies: Knowledge: Public Finance Management Act, Treasury Regulations, Electronic Logging System. Understand the legislative/prescripts requirements relating to subsidies and GG vehicles, archive, documents, etc Relevant stakeholders, Customer Service (Batho Pele Principles), Understand the needs of the department and its structure in order to effectively assess needs and allocate accommodation and provide other relevant auxiliary services. Risk Management, Budgeting and Financial Management, Communication and Information Management, People and Performance Management, managing interpersonal conflict and solving problems. Skills: Business writing skills, Computer Literacy, Planning and organizing skills, Project or programme management, Report writing skills; Communication: Good communicator at all levels (verbally and in writing, Good numerical skills, Negotiation skills).

**DUTIES:** Control and ensure compliance (with national and departmental prescripts, policies and procedures) of the processes pertaining to transport, accommodation, records and facilities management, Develop, maintain and implement departmental strategies, policies processes and procedures pertaining to transport, accommodation, records and facilities management, Manage the sub directorate, Advise users and suppliers on national and departmental strategies, policies processes and procedures pertaining to transport, accommodation, records and facilities management.

**ENQUIRIES:** Mr N Maleka ☎012 444 3115

**NOTE:** Coloureds, Indians a well as people with disabilities are encouraged to apply.
NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.

APPLICATIONS

Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.ep@treasury.gov.za.

CLOSING DATE

29 October 2018 at 12:00

NOTE

Applications should be accompanied by a comprehensive CV and originally certified copies of Z83, qualifications and ID. No late applications will be accepted. Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 1 month of the closing date, please regard your application as unsuccessful.

Note: The National Treasury reserves the right to fill or not fill the below-mentioned posts.

MANAGEMENT ECHELON

POST 41/83

CHIEF DIRECTOR: MODELLING AND FORECASTING REF NO: S052/2018

Purpose: To develop and maintain micro and macroeconomic models for policy analysis and forecasting in the research and analysis of trends in the domestic and international economies, e.g. monetary policy, exchange rate, trade policy, economic growth, balance of payments, investments and the labour market.

Division: Economic Policy (EP)

SALARY

R1 189 338 per annum (all-inclusive remuneration package)

CENTRE

Pretoria

REQUIREMENTS

A Degree (NQF 7) in Economics or Development Economics, a minimum of 5 years’ experience obtained at a senior management level in modelling and forecasting policy analysis, Proven track record in research and analysis of economic trends and principles, thorough understanding of South African economic trends and sources of data and information, experience in knowledge of economic principles; and experience of research methodology and policy analysis.

DUTIES

Conceptualise and conduct research on macro-economic and micro-economic policy. Provide analytical support to National Treasury and other government agencies and stakeholders on macro-economic and micro-economic policy matters, analyse Domestic and International Economic Trends, Provide inputs speeches, briefing notes and presentations on macro and micro issues for the Minister of Finance, Deputy Minister and Director-General, Provide a quarterly economic forecast of the economy and provide the way forward with regard to the forecasting of tax revenue, Comment and Assess on Research on South Africa Economic Policy, Comment on IMF Article IV reports and policy papers and reports by ratings agencies, OECD economic assessments and relevant academic research, Develop Presentations for requisite Data, Graphs and Research, Arrange for formal presentations to integrate into policy analysis and budget process, Develop and Maintain Models on the Management of Databases, Maintain the security of data models integrity and databases by encrypting information.

ENQUIRIES

Ms Caroline Modibane Tel No: 012 315 5092
POST 41/84 : DIRECTOR: SYSTEMS INTEGRATION REF NO: S053/2018

Purpose: To manage and oversee the systems integration operations pertaining to the enhancement and implementation of improved systems technology capabilities in alignment with government policy and procedures and the safeguarding of financial information.
Division: Asset and Liability Management (ALM)

SALARY : R1 005 063 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Degree (NQF 7) in Information Technology. An Honours will be an added advantage. A minimum of 5 years’ experience obtained at a middle management level in Information Technology environment, specialising in systems integration of recognised institutions, Knowledge and experience of the following IT disciplines: Governance, Enterprise Architecture, Strategic Planning, Project Management, Business, System Analysis and Design, IT Operations Management, Knowledge of Financial Markets and Treasury Operations, Project Management Frameworks and methodologies, Knowledge of Enterprise Architecture Frameworks and development of methodologies.

DUTIES : Align and implement the Enterprise Architecture Governance framework, Integrate the Enterprise Architectural (EA) framework within business to streamline operations, Initiate the improvement of IT Strategy, Implement and maintain an integrated Project Management Governance approach and oversight of frameworks, policies, procedures and standards, Monitor the implementation of an approved road map of projects, Manage the governance and oversight of the implementation and maintenance of frameworks, policies, procedures, Monitor the application of system integration within business pertaining to the development and maintenance, thereof, Monitor and support the end-user support and engage stakeholders on issues of mutual consent , Recommend required changes to the system environment for improvement and alignment of processes, Implement, maintain and monitor IT controls based on industry best practice and Government legislation, Identify operational risks within the system integration environment for remedial purposes, Determine measurements to counter future identified risks, Initiate the implementation of appropriate controls, Monitor identified risks and counter with workable solutions.

ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092

POST 41/85 : DIRECTOR: RSA RETAIL SAVINGS BONDS REF NO: S054/2018

Purpose: To finance the government’s borrowing requirements through the issuance of RSA Retail Savings Bonds and manage the government’s existing stock of retail debt in broadening the total investor base.
Division: Asset and Liability Management (ALM)

SALARY : R1 005 063 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Degree in Economics / Financial Economics / Investment Management / Finance/ Marketing as recognised by SAQA (NQF 7), Postgraduate qualification will be a distinct advantage, minimum 5 years’ experience obtained at a middle management level in financial markets, Knowledge and experience of different research methodologies, Knowledge and experience of market analyses and information for utilisation and improvement of bonds in the broader business.

DUTIES : Develop and implement a domestic RSA Retail Savings bond borrowing strategy for the National Treasury, Initiate the issuing of government securities in the domestic retail capital markets, Develop savings instruments in the domestic retail capital markets, Determine the finance measures of government’s borrowing requirements in the domestic retail markets, Develop and implement tools that will improve the investor base, Develop and implement an investor website for improved engagement with stakeholders, Engage with retail investors through road shows, the media and other mediums, Develop relationship with stakeholders like Marketing agencies, Post Office, Pick and Pay and SASI for improved market exposure, Coordinate the debt portfolio to reduce the re-financing risk and cost, Initiate frequent market and portfolio analysis of qualitative and quantitative, Monitor domestic and international economic events and their impact on the South
African economy and the debt portfolio, Analyse and advise on prudent debt management policies and recommend corrective debt strategies for implementation, Initiate research on capital markets pertaining to market volatility in the prudent management of debt. Perform research on local and international markets to stay abreast of developments impact retail debt issues, Analyse and provide inputs to briefing notes and speeches.

ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092

POST 41/86 : DIRECTOR: TRANSPORT AND DEFENCE
Purpose: To exercise oversight over Schedule 2 and 3B national government business enterprises (SOEs) in the transport and defence sectors and participating in the influence policy development and planning of the restructuring of State Owned Entities (SOE’s).
Division: Asset And Liability Management (ALM) (Ref no: S055/2018)

SALARY : R1 005 063 per annum (all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : A degree in Finance/ Economics, A minimum of 5 years’ experience obtained at a middle management level in the sectors of transport and defence sectors; knowledge and experience in financial management, mergers and acquisitions, strategy and/or economic regulation, Experience in financial policy analysis and strategic planning, Knowledge of the Government’s Policy framework.

DUTIES : Identify areas for output pertaining to restructuring of SOEs in the transport and defence sectors, Critical review/analysis of the restructuring /turnaround plans of SOEs in the transport and defence sectors, Participate in the restructuring of SOEs in the transport and defence sectors in conjunction with other stakeholders, Provide strategic input/direction on restructuring initiatives. Assess the impact of sector regulations on SOEs in the transport and defence sectors, Analyse sector policy and legislation for conformity, Analyse industry structure and impact on SOEs in the transport and defence sectors, Assess the alignment of corporate plans of SOE’s and compare to policy objectives, Exercise oversight over Schedule 2 and 3B SOEs in the transport and defence sectors, Assess and respond to PFMA applications from SOEs in the transport and defence sectors, Assess guarantee requests received from SOEs, Provide inputs to request and advice on whether guarantees should be granted, Assess and advise on the extent of recapitalisation of SOEs in the transport and defence sectors, Advise on the extent of payment on dividends to government to SOEs in the transport and defence sectors.

ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092
OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head: Office of the Chief Justice, Private Bag X11249, Nelspruit, 1200. Applications can also be hand delivered to: Office of the Chief Justice Provincial Centre, 4th floor, 30 Brown Street, Nedbank Centre, Nelspruit.

CLOSING DATE: 26 October 2018

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

OTHER POSTS

POST 41/87: COURT MANAGER REF NO: 2018/272/OCJ

SALARY: R697 011 – R821 085 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE: Mbombela High Court

REQUIREMENTS: A three year National Diploma/ Bachelor’s degree in Management/ Administration or equivalent qualification. 6 - 8 years’ relevant experience of which 3 years’ should be at a supervisory level. A valid driver’s license. Knowledge of Human Resource Management capability. Knowledge of financial, assets and supply chain management. Knowledge of case flow management. Understanding the facilities and security management. Skills and Competencies: Effective communication skills (verbal and written); Computer literacy, good interpersonal skills, problem solving skills, conflict management skills, time management and ability to work under pressure.

DUTIES: Co-ordinate and manage financial and human resources of the office; be responsible for strategic and business planning processes. Manage the physical resources, information and communication related to courts. Implement the departmental policies on courts. Compile and analyse court statistics to show performance and trends. Provide case tracking services to the Judiciary. Compile annual performance and statutory reports to the relevant users. Lead and manage the transformation of the office; Manage strategic projects intended to improve court management. Manage communication with internal stakeholders. Manage PMDS of junior staff members.

ENQUIRIES: Mr MV Maeko Tel No: (013) 753 9337

POST 41/88: OFFICE MANAGER REF NO: 2018/273/OCJ

SALARY: R356 289 – R419 679 per annum (all-inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

CENTRE: Mbombela High Court

REQUIREMENTS: A three year National Diploma/ Bachelor degree or equivalent qualifications. 3 to 5 years managerial experience. Knowledge of the Public Service and working of
Government, driver’s license, Skills and Competencies: computer literacy, report writing skills and planning skills. Excellent communication skills, interpersonal relations, strategic thinking and project management skills. Problem solving and decision making. Ability to work independently and professionally. Understanding confidentiality in government, policy analysis and implementation.

**DUTIES**

Support the Judge President in communicating with all stakeholders. Management and supervision of Judges’ support staff and related matters. Manage logistical arrangement for integrated meetings and operations. Oversee the administration and follow up on the Judge President instructions to ensure prompt execution by relevant braches. Liaise with the Office of the Chief Justice and Heads of court, senior managers, judges, national office, legal professionals bodies and other stakeholders with regard to matters emanating from the office of the Judge President. Maintain a clear communication channel to both internal and external stakeholders. Prepare presentation and briefing notes for the Judge President and disseminate complex information to all branch heads; compile, analyse, and report progress on monthly and quarterly basis, Memonanda regarding all matters related to the judge president. Ensure the correct applications of regulations, resolutions, policies or any other legal source of directive related to the special fields.

**ENQUIRIES**

Mr MV Maeko Tel No: (013) 753 9337

**POST 41/89**

**LAW RESEARCHER REF NO: 2018/274/OCJ (X2 POSTS)**

**SALARY**

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

**CENTRE**

Mbombela High Court

**REQUIREMENTS**

A four (4) year legal qualification. A minimum of 1 years’ post-qualification work experience in legal research. Knowledge of electronic information resource and online retrieval. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy, research capabilities, Administrative and organizational skills. Problem solving and planning skills, Time management skills Customer service orientated and assertiveness. Attention to detail, initiative, ability to remain calm, work under pressure and meet deadlines. Problem solving skills, Interpersonal relations and decisive where appropriate.

**DUTIES**

Conduct legal research as directed by Judges. Maintain a repository of research products. Ensure the effective and efficient use of legal materials allocated to the court. Proofreading and citation checking of all draft judgements. Prepare draft speeches and or papers for local and international conferences where so requested. Alert Judges of new developments in the law.

**ENQUIRIES**

Mr MV Maeko Tel No: (013) 753 9337

**POST 41/90**

**SENIOR ADMINISTRATIVE OFFICER REF NO: 2018/277/OCJ**

**SALARY**

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

**CENTRE**

Mbombela High Court

**REQUIREMENTS**

Grade 12 and an appropriate National Diploma/ Degree qualification in Business Administration or related field; 2-3 years working experience in administration; a valid driver’s licence will be an added advantage. Skills and Competencies: Planning and organising skills; customer services oriented; decision making skills; Good communication skills (verbal and written); Computer literacy; good interpersonal skills; and ability to work under pressure.

**DUTIES**

Provision of support on the Case flow Management; Render administrative services within the office; Asset management; provide financial and supply chain management services in the office; Attend to other related duties as assigned by the office.

**ENQUIRIES**

Mr MV Maeko Tel No: (013) 753 9337

**POST 41/91**

**PRINCIPAL COURT INTERPRETER REF NO: 2018/278/OCJ**

**SALARY**

R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement
**CENTRE**: Mbombela High Court

**REQUIREMENTS**
- Grade 12 and a National Diploma: Legal Interpreting at NQF level 5 or any other equivalent relevant qualification and a minimum of 5 years practical experience in Court Interpreting, with a minimum two years supervisory experience or Grade 12 / NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting. Proficiency in English and two or more indigenous languages. A valid driver’s license. Knowledge of any foreign language or sign language will be an added advantage. Candidates will be required to undergo oral and written languages proficiency testing.
- Skills and Competencies: Excellent communication skills, Computer literacy, Good interpersonal relations, Ability to work under pressure and problem solving skills, Accuracy and attention to detail, Customer services, Planning and organizing skills, Confidentiality, Analytical thinking, Listening skills, Ability to work under pressure and Time management.

**DUTIES**
- To render supervisory services in the legal interpreting and language environment.
- Provide mentoring and coaching to junior/senior court interpreters. Manage performance of court interpreters (PMDS). Leave management for language services at the high court. Render interpreting in complex and high profile cases, special cases, pre trial conferences, disciplinary hearings and consultations.
- Translate legal documents and exhibits. Develop related language glossary. Assist with the reconstruction of courts and records and when necessary. Procure foreign language and Casual Interpreters in line with PFMA. Render interpreting services.
- Develop terminology. Assist with the reconstruction of court records. Attend to personal administrative aspects, control and supervision of interpreters.

**ENQUIRIES**
- Mr MV Maeko Tel No: (013) 753 9337

**POST 41/92**: REGISTRAR (X2 POSTS)

**SALARY**: R242 064 – R867 399 per annum (MR3 – MR5). (Salary will be in accordance with OSD determination). Applicant must attach a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.

**CENTRE**: Mbombela High Court, Ref No: 2018/275/OCJ
- Middelburg High Court Ref No: 2018/276/OCJ

**REQUIREMENTS**
- A four (4) year legal qualification. 2-8 years’ post qualification legal experience, Superior Court or litigation experience will be an advantage. Skills and Competencies: Excellent communication skills (verbal and written). Computer literacy Numerical Skills. Attention to detail, Planning, Organizing and Control, Problem solving and decision making skills. Customer service orientated, Interpersonal skills, Conflict Management, Strong Work ethic, Professionalism, ability to work under pressure and meet deadline.

**DUTIES**
- Co-ordination of Case Flow Management and support to the Judiciary. Manage the issuing of all processes initiating court proceedings. Co-ordinate Appeals and reviews. Process unopposed divorces and the facilitation of Pre-Trial conferences. Quality Check Criminal Record books. Authenticate signatures of legal practitioners. Notaries and sworn translators, Supervision and management of subordinates. Provide practical training and assistance to the registrars’ clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case-related matters. Exercise control over the management and safekeeping of case records and the record room and deal with the files in terms of the relevant codes and legislation. Manage submission of statistics to the Chief Registrar; attend to taxation including reviews. Process and grant judgments by default; assist the public with court procedures. Process reviews and appeals (civil and criminal). Attend to and oversee general public queries or correspondence. Attend to judicial support functions. Issue court orders and attend to office management.

**ENQUIRIES**
- Mr MV Maeko Tel No: (013) 753 9337

**POST 41/93**: SENIOR COURT INTERPRETER REF NO: 2018/279/OCJ (X3 POSTS)

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

**CENTRE**: Mbombela High Court
REQUIREMENTS : Grade 12 and a Diploma: Legal Interpreting at NQF level 5 or equivalent relevant qualification and a minimum of 3 years practical experience in Court Interpreting or Grade 12 / NQF Level 4 qualification and ten (10) years practical experience in Court Interpreting; Proficiently in English and two or more indigenous languages; A valid driver’s license will be an added advantage. Knowledge of any foreign language or sign language will be an added advantage; Candidates will be required to undergo oral and written languages proficiency testing. Skills and Competencies: Excellent communication skills (written and verbal); Computer literacy (MS Office); Good interpersonal relations. Ability to work under pressure and solve problems. Accuracy and attention to detail; Customer services; Planning and organizing skills; Confidentiality, Analytical thinking, Listening skills. Time management and Ability to work under pressure.

DUTIES : Render Interpreting services in criminal court, civil court, labour and Quasi proceedings. Interpreting during consultation. Translate legal documents and exhibits. Assist with reconstruction of court records. Develop terminology, coin words, control and supervision of interpreters. Perform specific line and administrative support functions to the Judiciary, Court Manager and supervisor.

ENQUIRIES : Mr MV Maeko Tel No: (013) 753 9337

POST 41/94 : JUDGES SECRETARIES REF NO: 2018/280/OCJ (X5 POSTS)

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

CENTRE : Mbombela High Court

REQUIREMENTS : Grade 12 or equivalent qualification; 3 years secretarial experience or relevant experience. The ability to do Dictaphone typing. Typing 35 wpm. Understanding the work in filing system. A valid driver’s license. Skills and Competencies: Proficiency in English and/or Afrikaans. Computer Literacy (MS Word), good communication skills (verbal and written), Administrative and organizational skills. Problem solving and planning skills. Decision making skills, and time management skills. Good customer service orientated, Assertiveness and decisiveness. Attention to detail and accuracy. Initiative, and Ability to remain calm and to work under pressure.

DUTIES : Type (or format) draft memorandum decision, opinions or judgement entries written by assigned Judge, administrator or staff attorney and modifies or corrects same as directed(including dicta typing). Arrange and diarize appointments, meetings, official visits, and make travel and accommodation arrangements, etc. Safeguarding of all case files and the endorsement of case files with order made by Judge. Provide general secretarial/administrative duties to the Judge. Update files, documents and provide copies of documents to the Registrar. Accompany the Judge to Court and circuit Courts as well. After a case has been completed and opinion, decision or judgement entry released, return case file to administration clerk’s office. Management of judge’s vehicle, logbook and the driving thereof; Compile data and prepares reports and documents for assigned judges as necessary, including expense reports, continuing legal hours, financial disclosure statements, and case management; Cooperates with Judges, Supervisors and co-workers as necessary to ensure the smooth and efficient operation of the Court. Arrange receptions for the Judge, and his/her visitors and attend to their needs. Perform any other task allocated by the Judge. Comply with Departmental Policies, Prescripts and procedures or guidelines for the generated reports. Oversee the monthly submission of data by court administration personnel and project members of the relevant projects in the division.

ENQUIRIES : Mr MV Maeko Tel No: (013) 753 9337

NOTE : Shortlisted candidates will be subjected to a typing test.

POST 41/95 : LIBRARIAN REF NO: 2018/281/OCJ

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

CENTRE : Mbombela High Court

REQUIREMENTS : Grade 12 and an appropriate National Diploma/ Bachelor Degree in Library Science or equivalent qualification; Knowledge of Library and Information Science.
Prescripts and legislation, procedure and processes, Library Science. Minimum of two years’ experience in Library and information systems. Experience in a legal Library will be an added advantage. Skills and Competencies: Planning, organizing and control. Communication skills (verbal and written). Good interpersonal relations, Decision making skills, Information Technology, Ability to work under pressure, Language Proficiency, Conflict management and Supervisory skills.

DUTIES: Render an effective and efficient Library and Information services to the users of the library; Manage the library and information system. Assist with book selection for the Library and for Chambers. Classify and catalogue the High Court Library material. Render reference and information service for the High Court Library. Monitor the library budget and give inputs to the library budget. Market and promote the Library services. Perform Administration and Supervisory service.

ENQUIRIES: Mr MV Maeko Tel No: (013) 753 9337

POST 41/96: ADMINISTRATION CLERK CRT REF NO: 2018/282/OCJ (X3 POSTS)

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

CENTRE: Mbombela High Court

REQUIREMENTS: Grade 12 or equivalent qualifications; 0-2 year’s relevant experience. Skills and Competencies: computer literacy (Microsoft Office, Good problem solving skills, Accuracy and attention to detail, Operational knowledge of operating CRT machine. Effective communications skills (written and verbal), good interpersonal skills, Time Management and ability to work under pressure and flexibility.

DUTIES: Prepare court before proceedings. Obtain court roll and attend to court as allocated. Test machine and ensure fully functioning machinery. Capture information of cases in court. Perform digital recording of court proceedings and ensure integrity of such documents. Begin and end recording of proceeding and ensure integrity of such documents. Begin and end recordings with correct annotations and in accordance with proceeding. Listen to adjournment. Ensure that recordings are saved in accordance with prescripts. Provide administrative support in circuit courts. Assist the judge in his/her preparation for court. Attend to the administering of oath in court. Attend to the collection of court files, Heads of Argument and other important documentation. Attend to the completion of official documents such as J7,SAP69, Committal Warrants, etc. perform digital recording of court proceeding and ensure integrity of such documents. Collecting statistics. Collate and submit statistics on court proceedings and cases decided in chambers.

ENQUIRIES: Mr MV Maeko Tel No: (013) 753 9337

POST 41/97: ADMINISTRATION CLERK REF NO: 2018/283/OCJ (X3 POSTS)

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

CENTRE: Mbombela High Court

REQUIREMENTS: Grade 12 or equivalent qualification. Skills and Competencies: Communication skills; Interpersonal relations skills; Flexibility; Teamwork; Computer literacy; Planning and organisation; Language; Good verbal and communication (Verbal and writing).

DUTIES: Render general clerical support services; Provide supply chains management services; Provide personnel administration support services. Provide financial administration support services in the component. Perform record management functions. Capture, retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.

ENQUIRIES: Mr MV Maeko Tel No: (013) 753 9337
POST 41/98

REGISTRAR’S CLERK REF NO: 2018/284/OCJ (X6 POSTS)

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

CENTRE
Mbombela High Court

REQUIREMENTS
Grade 12 or equivalent qualification. 0-2 years’ relevant experience; Computer Literacy. Skills and Competencies: Good communication skills (written and verbal); Good interpersonal and public relations skills; Good administration and organizational skills; Customer Service Skills and ability to work under pressure.

DUTIES
Render support services to Case flow management; Render efficient and effective support services to the court. Issuing of summons at General Office. Update case progress on ICMS. Render counter service duties /functions. Prepare, Issue and Analyse court statistics. Maintain and keep all registers for Civil and Criminal matters. Filling and storage of both Civil and Criminal process. Issue warrant of arrest for defaulters. Act as a liaison between judges and legal practitioners. Requisitioning of accused persons from prison. Deal with correspondence and attend to general public enquiries. Issue all processes that initiate court. Preparing and binding of appeals and reviews. Attend to complaints from prisoners and members of the public. Act as a liaison between Registrar and legal practitioners. Provide administrative support in general as requested by Court Manager and supervisor.

ENQUIRIES
Mr MV Maeko Tel No: (013) 753 9337

POST 41/99

REGISTRY CLERK REF NO: 2018/285/OCJ

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

CENTRE
Mbombela High Court

REQUIREMENTS
Grade 12 or equivalent qualification; 0-2 years relevant experience. Knowledge of registry duties, practices as well as the ability to capture data and operate computer; working knowledge and understanding of the legislative framework governing the Public Service; knowledge of storage and retrieval procedures in terms of working environment. Skills and Competencies: Good communication skills (verbal and written); interpersonal skills; flexibility; planning and organisation skills; Ability to work under pressure; computer literacy skills.

DUTIES
Provide registry counter services; attend to clients. Handle telephone enquiries received; receive and register hand delivered mail/files. Handle all incoming and outgoing mail. Operate office machines in relation of the registry function. Process documents for archiving and disposal. Render an effective filing and record management services. Open and close files according to record classification system. Filing/storage, tracing (electronic/manually) and retrieval of documents and files. Complete index / Filing plan according to regulatory framework. Record receipt, maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers and maintain various control registers.

ENQUIRIES
Mr MV Maeko Tel No: (013) 753 9337

POST 41/100

SECRETARY REF NO: 2018/286/OCJ

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

CENTRE
Mbombela High Court

REQUIREMENTS
Grade 12 with typing as a subject or any other training course or equivalent qualifications. Skills and Competencies: Good communication skills; good telephone etiquette; computer literacy; Good people skills, Sound organisational skills. Reliability and ability to act with tact and discretion. Good grooming and presentation skills.

DUTIES
Provide a secretarial/ receptionist support service to the manager. Responsible for overall administration of the Court. Diary management and co-ordination of office activities. Management of all incoming and outgoing correspondence. Co-ordination of and preparation for meetings, workshops, typing of documents. Provide reception services including call screening, receiving as well as attending
to messages and provide hospitable reception of visitors to the Directorate. Making
travel and accommodation arrangements as well as processing of all subsistence
and travel claims. Handling of confidential documents. Operate standard office
equipment (fax, photocopy machine and telephone). Type correspondence such
as reports, submissions and letters. Perform administrative tasks such as taking
minutes and arranging/serving refreshments. Remain up to date with regard to
prescripts/policies and procedures applicable to her or his work terrain to ensure
efficient and effective support to the manager.

ENQUIRIES : Mr MV Maeko Tel No: (013) 753 9337

POST 41/101 : DATA CAPTURER REF NO: 2018/287/OCJ (X2 POSTS)

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

CENTRE : Mbombela High Court

REQUIREMENTS : Grade 12 or NQF Level 4 qualification; 0-2 years’ experience. Knowledge of
clerical duties, practices as well as the ability to capture data. Knowledge and
understanding of legal framework governing the public service. Knowledge of
working procedures in terms of the working environment; Skills and Competencies:
Good communication skills (written and verbal); good interpersonal skills, problem
solving skills, customer services and attention to details.

DUTIES : Render data capturing services. Effective use of technology; contribute to
organizational efficiency and work distribution, general administration functions,
capture and update data on computer. Generate spread sheets. Update the
system on all data sets. Validate data (for quality purpose) to ensure correctness,
completeness and consistency. Compile routine statistical information/reports.
Receive, register and track records or documents submitted for further processing
in the administration component of the institution. Capture routine transactions on
computer such as the transfer of information from manual records to electronic
documents. Provide routine and administrative maintenance services: Update and
file records. Continuous updating of information on computer for reporting
purposes. Retrieve information required.

ENQUIRIES : Mr MV Maeko Tel No: (013) 753 9337

POST 41/102 : SWITCHBOARD OPERATOR REF NO: 2018/288/OCJ

SALARY : R136 800 – R161 148 per annum. The successful candidate will be required to
sign a performance agreement

CENTRE : Mbombela High Court

REQUIREMENTS : Grade 12 or equivalent qualification, switchboard experience will be an added
advantage. Knowledge of Public Service Regulations. Minimum typing speed of
35 wpm; Shortlisted candidates will be subjected to a typing test. Skills and
Competencies: Computer literacy (MS Word); Accuracy and attention to detail;
Ability to work under pressure

DUTIES : Render switchboard services. Attend incoming and outgoing telephone calls.
Transfer calls to the relevant extensions. Provide clients with relevant information.
Take message and convey to relevant staff. Keep record of all outgoing calls. Print
and issue telephone accounts, maintain telephone database. Allocate pin codes
when authorized. Identify and report telephone faults to the supervisor. Typing of
reports, appeals, Court orders, review reports, minutes, circulars and
memorandums. Attend to queries and perform other administration duties as may
be allocated from time to time.

ENQUIRIES : Mr MV Maeko Tel No: (013) 753 9337

POST 41/103 : LIBRARY ASSISTANT REF NO: 2018/289/OCJ

SALARY : R136 800 – R161 148 per annum. The successful candidate will be required to
sign a performance agreement

CENTRE : Mbombela High Court

REQUIREMENTS : Grade 12 or equivalent qualification. Knowledge and experience in law
librarianship. Skills and Competencies: Organizing skills; Communication skills;
Computer literacy and experience with computerised processes and tools. Report
writing Research and planning. Good Interpersonal relations. Creative ad
analytical thinking and Customer oriented.

**DUTIES**: Assist with the management and control of the Library and its resources in line with
the library code and other applicable prescripts. Assist the ordering of library
material approved by the Library Committee. Assist in classifying, cataloguing and
indexing library material. Update loose leaf publications. Responsible for the sub-
libraries outside the court. Assist with running and maintenance of the library
including the physical structure. Arrange for the binding of loose leaf publications.
Conduct asset verification and stocktaking. Carry boxes on delivery of books to
Judges Chambers. Assist with compiling of reports on library matters.

**ENQUIRIES**: Mr MV Maeko Tel No: (013) 753 9337
OFFICE OF THE PUBLIC SERVICE COMMISSION

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

APPLICATIONS:
Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria or you can email your application to recruitment@opsc.gov.za.

FOR ATTENTION: Mr M Mabuza

CLOSING DATE: 29 October 2018 at 15:45

NOTE:
Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver’s license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Test to determine their suitability for the post. Please take note that late applications will not be accepted. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

Special Note: Please note that from 26 June 2018 our new address will be Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria. All hand-delivery applications should be brought to our new address from 01 July 2018.

OTHER POST

POST 41/104: SENIOR PERSONNEL OFFICER REF NO: SPO/10/2018

SALARY: R196 407 – R231 351 per annum (Level 06)
CENTRE: Head Office, Pretoria
REQUIREMENTS:
Ideal candidate profile: A Senior Certificate coupled with two year’s PERSAL, Conditions of Service and Employee Benefits and Records Management experience. Computer skills in MS Office Suite, including Word, Excel, PowerPoint and Outlook. Good interpersonal relations skills. Planning skills. Technical skills. Must be assertive, trustworthy, ethical and professional with integrity. Must have effective administrative, organizational, problem solving and communication skills. Must be creative, motivated, self-driven, results-oriented and initiative. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have a valid driver’s license (with exception of people with disabilities).

DUTIES:
The successful candidate will be responsible for: Conditions of Service and Employee Benefits. Administration of documents and record keeping. Maintaining and managing the filing system within the Directorate: Human Resource Management and Development. Processing the administration of Human Resource Management Transactions on PERSAL.

ENQUIRIES:
Ms L Human Tel No: (012) 352 1115
ANNEXURE O

DEPARTMENT OF PUBLIC WORKS

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

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

FOR ATTENTION: Ms N.P Mudau

CLOSING DATE: 26 October 2018 at 16h00

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

MANAGEMENT ECHELON

POST 41/105: CHIEF DIRECTOR: PROPERTY INVESTMENT AND LEASE MANAGEMENT

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

CENTRE: Head Office: Pretoria

REQUIREMENTS: A postgraduate qualification (NQF Level 7) in Property Management or equivalent qualification in built environment of which 7 years should be at Senior Management Services level relevant experience in Built environment or related field. Master degree would be advantageous. Knowledge: Property Financing, Preferential Procurement Policy and Framework, Black Economic Empowerment Act, Supply Chain Management Act, Portfolio Performance and Monitoring, Disposal Policy, Government Immovable Assets Management Act, National Environmental Management Act, Integrated Coastal Management Act. Skills: Strategic capability and leadership, Programme and project management, Asset Management, Property Management, Advanced communication, People Management and empowerment, Problem solving and change management, Policy analysis and development, Service delivery innovation, Financial management, Communication (verbal and written), Stakeholder management, Presentation and facilitation, Quality management. Personal Attributes: Ability to work effectively and efficiently under pressure, ability to meet tight deadline whilst delivering excellent results, Ability to communicate at all levels, participate at an executive level, People orientated, Trustworthy, Hard-working, Highly motivated and ability to work independently. Other: Willing to adapt work schedule in accordance with requirements of the Unit; required to travel extensively; Experience in large commercial developments; Exposure to development of maritime infrastructure will be advantageous.

DUTIES: Undertake researches on latest trends; ensure the development and implementation of effective and efficient acts, strategies and policies; determine and develop strategic intervention mechanisms where there are problems/
challenges to implement efficient, effective and uniform procedures and policies; ensure that the SHSCPD&SP budget framework is in line with Medium Term Expenditure Framework; Oversee the analysis of the planned development of small harbours and state coastal properties to ensure continued performance during the development phase; Oversee the monitoring, evaluating and reporting on the development of state coastal assets to ensure compliance and continuous improvement as outlined in the letting out framework; Manage the improvement of infrastructure asset planning, budgeting and implementation that enables sustainable service delivery, increased economic growth and increase access to services for harbours; Improve the utilization of state owned immovable assets in compliance with GIAMA; Oversee the development of the letting out strategy and oversee the implementation across all spheres of government to ensure improved service delivery and continuous improvement of state coastal assets. Conduct benchmarks and best practices for states’ coastal assets in line with the property and construction Industry; Ensure sound investment decisions are made which will benefit the state; Ensure all investments are based on current economic market trends. Provide the development of a base for investment and disinvestment decisions; Provide guidance with respect to the integrated approach of developing small harbours; Analyses of options for construction, renovation, leasing and space optimization of small harbours and state coastal properties.

ENQUIRIES
Mr Sam Thobakgale Tel No: (012) 406 1882
Mr Riyaadh Kara Tel No: (012) 406 1273

POST 41/106
DIRECTOR: PROPERTY INVESTMENT SMALL HARBOURS, STATE COASTAL PROPERTY DEVELOPMENT AND SPECIAL PROJECTS (SHSCPD&SP) REF NO: 2018/102

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
Head Office: Pretoria

REQUIREMENTS
Post graduate qualification (NQF level 7) in Asset Management/ Commerce and/or Financial/ Business administration or equivalent qualification in built environment 5 years relevant experience in Built environment or related field at MMS / SMS level. Knowledge: Property Financing, Preferential Procurement Policy and Framework, Black Economic Empowerment Act, Supply Chain Management Act, Portfolio Performance and Monitoring, Disposal Policy, Government Immovable Assets Management Act, National Environmental Management Act, Integrated Coastal Management Act. Skills: Strategic capability and leadership, Programme and project management, Asset Management, Property Management, Advanced communication, People Management and empowerment, Problem solving and change management, Policy analysis and development, Service delivery innovation, Financial management, Communication (verbal and written), Stakeholder management, Presentation and facilitation, Quality management. Personal Attributes: Ability to work effectively and efficiently under pressure, ability to meet tight deadline whilst delivering excellent results, Ability to communicate at all levels, participate at an executive level, People orientated, Trustworthy, Hard-working, Highly motivated and ability to work independently. Other: Willing to adapt work schedule in accordance with professional requirement; required to travel extensively; Experience in commercial developments and letting out; Exposure to development of maritime infrastructure will be advantageous.

DUTIES
Collate and consolidate all existing information within the investment analyses and immovable asset register of state coastal properties; assess the cost/ benefits for all property investment and options; conduct financial risk, medium and long term liabilities, technical and functionality risk and market risk analyses for portfolios; conduct sensitivity analyses to enable the formulation of proactive strategies for portfolio management; forecast market trends. costs and opportunities related to property assets; audit and evaluate additional investments, capital investments and review performance of portfolio assets related to investment projections; advise and identify innovative alternatives property financing and value enhancing strategies and projections; provide investment related advice to various stakeholders other government departments under Operation Phakisa: Oceans Economy; develop and implement incremental programme to value the State’s
properties; provide progress and financial reports to Chief Director: Property Investment and Lease Management. Manage the implementation of the new letting our framework, manage the co-ordination and administration of the letting out component; Manage the monitoring, evaluating and reporting on the development of state coastal assets to ensure compliance and continuous improvement as outlined in the letting out framework; Development of the letting out strategy and oversee the implementation across all spheres of government to ensure improved service delivery and continuous improvement of state coastal assets. Manage the employment related processes of the component; manage the administration and development of staff; ensure capacity and sustainability of staff of the component; manage the budget and expenditures of the component; Provide reports on investment and letting out portfolio.

ENQUIRIES:  
Mr Sam Thobakgale Tel No: (012) 406 1882  
Mr Riyaadh Kara Tel No: (012) 406 1273
**ANNEXURE P**

**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**

26 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.

**MANAGEMENT ECHELON**

**POST 41/107**

**DIRECTOR: SUPPORT SERVICES**

REF NO: 3/2/1/2018/331

**SALARY**

R1 005 063 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)

**CENTRE**

Directorate: Support Services: Gauteng (Pretoria)

**REQUIREMENTS**

Bachelor's Degree or Advanced Diploma in Public Administration/Public Management/Business Administration (NQF Level 7). 5 years at middle/senior managerial level. Job related Knowledge: Policy development and implementation; Public Service Regulation; Basic Conditions of Employment Act; Labour Relations Act; Public Service prescripts. Job related skills: Computer literacy; Communication; Presentation; Interpersonal relations; Project management; Financial management; Conflict management and leadership. A valid driver's licence.

**DUTIES**

Provide human resource administration support. Provide human resource management services. Manage human resource training and development. Manage employee relations. Render human resource support services. Coordinate employee health and wellness programmes. Monitor, manage and mainstream relevant development programmes. Monitor implementation of policy objectives through programme implementation by Land Reform, Land Products, Services and Restitution across all three spheres of government. Ensure that youth programmes are implemented and coordinated up to district level. Manage records management services. Facilitate the implementation of records management policies, guidelines and procedures. Monitor and evaluate records management practices for compliance to sound records management practices. Provide and coordinate training on records administration. Administer and maintain database for status of restitution land claims. Provide safety and security services within the province. Manage compliance with safety and security policies and procedures.

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

NOTE
Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

POST 41/108
DIRECTOR: SUPPORT SERVICES REF NO: 3/2/1/2018/332
Directorate: Support Services

SALARY
R1 005 063 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)

CENTRE
Northern Cape (Kimberley)

REQUIREMENTS
Bachelor's Degree or Advanced Diploma in Public Administration/Public Management/Business Administration (NQF Level 7). 5 years at middle/senior managerial level. Job related Knowledge: Policy development and implementation; Public Service Regulation; Basic Conditions of Employment Act; Labour Relations Act; Public Service prescripts. Job related skills: Computer literacy; Communication; Presentation; Interpersonal relations; Project management; Financial management; Conflict management and leadership. A valid driver's licence.

DUTIES
services. Render Marketing services. Manage media production services. Manage media services. Manage and coordinate provincial and development communication services. Render language services. Provide and manage Legal Services. Render Legal Services. Provide legal advise. Manage Court Orders issued.

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

**NOTE**: Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

**OTHER POSTS**

**POST 41/109**: DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION REF NO: 3/2/1/2018/347

Directorate: Strategic Land Acquisition

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

**CENTRE**: Mpumalanga (Ehlanzeni District)

**REQUIREMENTS**: Bachelor’s Degree or National Diploma in Social Science or Economics or equivalent qualifications. 3 - 5 year’s relevant experience at management level. Job related knowledge: Land Reform: Provision of Land and Assistance Act; Land Reform (Land Tenants) Act; Agrarian transformation as well as key priorities of government; Comprehensive Rural Development Programmes (CRDP); Recapitalisation and Development Programmes; Relevant prescripts pertaining to land reform and redistribution. Job related skills: People management; Strategic thinking; Communication (writing and verbal). A valid driver’s licence.

**DUTIES**: Manage the provision of land acquisition and warehousing services. Development of regional strategy. Use Proactive Land Acquisition Strategy (PLAS) to acquire land. Provide land to small holder farmers. Monitor implementation at the district. Ensure conducting of area based plans. Manage the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of service level agreements on leased assets with beneficiaries and caretaker or service provider. Manage the process of valuation of immovable assets. Manage the identification and facilitation of land reform strategic institutional partnerships. Ensure assessment of company legal compliance for the formation of institutional partnerships. Ensure assessment of the risk profile and business plan of the strategic partners (SP) to determine the business compatibility between the SP and the beneficiaries. Provide district land acquisition services. Manage the implementation of redistribution programmes. Manage the implementation of redistribution programmes. Manage the implementation of land acquisition and development services. Manage the identification and selection of potential recapitalisation projects. Conduct the analysis and selection of Comprehensive Rural Development Programme (CRDP) Projects based on Agricultural Aessment reports and development needs. Profile selected projects to establish baseline information and recruit suitable partners for the development of business plans. Prioritise selected projects in accordance with the Agricultural Land Holdings Policy Framework and State Land Lease and Disposal Policy. Implement recapitalisation project procedures within the relevant policy and programme guidelines. Analyse and assess recapitalisation business plans. Liaise with relevant stakeholders regarding recapitalisation projects. Work together with commercial agricultural and private farming sector to promote black economic
empowerment. Create partnerships between emerging and established farmers. Create linkages between agricultural produce retailers and small farmers through procurement and “contracting-out”. Monitor the maintenance of accurate and accessible recapitalisation project support requirements. Facilitate the provision of mentorship strategic support to the Black Emerging Farmers. Facilitate the provision of co-management arrangement, share-equity arrangements and contract farming support on recapitalisation projects. Manage human, financial and other resources of the Sub-Directorate. Manage and supervise human resource of the Sub-Directorate. Manage and monitor finances of the Sub-Directorate. Manage the procurement of items for the Sub-Directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.

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, 7th Floor, Nelspruit, 1200.

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

POST 41/110 DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/2/1/2018/333 (X4 POSTS) Directorate: Forensic Investigations

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

CENTRE: Pretoria

REQUIREMENTS: Bachelor’s Degree or National Diploma in Accounting/Forensic Investigations/Auditing/Police Administration/BProc/LLB/Criminology/BJuris. 6 years creditable and applicable experience in the Forensic Investigation field. 3 - 5 years middle management/project management experience. Membership of the Association of Certified Fraud Examiners (ACFE) is recommended. Job related knowledge: Forensic Investigation Methodologies and legislative requirements in the Public Sector; Understanding of forensic investigation techniques, tools and processes; ACFE Code of Professional Standards and Code of Professional Ethics. Job related skills: Written and verbal communication; Interviewing; Analytical and problem solving; Staff and interpersonal relations; Project management; Computer literacy; Investigation. A valid driver’s licence.

DUTIES: Provide inputs to the development of the Annual Forensic Investigation Case Register for approval by the Director by March annually. Manage/perform the preliminary investigation of the allocated Annual Forensic Investigation Case Register projects within approved timelines. Compile/review all the preliminary investigation planning, execution and reporting deliverables of all the allocated projects within the approved timelines. Manage the execution of/execute the allocated Annual Forensic Investigation Case Register Projects within approved timelines. Manage the integrity and timelines of the execution of the allocated projects within approved timeline. Compile/review all the investigation execution/fieldwork deliverables of all the allocated projects within approved timelines. Manage the reporting of/report on the allocated Annual Forensic Investigations Case Register Projects within approved timelines. Compile/review the reports of all the allocated projects within approved timelines. Compile the audit committee reports of all the allocated projects within approved timelines. Report to the Director on the status of all the allocated projects on a weekly basis. Participate in the preparation of the reports to the Chief Audit Executive on the Directorate’s status of the Annual Forensic investigation Case Register Projects on a bi-weekly basis. Participate in the preparation of the quarterly progress report to the Audit Committee of the Annual Forensic Investigation Case Register Projects three weeks prior to the Audit Committee meeting date. Manage/perform the allocated Annual Forensic Investigation Case Register Projects closure and post investigation tasks within approved timelines. Compile/review the project closure deliverables of all the allocated projects within approved timelines. Testify in disciplinary/civil/criminal proceedings and provide technical support in this regards when required. Manage the implementation of Project management action plans.
by responsible line managers on all the allocated projects, within approved timelines.

**APPLICATIONS**

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

**NOTE**

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

**POST 41/111**

DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2018/334

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**

KwaZulu-Natal (Vryheid)

**REQUIREMENTS**

Bachelor’s degree in Sociology/Political Science/Philosophy, Politics and Law/Law and Politics/Law Degree. 3 - 5 years 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 organisation; Communication; Computer literacy; Strategic thinking; Problem solving and analytical. 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 legal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Implement communal land rights support. Promote awareness and provide capacity building on communal land rights and relevant laws and stakeholders. Implement communal land rights policies, procedures, guidelines and products. Implement communal tenure upgrading. Manage compliance to communal property institutions establishment. Coordinate the establishment and implementation of Communal Property Associations (CPA). Provide secretariat services in the Communal Property Associations (CPA) meetings and constitution proceedings. Maintain the register of CPA and similar entities. Promote awareness of Communal Property Associations (CPA) activities. Manage and conduct investigation on the affairs and activities of the registered Communal Property Associations (CPA). Manage the mediation and disputes resolution proceedings of the Communal Property Associations (CPA). Monitor the validity of Communal Property Associations (CPA) transactions in accordance with the Communal Property Associations (CPA) Constitution.

**APPLICATIONS**

Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

**NOTE**

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

**POST 41/112**

DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2018/335

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**

KwaZulu Natal (Ladysmith)

**REQUIREMENTS**

Bachelor’s degree in Sociology/Political Science/Philosophy, Politics and Law/Law and Politics/Law Degree. 3 - 5 years 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 organisation; Communication; Computer literacy; Strategic thinking; Problem solving and analytical. 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 legal and unlawful evictions. Establish and maintain land rights mediation and adjudication processes. Implement communal land rights support. Promote awareness and provide capacity building on communal land rights and relevant laws and stakeholders. Implement communal tenure upgrading. Manage compliance to communal property institutions establishment. Coordinate the establishment and implementation of Communal Property Associations (CPA). Provide secretariat services in the Communal Property Associations (CPA) meetings and constitution proceedings. Maintain the register of CPA and similar entities. Promote awareness of Communal Property Associations (CPA) activities. Manage and conduct investigation on the affairs and activities of the registered Communal Property Associations (CPA). Manage the mediation and disputes resolution proceedings of the Communal Property Associations (CPA). Monitor the validity of Communal Property Associations (CPA) transactions in accordance with the Communal Property Associations (CPA) Constitution.

APPLICATIONS: Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

Directorate: Plas Asset and Lease Revenue Management

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

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s Degree/National Diploma in Accounting, Financial Management or equivalent qualification. 3-5 years’ experience at supervisory level equivalent to Assistant Director within Asset Management environment. Job related knowledge: Accounting systems; Treasury Regulations; Public Finance Management Act (PFMA); Generally Recognised Accounting Practice (GRAP). Job related skills: Project management; Report writing; Analytical; Computer literacy (MS Word, Excel, PowerPoint, Project); Communication; Problem solving and decision making; Consultation; Planning and organizing; Facilitation and presentation; Training and development skills. Strategic leadership capability; Interpersonal relations. A valid driver’s licence.

DUTIES: Develop and implement strategies of asset management in line with PLAS Projects, Acts and Policies. Develop and review policies and standard operating procedures. Manage the compilation and maintenance of the Trading Account Asset Register. Develop process of maintaining an asset register. Ensure efficient and effective asset management. Review the process of updating the asset register which include; acquisitions, maintenance management, transfers and utilisation. Plan and manage asset verification and sign off reports. Manage the process of impairment, disposal, depreciation and amortization of assets. Develop and provide reports regarding asset management of the trading account. Manage the process of reconciling the asset registers. Prepare and provide inputs for financial statement.

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

NOTE: Coloured, Indian and White males and African, Coloured and Indian females and Persons with disabilities are encouraged to apply.
POST 41/114 : DEPUTY DIRECTOR: SUPPLY CHAIN AND FACILITIES MANAGEMENT REF NO: 3/2/1/2018/346
Directorate: Financial and Supply Chain Management Services

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

CENTRE : Mpumalanga (Nelspruit)

REQUIREMENTS : National Diploma in Supply Chain Management/Logistics Management/Financial Management. 3 years’ experience as an Assistant Director in the supply chain and facilities environment. Job related knowledge: Public Finance Management Act (PFMA); Basic Accounting System (BAS); Logistical Information System (LOGIS); ACCPAC and Treasury Regulations. Job related skills: Interpersonal relations; Communication (written and verbal); Organising; Decision-making; Computer literacy; People management. A valid driver’s licence.

DUTIES : Manage the Demand Management Plan and acquisition of goods, services and assets. Ensure that they are procured in accordance with supply chain management prescripts. Manage advice on and support bid processes and contract management functions. Provide guidance and support to bid committees and check bid documents for compliance. Serve as a member of various bid committees. Ensure proper financial management control and compliance with delegations regularly. Monitor irregular expenditure, non-compliance and wasteful expenditures in procurement processes and report thereof. Advice on supply chain risks controls and fraud prevention. Provide support to regions/clients offices as required. Monitor compliance with supply chain code of conduct. Provide the budgetary matters to the Director when required. Manage implementation of service levels agreements between client's offices and the PSSC as well as between PSSC and National Office when necessary. Evaluate and continuously improve work processes and procedures that will benefit clients on an on-going basis. Provide logistics and transport services. Manage the logistical management system. Monitor the supply chain performance. Manage and control the assets of the department. Provide support to regions/clients offices as required. Report to National Office on supply chain management matters monthly. Coordinate audit reports on quarterly and yearly basis. Provide asset and facilities management services. Manage the departmental assets register according to the procedure. Manage the receipts of goods and services when required. Manage the safeguarding of stores and equipment on a daily basis. Provide support to regions/clients offices as required. Identify service delivery needs of clients when necessary.

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, 7th Floor, Nelspruit, 1200.

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

POST 41/115 : M&E SPECIALIST REF NO: 3/2/1/2018/348
Directorate: Service Delivery Coordination

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

CENTRE : Mpumalanga (Nelspruit)

REQUIREMENTS : National Diploma in Development Studies/Social Sciences. 3 years’ middle management working experience in monitoring and evaluation processes. Job related knowledge: Government policies processes and protocol; Ability to edit documents will be an added advantage; The ability to work with executive management will be an added advantage; Ability to be trustworthy and maintain confidentiality at all times will be an added advantage. Job related skills: Planning and organising; Good interpersonal relations; Computer literacy; Creativity and innovation; Communication (written and verbal); Advanced report writing; Problem solving; Analytical; Research. A valid driver’s licence. Ability to work in a team.


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, 7th Floor, Nelspruit, 1200.

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

Directorate: Strategic Land Acquisition

SALARY: R444 693 per annum (Level 10)
CENTRE: Mpumalanga (Gert Sibande District)

DUTIES: Identify potential projects within the area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project file(s) from regional manager/ Deputy Director: Land Acquisition. Make arrangement with the farm/land owner for Farm assessment. Conduct Farm assessment in conjunction with Department of Agriculture Forestry and Fisheries (DAFF), Gauteng Department of Agriculture and Rural Development (GDARD) and Municipalities (Stakeholders). Prepare presentation for the District Screening Committee for approval of Planning Funds. Conduct Farm visits to locate the property and confirm Land Claim status. Implement land acquisition project procedures within relevant policy and programme guidelines (Regional Agricultural Development Program (RADP) and Proactive Land Acquisition Strategy (PLAS)). Facilitate the appointment of service providers to conduct relevant studies. Engage in the Land Price Negotiations Process. Prepare submission for approval by relevant committees. Liaise with relevant role-players/Stakeholders with regards to Land Acquisition projects support requirements. Consult with Land Acquisition and Warehousing to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to Presidential enquiries and Ministerial tasks and queries. Consult with the office of the Public Protector to investigate and respond to query within 7-14 days. Liaise with the Banks (Land Bank) to investigate and determine the settlement amount for rescue purposes. Conduct investigation of mineral rights with the Department of Minerals. Consult Eskom on electricity related matters. Facilitate project financial administration process. Obtain approval of planning funds for implementation of projects. Develop Terms of Reference for procurement of service provider. Facilitate the appointment of service providers through adjudication process. Compile monthly and quarterly projections for expenditure of approved funds. Ensure payment of invoices for service rendered within stipulated time. Provide support to the management of the Region. Coordinate Regional Project Implementation. Manage regional project database. Administer regional application. Manage day to day operations of the Senior Project Officers. Check and correct submissions of Senior Project Officers prior to submission to the Regional Manager. Provide input into the strategic direction of the region/unit.
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, 7th Floor, Nelspruit, 1200.

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

POST 41/117: EMPLOYEE RELATIONS ADVISOR REF NO: 3/2/1/2018/326
Directorate: Labour Relations

SALARY: R356 289 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS:
National Diploma in Labour Relations/Human Resources Management. 3 years experience in labour relations/labour law. Job related knowledge: Public Service prescripts; Labour Law/Relations prescripts (Basic Conditions of Employment Act, Labour Relations Act, Employment Equity, Occupational Health and Safety and skills development); Promotion of Administrative Justice Act (PAJA); Promotion of Access to Information Act (PAIA). Job related skills: Investigation; Report writing; Computer literacy; Communication; Negotiation; Mediation and conflict resolution; Problem solving; Interpersonal relation; Presentation and facilitation; Analytical. A valid driver's licence. Prepared to travel and work under pressure. Must be a highly developed, independent, creative and innovative individual.

DUTIES:
Facilitate the prompt finalisation of misconduct cases. Facilitate the expeditious resolution of disciplinary cases. Facilitate the implementation and adherence of prescripts governing misconduct. Facilitate the coordination of the appointment of chairpersons and initiators. Coordinate and facilitate appointment of external service providers in complex cases, as required. Facilitate the prompt finalisation of grievance cases. Facilitate the implementation and adherence of prescripts governing grievances. Ensure effective advice towards the resolution of grievance. Ensure prompt referral of grievances to the executing authority and Public Service Commission when necessary. Ensure and monitor the implementation of the outcome of grievances. Facilitate the effective finalisation of disputes. Represent the Department at conciliation and arbitration sit downs. Ensure proper preparation and presentation of cases by practitioner. Identify cases that need to be dealt with by Legal Service/external service provider/counsel. Obtain mandate and/or negotiate settlement agreement to resolve disputes where applicable. Maintain an effective labour relations reporting system for allocated cases. Timeous submission of monthly statistics. Assist in compilation of quarterly, annual and ad hoc reports. Ensure the efficient capturing of finalised cases on PERSAL. Improved Labour Relations awareness. Identify trends and facilitate training to business units. Conduct training on approved labour relations policies. Compile labour relations information leaflets.

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

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

POST 41/118: ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 3/2/1/2018/336
Directorate: Labour Relations

SALARY: R356 289 per annum (Level 09)
CENTRE: Pretoria
REQUIREMENTS:
National Diploma in Law, Labour Relations/Human Resources Management. 3 years’ experience in Labour Law, Labour Relations and Human Resources. Job related knowledge: Public Service Prescripts. Labour Law/Relations Prescripts (Basic Conditions of Employment Act, Labour Relations Act, Employment Equity, Occupational Health and Safety and skills development); Promotion of Administrative Justice Act (PAJA); Promotion of Access to Information Act (PAIA). Job related skills: Investigation; Report writing; Computer literacy; Written and verbal communication; Negotiation; Mediation and conflict resolution; Problem solving; Interpersonal relations. Presentation and facilitation; Analytical. A valid
driver's licence. Prepared to travel and work under pressure. Must be a highly developed, independent, creative and innovative individual.

**DUTIES**
Facilitate and supervise the prompt finalisation of misconduct cases. Facilitate and supervise disciplinary cases and ensure that they are dealt with within 90 days of receipt. Supervise and monitor implementation and adherence of prescript governing misconduct. Supervise and monitor coordination of the appointment of chairpersons and initiators. Discuss, prepare and ensure proper representation at disciplinary enquiry as required. Supervise, monitor and ensure the implementation of the outcome of formal and informal disciplinary processes. Coordinate and facilitate appointment of external service providers in complex cases. Draft appeal memo's and ensure expeditious of appeal. Provide efficient and effective advice on disciplinary matters. Facilitate and supervise the prompt finalisation of grievance cases. Facilitate and supervise grievance cases and ensure that they are dealt with within 30 working days/agreed upon timeframes from the date of receipt. Supervise and monitor implementation and adherence of prescript governing grievance. Ensure effective advice towards the resolution of grievances. Ensure prompt referral of grievances to the Executing Authority, and Public Service Commission when necessary. Ensure and monitor the implementation of the outcome of grievances. Facilitate the effective finalisation of disputes. Represent the Department at conciliation and arbitrations. Obtain mandate and/or negotiate settlement agreement to resolve dispute, where applicable. Identify cases that need to be dealt with by Legal Services/external service provider/counsel. Ensure proper preparation and presentation of cases. Implement capacity building programmes. Provide and facilitate training to business units on request. Provide assistance to Service Providers with the facilitation of SMS training. Advice employees on daily basis. Manage relationships with organised labour and assist in collective bargaining processes. Provide assistance with the preparation for DBC meetings, as requested. Attend policy consultation meetings, as requested. Attend to any industrial unrest that occurs in area of responsibility. Promote and enforce a cordial relationship with shop stewards in area of responsibility.

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

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

**POST 41/119**
**ASSISTANT DIRECTOR: DEMAND AND ACQUISITION**
**REF NO:** 3/2/1/2018/340
**Directorate:** Financial and Supply Chain Management Services

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

**CENTRE**
Northern Cape (Kimberley)

**REQUIREMENTS**
National Diploma in Supply Chain Management or Logistics Management/Public Management/Administration. 3 years supervisory experience working in the demand and acquisition environment. Job related knowledge: Public Service Act; Public Finance Management Act; Preferential Procurement Policy Framework Act; Treasury Regulations. Job related skills: Computer literacy; Problem solving; Communication (verbal and written); Organising; Interpersonal relations. A valid driver’s licence. Ability to work under pressure and to work in a team.

**DUTIES**
specification and evaluation committee members. Facilitation and coordination of approval of Bid Specification and evaluation members. Facilitate and coordinate bid specification meetings. Align terms of reference, pricing schedule, minutes and submit for approval. Ensure that acquisition management for advertisement of bids is done on time. Identify, initiate facilitate and implement sourcing strategies (Terms contract, transversal contracts, bulk procurement and direct sourcing (sourcing Strategies). Assist service providers to on line register on the CDS (Central Supplier Database). Verify captured service providers information on CSD and their allocate service provider number. Record service providers performance on the service provider database. Maintain contract register (administer of contract). Monitor expiring contracts and advise the users. Monitor performance of contract and compile report. Capture and update contract register and lease compliance certificate. Identify expiring contracts and advise clients accordingly. Facilitate and convene service provider meetings. Facilitate quotation management process. Prepare and submit recommendation for adjudication of quotes and award. Check if the procurement process was conducted according to the correct procedures. Adjudicate the recommended quote or proposal and award the contract to the successful service provider. Report outcome of award to PPRM. Facilitate Bid Management Process. Receive terms of reference and procurement approach, analyse and distribute for compliance bid document. Review and approve bid documentation. Submit invitation to bid for advertisement as per the medium specified in the procurement approach. Record bids submitted after closing date and time and return unopened to the bidder. Publish the names of all bidders that submitted bid offers. Verify if the bid offers received meet the responsiveness criteria and approve the responsiveness results. Review evaluation report and submit via email to the relevant BEC members. Serve as Bid Adjudication Committee secretariat. Facilitate Bid Adjudication outcomes. Provide guidance and support to clients. Provide management response for audit queries/request and submit to supervisor. Review and implement risk register. Implement external and internal audit action plan. Advice on SCM risk control and fraud preventions.

APPLICATIONS: Applications can also be submitted by post Private Bag X5007, Kimberley, 8302 or hand it delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

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

POST 41/120: ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 3/2/1/2018/341 (X6 POSTS)
Directorate: Forensic Investigations

SALARY: R356 289 per annum (Level 09)

CENTRE: Pretoria

REQUIREMENTS: Bachelor's Degree or National Diploma in Accounting/Forensic Investigations/Auditing/Police Administration/BProc/LLB/Criminology/BJuris. 3 years credible and applicable experience in the Forensic Investigation field. Project Management or supervision experience. Membership of the Association of Certified Fraud Examiners (ACFE) is recommended. Job related knowledge: Forensic Investigation Methodologies and legislative requirements in the Public Sector; Understanding of forensic investigation techniques, tools and processes; ACFE Code of Professional Standards and Code of Professional Ethics. Job related skills: Written and verbal communication; Interviewing; Analytical and problem solving; Staff and interpersonal relations; Project Management; Computer literacy; Investigation. A valid driver’s licence.

DUTIES: Perform preliminary investigations of the allocated Annual Forensic Investigation Case Register Projects within approved timelines. Compile all the preliminary investigation planning, execution and reporting deliverables of all the allocated projects within the approved timelines. Execute the allocated Annual Forensic Investigation Case Register Projects within approved timelines. Compile all the investigation planning deliverables of all the allocated project within approved timelines. Compile all the investigation execution/fieldwork deliverables of all the allocated projects within approved timelines. Report on the allocated Annual
Forensic Investigations Case Register Projects within approved timelines. Compile the reports of all the allocated projects within approved timelines. Report to the Deputy Director on the status of all the allocated projects on a weekly basis. Participate in the preparation of the reports to the Chief Audit Executive on the Directorate's status of the Annual Forensic Investigation Case Register Projects on a bi-weekly basis. Perform the allocated Annual Forensic Investigation Case Register Projects closure and post investigation tasks within approved timelines. Compile the project closure deliverables of all the allocated projects within approved timelines. Testify in disciplinary/civil/criminal proceedings and provide technical support in this regards when required.

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

NOTE: African, Coloured, Indian and White males and 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: 26 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 41/121: DIRECTOR: BLACK ECONOMIC EMPOWERMENT REF NO: SEZET/BEE 006
Overview: Ensure the development of strategies for the effective implementation of Equity Equivalent Investment Programmes, Enterprise Development and Black Economic Empowerment transactions.

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

REQUIREMENTS:
Mandatory requirements: An undergraduate qualification (NQF Level 7) in Transformation / Economics / Business Management / Financial Management. 5 years’ experience at a middle/senior managerial level in a Transformation or Socio-Economic Development environment. Key requirements: Experience in the management and implementation of the Equity Equivalent Investment Programme. Experience in fronting transactions. Experience in the development and implementation of policies and strategies. Experience in stakeholder management, people management, financial management, project management, report writing and analysis. Communication skills (verbal and written), analytical and thinking skills, presentation skills, planning and organising skills and Interpersonal skills. Strategic capability and leadership. Sound knowledge and understanding of the relevant IPAP, New Growth Path, International best practice for Equity Equivalents and Investments. Knowledge and understanding of Public Service Regulations, Public Service Act, B-BBEE Act, Treasury Regulations and Public Finance Management Act.

DUTIES: Ensure the management and implementation of the Equity equivalent Investment programme: Manage the development of a valuation tool to enhance Equity Equivalent Investment Programme. Ensure description of systems and procedures for the processing of the Equity Equivalents Investment Programme. Ensure the development of a management tool to track progress and status each Equity Equivalent (EE) application. Ensure facilitation of approved EE programmes to be published on the BEE IT Portal and to all government departments, state owned entities and agencies. Ensure availability of the latest directive from the BEE Advisory Council - Sub-Committee on Ownership for all foreign companies, including those that have an approved EE programme, to partner with local companies when bidding and executing a contract in South Africa (in form of Partnership, JV Associate). Ownership, Management Control and BEE transactions: Enhancement of BEE Ownership and Management Control elements
where Youth Owned Enterprises/ Youth / Designated groups will form an integral part of 20 points available for Ownership element (BEE policy and strategic direction). Review and enhance the QSE framework where the elective elements will be lengthened from four to five. QSE to have two mandatory elements being Ownership and Management Control (Policy strategic direction). Ensure submission of recommendations on the preferred viable and sustainable BEE transaction instruments and investment structures. Ensure approval from the BEE Advisory Council Sub-Committee on Ownership for the implementation of pilot project in respect of the Retail Integration Programme (RIP) by the National Empowerment Fund (NEF). Ensure successful implementation of the JSE BEE Shares trading as a pilot project. Facilitate and co-ordinate workshops to Black Investors (around the country) on the critical importance of getting involved at Strategic Management Level, corporate governance, and adding value through meaningful participation at the Target Companies. Fronting Transactions: Ensure the establishment of a conducive legislative framework to have a Fronting proclaimed as Criminal Offence with severe consequences. (BEE Act amended to criminalise Fronting). Ensure the development of a publicly available tool in which includes all Fronting offenders will be listed. Ensure development of a framework for Fronting which includes turnaround timeliness, steering committee, and a spreadsheet to track progress and status of each case. Client Orientation and Customer focus: Ensure the development of internal work processes to improve customer service levels. Revitalise campaigning to encourage people to report fronting through clearly defined channels (only when Fronting has been criminalised). Engage with research, academic and relevant financial institutions. Ensure creation of a conducive channel for all stakeholders to give their contributions and interact with the BEE unit. Engage with customers on the dti's available incentive programmes. Stakeholder Relations Management: Ensure the development of a refined and enhanced stakeholder framework agreement. Conduct presentations to the Embassies, Business Chambers and other stakeholders on the BEE unit programmes. Establish key strategic relationships with TISA and IDD so as to enable the BEE unit to be part of the Trade Missions. Reporting: Ensure that the operational plan is reviewed on a quarterly basis. Ensure changes are aligned with departmental strategic business plan. Ensure annual reporting.

ENQUIRIES

Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835.

OTHER POST

POST 41/122

ASSISTANT DIRECTOR: ICT PROCUREMENT & SUPPLIER MANAGEMENT

REF NO: GSSSD/CIO 005

Overview: Overview: To provide procurement services, ICT asset management, and supplier management within the Office of the Chief Information Officer.

SALARY

Commencing salary of R356 289 per annum (Level 09) (excluding benefits)

CENTRE

Pretoria

REQUIREMENTS

Mandatory requirements: Mandatory requirements: A three - year National Diploma / B Degree in Business Management and/or Financial Management. 3-5 years’ relevant experience in Financial Management, and/or ICT environment within the public or private sector. Key requirements: Experience in IT administration, Supplier management and Procurement. Experience in ICT procurement. Experience in BAS and LOGIS. Programme and Project Management, Change management, Risk management and Stakeholder management. Knowledge of Public Service Regulations, PFMA, Public Service Act and Treasury Regulations. Communication skills (Written and verbal), Problem solving skills and Report writing skills. Service delivery innovation. Client orientation and customer focus.

DUTIES

Procurement of goods and services (Adherence and Compliance): Ensure compliance to Delegation of Powers. Ensure compliance to Treasury Regulations and the dti Policies. Ensure compliance to general control requirements. Provide advisory services to OCIO officials. Provide ad-hoc advice in terms of PFMA, PPPFPA and Procurement policies compliance. Ensure compliance to SITA policies
on ICT services. Supply Chain Management (ICT Procurement management):
Facilitation of procurement of goods and services. Assist with obtaining of
quotations (RFQ process). Verify and compile Request for Quotation (RFQ) packs
-Ensure compliance to PFMA and SCM policy. Administration of Orders (OCIO
packs). Request memo's capturing. Administration of Tenders / specifications:
Verify terms of reference (ToR), request for proposal (RFP), specifications
document and request for information (RFI). Assist with supplier selection and
price schedules. Tender adjudications. ICT Procurement: Asset Management:
Consolidate the dti's IT equipment requirement plan. Implement a centralized bulk
purchasing strategy. Liaise with IT Asset Manager regarding deliveries and
distribution of assets to clients. Tracing, counting and verification of assets, e.g.
computer equipment. Request, verify, consolidate and update ICT forecasts. Spot-
checks on assets and reporting thereon. ICT Procurement: Supplier Management:
Verify received ICT applications from units. Submission of correct ICT applications
to the ICT Manager. Monitor, compile and register ICT applications. Monitor
submitted ICT applications with business units and SCM. Administration of Orders
(ICT equipment). Monitor and ensure adherence to ICT policy on purchasing of
computer equipment. Monitor and follow up with service providers on prescribed
price lists on SITA portal. Monitor and update the ICT application form quarterly.
Ensure compliance to procurement ordering process. Reporting: Commitments
reporting. Ensure relevant register is updated and monitored for the ToR, RFP,
specifications document and RFI documents. ICT equipment reporting.
Submission reporting. Ensure registers are updated. Customer relationship:
Response handling on enquiries from internal and external clients. Ensure
response handling and follow up actions. Attendance of meetings with clients –
internal and external.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application
contact the Recruitment Office on Tel No: 012 394 1809/1835.
NOTE : In terms of the dti's EE requirements, preference will be given to Coloured female
and White male candidates as well as people with disabilities.
ANNEXURE R

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

APPLICATIONS: To apply for the above position, please apply online at http://professionaljobcentre.gpg.gov.za/ or Hand Deliver: Ground floor 56 Eloff Street, Umnotho House and for assistance with online applications visit the following centres: 70 Fox Street, Marshalltown or Maponya Mall

FOR ATTENTION: Ms Margaret Digoro Tel No: (011) 240 3097 – Recruitment

CLOSING DATE: 26 October 2018, 12h00. No late applications will be considered.

NOTE: Candidates must attach their recently updated CV as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post. It is the Department intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant’s responsibility to attach certificate of evaluation of foreign qualifications by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. This Position is targeting Females and people with disabilities in order to address the Department’s EE targets. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

POST 41/123: DIRECTOR: FARMER SUPPORT AND DEVELOPMENT REF NO: REFS/003231

Chief Directorate: Agriculture
Directorate: Farmer Support and Development

SALARY: R1 005 063 per annum (all inclusive package which can be structured according to the individual’s needs)

CENTRE: Johannesburg

REQUIREMENTS: Grade 12 plus Degree in Agriculture (NQF level 7) as recognized by SAQA. 5 years’ experience at a Middle/Senior Management level in Farmers Support and Development. A valid driver’s license. Competencies: Strategic Capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and integrity.

DUTIES: To manage the Farmer Support and Development directorate within the department, to participate in managing a branch within the department, Well-managed directorate (efficient, effective, motivated people, well used resources, etc) with a clear strategic direction, Provide direction and leadership to the directorate, ensuring strategic alignment between the Household Food Security, Integrated Food Security and Farmer Settlement and Support sub-programmes. This implies having a good understanding of the environment within which the sub-programmes operate, and of the theoretical (scientific and socio-economic) aspects underlying the work, and being able to think analytically and make strategic decisions about the work, Ensure sub-programme work is in line with the strategic direction of the directorate and the department, Participate in the development of departmental policies and procedures. Manage the directorate’s input into these processes, Oversee the design and development of information systems to support the strategic work of the directorate (e.g. development of appropriate data-bases, GIS, etc), Participate in strategic thinking, planning and in the management of the branch. Ensure that the Household Food Security, Integrated Food Security and Farmer Settlement and Support sub-programmes plan and evaluate their work, ensuring high quality service delivery, Ensure sub-
programmes manage their stakeholder relations, ensuring optimal levels of stakeholder interaction and public participation. Engage with key stakeholders at formal forums / conferences etc, Facilitate coordination and cooperation between sub-programmes and other branch’s directorates, ensuring smooth workflow and handover of work. Assist with resolving problems and conflicts. Ensure annual strategic plans and business plans are developed according to the departmental cycles. Ensure annual plans are preceded by reviews of work done, problems, changes in the environment etc. Ensure that budgets are developed, using the input of middle management, and that budgets are finalised in time. Hold regular team meetings and facilitate cooperation and coordination and ensure ongoing information sharing between divisions. Ensure that the directorate is adequately staffed, work with management team to develop an establishment plan, and advise management of post requirements. Ensure that the management team of the directorate are fulfilling their HR management obligations, which include mentoring and training, supervision, PPMS, performance appraisal, managing discipline and grievance procedures, referring to EAP, resolving conflicts etc. Supervise management team. Ensuring staff are appointed, inducted and trained according to the needs of the directorate. In particular, ensure that new managers are trained in management skills. Supervising staff: Assist staff to plan their work: provide support by giving advice and by taking on work when there are capacity shortages, Conducting all aspects of the PPMS (Setting annual objectives, regular meetings, annual performance appraisals, performance improvement plans etc) and dealing with disciplinary issues according to the procedures. Provide mentoring, guidance and on the job training and arrange formal training. Help staff in dealing with problems and conflicts, Advise management in regard to post requirements of technical and related personnel. Manage all HR and personnel administration matters pertaining to the directorate. Management of information systems within the sub-programme – this will require liaison with the MIS/IT transversal, Control income and expenditure, and cash flows, Fulfil financial reporting requirements as set out. Ensure that the directorate is able to answer audit queries, Manage tender processes for the sub-programme – ensuring that the processes are adhered to. Ensure that there is proper control and administration of Procurement and purchasing, including tender processes. Control of stock, stores and equipment, leave records, Transport (log books, use of pool cars), Provide support to branch and department management in Answering questions from the legislature, and from the public, Preparing for ITCAL /AEWG and other meetings. Provide comment on documents, policies, organisational procedures etc. as required, Write and submit all reports on time as required. This may include monthly or quarterly reports.

ENQUIRIES

NOTE: Following the interviews 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.

DEPARTMENT OF HEALTH

The Gauteng Department of Health is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

APPLICATIONS

NOTE: Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740

CLOSING DATE: 26 October 2018

NOTE: Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. and Qualifications and Certificate of registration with HPCSA and current registration with HPCSA to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.
ERRATUM: kindly note that the post of Station Manager Grade 3 with Ref No: STMA 00003/09/2018 (X12 Posts), advertised in public service vacancy circular 40 dated 05 October 2018, the requirements must read as follows: Grade 12 certificate or equivalent qualification. AEA/ECT/CCA/ with 3 year experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver’s license with PrDP, Registration certificate and current registration with HPCSA. Supervisory experience is compulsory.

OTHER POSTS

POST 41/124 : CLINICAL MANAGER CASUALTY REF NO: CLMAN 01/10/2018
Directorate: Medical

SALARY : Grade 1: R1 115 874 - R1 238 451 All inclusive package
Grade 2: R1 275 885 – R1 395 105 All inclusive package

CENTRE : Leratong Hospital

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA AS Medical Practitioner. Registration with the HPCSA as a Medical Practitioner. A minimum of 3 years’ appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Post-graduation qualification in Health Management / TLS / ACLS and / or PALS will be an added advantage.

DUTIES : Organize and manage the smooth running of all aspects of the Casualty Department. Attend and manage patients at Casualty in accordance with Departmental Standards Treatment Guidelines. Ensure that all necessary procedures are performed in Casualty. Ensure the presence of protocols. Ensure that discharge summaries and ICD 10 codes are provided for all discharges. Support and mentoring of junior doctors and Medical Interns. Timeously completion of death certificates and other official documents. Be willing to perform tasks delegated over and above the normal duties allocated. Attending management meetings. Attend and participate in Referral Task Team meetings. Ensure M&M meetings in casualty are in place. Liaise with other relevant departments to ensure a smooth interface of Patient Care. Manage the PMDS contracting and evaluation of casualty medical staff. Implementation and monitoring of the strategic Goals and Objectives of the Department of Health including the 6 Ministerial Quality Priorities. Know and advance the MDG’s pertaining to your discipline. Always portray a positive attitude in accordance with Batho Pele Principles. Adhere to the National Core Standards. Adhere to Infection Control Protocols. Be available to serve on any Committee as requested. Knowledge of relevant statutory provisions inter alia Public Service Code of Conduct, Public Service Act, Labor Relations Act and the National Health Act amongst others.

ENQUIRIES : Dr. R Panzu Tel No: (011) 411 3508

APPLICATIONS : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. and Qualifications and Certificate of registration with HPCSA and current registration with HPCSA to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE : 26 October 2018

POST 41/125 : DEPUTY DIRECTOR MANAGER NURSING REF NO: DD-MN/09/2018
Directorate: Nursing
(This is a re-advertisement. All people who applied before are encouraged to re-apply again)

SALARY : R801 918 per annum

CENTRE : Thelle Mogoerane Hospital
REQUIREMENTS: Diploma/Degree in Nursing or equivalent qualification. Registration with the South African Nursing Council as Professional Nurse. A minimum of Nine years appropriate/recognizable experience in nursing after Registration with SANC in general nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Knowledge and skills: Understanding the application of the relevant statutes and policies governing Public Service, nursing profession and corporate governance. Understanding of Performance Management Development System. Understanding of Strategic Planning. Knowledge of PFMA and Treasury Regulations. Understanding the Application of Batho Pele Principles, Patient’s right charter and quality Assurance system. Understanding of managing workplace discipline, well developed communication, presentation, negotiations and research skills. Understanding of hospital indicators.

DUTIES: Provide leadership in nursing services, in inpatient care, outpatient Chronic inpatient and outpatient services. Implement Batho Pele Principles, patient’s rights charter and quality assurance programme. Manage development, implementation and updating of policy guidelines in the nursing section. Ensure effective management of resources. Promote care for ethics and professionalism.

ENQUIRIES: Mr K Mabena Tel No: (010) 345 0971 ext. 306

APPLICATIONS: Thelle Mogoerane Hospital, 12390 Nguza Street Extension, 1475 Vosloorus or Post to HR Department, Private Bag X01 Alrode 1451

CLOSING DATE: 26 October 2018

POST 41/126: MEDICAL OFFICER GRADE 1 -2 REF NO: MO 00001/10/18

Directorate: Medical Department

SALARY: R780 612 - R975 945 per annum (all–inclusive package)

CENTRE: Pretoria West Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner and proof of current registration. Experience in anesthesia, neonatal resuscitation skills and obstetrics is required.

DUTIES: Co-ordinate and manage clinical care and treatment of acute and chronic in and out patients. Stabilize and co-ordinate transfer/referral of appropriate patients to higher level facility. Be rotated through different clinical units of the hospital according to the hospital needs. Manage and handle all patients depending on the units which the doctor is allocated. Supervision and training of clinical associates, medical students and community serve doctors and be willing to participate in commuted overtime.

ENQUIRIES: Dr C Mojapelo Tel No: 012 380 1234

APPLICATIONS: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.

NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect.

CLOSING DATE: 26 October 2018

POST 41/127: MEDICAL OFFICER

Directorate: Casualty, Anesthesia; Paediatrics; Obstetrics and Gynecology; Surgery

SALARY: Grade 1: R780 612 per annum (all–inclusive package)
Grade 2: R892 551 per annum (all–inclusive package)
Grade 3: R1 035 831 per annum (all–inclusive package)

CENTRE: Leratong Hospital:
Casualty (X3 Posts)
Anesthesia (X1 Post)
Paediatrics (X1 Post)
Obstetrics and Gynecology (X1 Post)
Surgery (X1 Post)

REQUIREMENTS: Grade 1: An appropriate qualification that allows for registration with the HPCSA as a Medical Practitioner Registration with the HPCSA as a Medical Practitioner
and proof of current registration. No experience required with the HPCSA as a Medical Officer. **Grade 2:** An Appropriate Qualifications that allow registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 5 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. **Grade 3:** An Appropriate Qualifications that allow registration with the HPCSA as Medical Practitioner. Registration with the HPCSA as Medical Practitioner and proof of current registration. A minimum of 10 years appropriate experience as Medical Officer after registration with the HPCSA as Medical Practitioner. The Following will be an added advantage: Advance Cardiac Life Support (ACLS), Paediatric Advance Life Support (PALS) and Advance Trauma Life Support (ATLS).

**DUTIES:** Full participation in all activities is required from the post, including patient ward care, outpatient clinics, after hour duties as per roster, as well as academic discussions and research. Daily student tutorials. Bookings and performance of surgical procedures for correct indication. Team work is essential.

**ENQUIRIES:** Dr. Phanzu Tel No: (011) 411 3508/ Dr Mokae Tel No: (011) 411 3614

**APPLICATIONS:** Applications should be submitted at Leratong Hospital Human Department (Block 6) 1 Adcock Street Chamdor 1740

**NOTE:** Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, Qualifications, Certificate of registration with HPCSA Registration and Current registration with HPCSA to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

**CLOSING DATE:** 26 October 2018

**POST 41/128:** **DEPUTY DIRECTOR: BUSINESS ANALYSIS REF NO: DD-BA/08/2018**

Directorate: Chief Directorate: Information and Communications Technology

(This is a re-advertisement. All people who applied before are encouraged to re-apply again)

**SALARY:** R697 011 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs)

**CENTRE:** Central Office – Johannesburg

**REQUIREMENTS:** A three-year qualification in Information Technology coupled relevant experience in Business, Data and or systems analysis. Proven experience delivering ICT projects. Key competencies: Knowledge of Business process principles, practices, techniques and tools. Knowledge and appreciation of business concept and requirements. Ability to develop and deliver presentation. Knowledge of the principles of strategic business decision-making. Ability to create, compose and edit written materials. Knowledge of change management, performance management. Ability to manipulate and analyze information to support decision making. Interpretation of policies, guidelines etc. Knowledge of Business and data analysis systems, processes, procedures and best practices. Ability to work with senior executives. Research and analytical skills. Problem Solving Business, Systems and Technical Architecture risk analysis skills. In addition, the candidate should be Service Delivery orientated, have good Quality Assurance, innovative planning and organizing abilities. Excellent communication, both verbal and written, abilities. Ability to communicate at all levels. Ability to work independent and within a team. Profile: High level of verbal and communication skills, Facilitation skills, Lateral thinking skills, Good report writing skills, Strong interpersonal skills. Ability to meet deadlines. Value delivery focus. Market research methodologies, systems. Change agent. Diagnostic and advisory skills. Project Management principles practices techniques and tools. Comprehensive understanding of the public health sector. NB: Gauteng Department of Health ICT is seeking highly capable Deputy Director: Business Analysis. The Department is seeking to employ a seasoned specialist who are driven by performance excellence, integrity and patient centricity. The position requires advanced skills in business and data analysis, programme and project management, financial
management, change management, service delivery innovation, problem solving and analysis and people management.

**DUTIES**

Analyse and solve business problems through the use of Information Communication Technology. Research and analyse existing business processes, Analyse key organisational challenges, identifying solutions, proposing solutions and measure results. Continually seek to improve the current business practices by implementing solutions that enhances improve patient outcomes, reduce costs and improve efficiency. Analysing, developing and enhancing business processes and practices within the organisation. Conduct a feasibility study were applicable to determine organisational impacts and needs analysis. Actively participate in developing business plans and organisational strategies. Provide strategy and expert advice to the organisation. Develop future business processes that are cost effective and will result in the overall improvement of productivity within the organisation. Perform effective planning and scheduling. Development of business cases. Communicate with all customers including senior management. Manage and supervise project teams and or subject matter experts. Develop cross-functional and cross-departmental functional business processes and practices. Continually research more effective and efficient business processes. Involved in SDLC projects.

**ENQUIRIES**

Solly cave@gauteng.gov.za

**APPLICATIONS**

to be delivered to: Wits Health Consortium, 31 Princess of Wales Road (next to Phillip Tobius Building), Parktown, Johannesburg

**CLOSING DATE**

26 October 2018

**POST 41/129**

DEPUTY DIRECTOR: HRM REF NO: THELLE MOGOERANE HOSPITAL-REFS/003144

Directorate: Human Resources Management

(This is a re-advertisement. All people who applied before are encouraged to re-apply again)

**SALARY**

R697 011 per annum (all-inclusive remuneration package, of which a portion can be structured according to the individual’s needs)

**CENTRE**

Thelle Mogoerane Hospital

**REQUIREMENTS**

An appropriate 3-year bachelor’s degree/National diploma in Human Resources Management/ Development or Public Management, with at least 10 years’ relevant experience in the field of which at least 5 years must be at supervisory/ lower management level. The applicant’s must have proven managerial/supervisory experience in Human Resource Management. A demonstrated ability to provide leadership on HR practices and Administration. The ability to develop, monitor and evaluate HR policies and procedures. The ability to interpret and analyse HR data and extensive computer literacy. Experience in developing reports and presenting them to management. Demonstrate experience in managing PERSAL and drawing reports. Ability to manage staff, work independently, adhere to strict deadlines. Job knowledge: knowledge of EQUATE and PERSAL systems. Knowledge of the Public Service Act, the public service Regulations, Labour Relations Act, Employment Equity Act, and other HR legislation and prescripts. Competencies Required: Problem solving and analysis, people management.

**DUTIES**

Develop human resources policies and strategies and ensure the alignment of the organizational structure to the hospital strategic plan. Manage human resources information and knowledge. Monitor and evaluate the implementation of human resources strategies. Render efficient human resources administration services. Manage appointments, transfers, and terminations on PERSAL. Manage the compensation and conditions of services of staff members. Manage human resources personnel records. Coordinate the development of the institutional Human Resources plan in line with the allocated budget. Manage salary administration and remuneration. Monitor and evaluate the quality of information captured on PERSAL and other HRM database. Authorize transactions and verify source documents. Maintenance of post establishment on HRM database. Attend to AG findings, National Core Standards, HR risk management and compile reports.

**ENQUIRIES**

Mr K Mabena Tel No: (010) 345 0971 ext. 306
APPLICATIONS: Thelle Mogoerane Hospital, 12390 Nguza Street Extension, 1475 Vosloorus or Post to HR Department, Private Bag X01 Alrode 1451
CLOSING DATE: 26 October 2018

POST 41/130: CLINICAL PSYCHOLOGIST
Directorate: Allied
Re-Advertisement (applicants who previously applied are encouraged to reapply)

SALARY:
Grade 1: R674 892 – R745 512
Grade 2: R791 253 – R878 181
Grade 3: R918 288 – R1 081 689

CENTRE: Leratong Hospital

REQUIREMENTS:
Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Psychologist. Registration with the HPCSA as a clinical psychologist and proof of current registration. (RSA: No experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience required after registration with HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa).

DUTIES:
Provide assessment and psychotherapy to in- and out-patients, provide preventative mental health interventions, consultation-liaison, supervision and training of intern clinical psychologists, keep accurate records, participate in academic and research programs.

ENQUIRIES:
Ms Z. Nongogo Tel No: (011) 411 3618

APPLICATIONS:
Applications should be submitted at Leratong Hospital Human Department (Block 6) 1 Adcock Street Chamdor 1740

NOTE:
Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, Qualifications, Certificate of registration with HPCSA Registration and Current registration with HPCSA to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE: 26 October 2018

POST 41/131: SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: SLAO 0001/10/2018 (X4POSTS)
Directorate: Legal Services
Re-Advertisement (applicants who previously applied are encouraged to reapply)

SALARY:
R448 269 – R1 084 437 per annum (OSD)

CENTRE: Central Office, Johannesburg

REQUIREMENTS:
Minimum of an LLB degree or equivalent qualification and not less than 8 years’ postgraduate legal experience. A Master’s Degree will be an added advantage. Extensive experience in litigation, contract management, legislative drafting and labour management. Extensive knowledge of legislation applicable in the Public Service and Regulations, such as Public Service Act and Regulations, PFMA, Treasury Regulations and Practice Manuals, National Health Act, 2003 and Regulations, Mental Health Care Act, 2002, Promotion of Access to Information Act, 2000, Promotion of Administrative Justice Act, 2000, Occupational Health and Safety, 1993 and Regulations, Labour Relations Act, 1995, Basic Conditions of Employment Act, 1997. Incumbents must be admitted attorneys or Advocates who have served pupillage and have passed. Both must provide testimonials of good standing with their professional bodies. A driver’s licence is required. Incumbents will be expected to undergo security clearance.

DUTIES:
The incumbent will be responsible for, among other things: Providing legal advice and opinion. Handling litigation matters involving the Department. Liaising with the State Attorney’s office and other organs of State in protecting the interest of the Department, Drafting and vetting Agreements, contracts, Service Level Agreements, Memorandum of Agreements, entered into by the Department with
other parties. Providing advice on the interpretation and application of legislation administered by the Department. Handling internal and external enquiries of a legal nature. Representing the Department at various committees. Review and drafting of legislation and regulations and liaising with the State. Writing complex cabinet memoranda on various matters and subjects.

ENQUIRIES : Adv M. Lebeloane Email: Mpelegeng.lebeloane@gauteng.gov.za
APPLICATIONS : Applications must be delivered to Wits Health Consortium, 31 Princess of Whales Road (next to Phillip Tobias Building), Parktown, Johannesburg.
CLOSING DATE : 26 October 2018

POST 41/132 : CHIEF RADIOGRAPHER GRADE 1 REF NO: REFS/003216
Directorate: Allied Medical Profession

SALARY : R440 982 - R489 429 per annum plus benefits
CENTRE : Helen Joseph Hospital

DUTIES : Ensure effective and efficient management of the Radiography department and CT Scanner unit. Adhere and Ensure compliance with Radiation Control Board and HPCSA legislation. Production of high quality diagnostic radiographs. Provision and management of a 24-Hour Service Delivery. Partake in a 24hr service delivery. Liaise with internal and external Stakeholders. Partake and facilitate the staff and student development. Plan and organize the provision of the Radiography services according to the vision and mission statements of the department of health. Monitor stock control. Ensure the high level of patient care. Communicate with external and internal professionals to ensure patient safety and fair treatment.

ENQUIRIES : Ms. Mrs T. Hadebe Tel No: (011) 489 0929
APPLICATIONS : Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department or apply online at: www.gautengonline.gov.za
NOTE : The Department of Health is committed to the achievement and maintenance of diversity and Employment Equity, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
CLOSING DATE : 26 October 2018

POST 41/133 : ULTRA SOUND RADIOGRAPHY REF NO: REFS/003229
Directorate: Allied Medical Profession

SALARY : R374 364 - R428 046 per annum plus benefits
CENTRE : Helen Joseph Hospital
REQUIREMENTS : 2 years post graduate Degree in Ultrasoneography. Current registration with HPCSA. Post graduate work experience required (0-1). More than 1-year work experience as a Sonographer will be an added advantage. Knowledge of public service legislation, Policies and procedures. Skills on the following areas: Supervisory, Organizing, Communication, Computer literacy, Interpersonal relationship, Ultrasound Quality Assurance, accreditation standards, knowledge of specialized sonography procedures and equipment.

DUTIES : Ultrasound Departmental Operational management. Manage and monitor performance and development of student Sonographers clinical training. Plan, Organize and supervise the provision of the Sonography services according to the
vision and mission statements of the department of health. Provide professional advice in issues pertaining to policies and legislation related to health. Compilation of Monthly statistics and stock control. Ensure compliance with the PFMA, National Core standards and departmental policies and regulations. Problem solving and complains management. Ensure that healthy and safe systems of work are maintained and that all possible steps are taken to prevent accidents and reduce hazards to occupational health. Liaise with Doctors allocated in the Sonar department regarding daily scanning of patients. Provide diagnostic ultrasound imaging and reporting at all times.

ENQUIRIES : Ms. Mrs T. Hadebe. Tel No: (011) 489 0929
APPLICATIONS : Applications should be submitted at Helen Joseph Hospital, No14 Perth Road, Auckland Park. Human Resource Department or apply online at: www.gautengonline.gov.za

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and Employment Equity, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

CLOSING DATE : 26 October 2018

POST 41/134 : PROFESSIONAL NURSE SPECIALTY
Directorate: Obstetrics and gynecology and Neonatal

SALARY : Grade 1: R362 559 - R420 318
Grade 2: R445 917 - R548 436
CENTRE : Leratong Hospital

REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 4 years’ appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : Provide optimal holistic specialized nursing care with set standards. Able to plan and organize work and support personnel, work effectively, cooperatively amicably with patients and other stakeholders. Act as a Manager where necessary. Effective utilization of resources (human and material) Maintain environment that promote patients’ rights and maintain the Batho Pele principles. Prevention and management of serious adverse events. Maintain 6 ministerial priorities. Active participation in maintenance of National Core Standards. Maintain professional growth.

ENQUIRIES : Ms Khoza Tel No: (011) 411 3506
APPLICATIONS : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740

NOTE : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. Qualifications Certificate of registration with SANC and Current registration with SANC to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE : 26 October 2018
POST 43/135: PROFESSIONAL NURSE GRADE 1- SPECIALTY IN OPERATING THEATRE
NURSING SCIENCE REF NO: PROFSPE 00002/10/18 (X5 POSTS)

Directorate: Nursing Department

SALARY: R362 559 - R445 917 (All-inclusive package)
CENTRE: Pretoria West Hospital
REQUIREMENTS: Basic R425 qualification in nursing (i.e. Degree/ Diploma in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. A post basic qualification with a duration of one year accredited with the SANC in operating Theatre Nursing Science, and a minimum of four years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least two years of working experience in operating theatre. Current (2018) proof of registration with SANC. Good communication skills, verbal and written and understanding of Nursing Act.

DUTIES: Provision of optimal, holistic specialized nursing care with set standards within a professional Nursing legal frame work. Effective utilization of resources and management thereof. Display a concern for patients by promoting and advocating for proper treatment and care to ensure patients Right Charter is adhere to. Maintain professional growth/ethical standard and work as part of multi-disciplinary team to ensure quality nursing. Responsible for implementing National Core Standards.

ENQUIRIES: Ms CHD Lehobye Tel No: (012) 380 1207
APPLICATIONS: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria west or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
NOTE: Application must be submitted on a Z83 form with attached CV, certified copies of all qualifications, council receipt and ID.
CLOSING DATE: 26 October 2018

POST 41/136: LEGAL ADMINISTRATION OFFICER (MR5) REF NO: LGAO 0002/10/2018 (X3 POSTS)

Directorate: Legal Services

Re-Advertisement (applicants who previously applied are encouraged to reapply)

SALARY: R353 253 – R867 399 per annum (OSD)
CENTRE: Central Office, Johannesburg
REQUIREMENTS: An LLB degree or equivalent qualification and at least 8 years' postgraduate legal experience. Extensive experience in litigation, contract management, legislative drafting and labour management. Extensive knowledge of legislation applicable in the Public Service and Regulations, such as Public Service Act and Regulations, PFMA, Treasury Regulations and Practice Manuals, National Health Act, 2003 and Regulations, Mental Health Care Act, 2002, Promotion of Access to Information Act, 2000, Promotion of Administrative Justice Act, 2000, Occupational Health and Safety, 1993 and Regulations, Labour Relations Act, 1995, Basic Conditions of Employment Act, 1997. Incumbents must be admitted attorneys or Advocates who have served pupillage and have passed. Both must provide testimonials of good standing with their professional bodies. A driver’s licence is required. Incumbents will be expected to undergo security clearance.

DUTIES: The incumbent will be responsible for, among other things: Providing legal advice and opinion assistance to the Department. Handling litigation matters involving the Department. Giving input into agreements, vetting of contracts and drafting of memoranda of understanding entered into by the Department with other parties. Providing advice on the interpretation and application of legislation administered by the Department. Handling internal and external enquiries of a legal nature. Representing the Department at various committees. Liaising with the State Attorney’s office and other organs of State in protecting the interest of the Department.

ENQUIRIES: Adv M. Lebeloane Email: Mpelegeng.lebeloane@gauteng.gov.za
APPLICATIONS: Applications must be delivered to Wits Health Consortium, 31 Princess of Whales Road (next to Phillip Tobias Building), Parktown, Johannesburg.
CLOSING DATE: 26 October 2018
POST 41/137 : PHYSIOTHERAPIST
Directorate: Allied
Re-Advertisement

SALARY : Grade 1: R300 828 - R342 357
Grade 2: R352 707 – R374 364
Grade 3: R379 980 – R403 302

CENTRE : Leratong Hospital

REQUIREMENTS : Bsc Physiotherapy degree/equivalent with experience of one year post community service. Current registration with HPCSA. Sound knowledge of clinical theory and practice, ethical professional conduct of physiotherapist at hospital setting. Good communication listening and interpersonal skills. Able to work under pressure with a team.

DUTIES : To provide Quality and effective Physiotherapy treatment to patients. To perform administration functions including legible, appropriate record keeping and assets securing. Facilitate health awareness campaigns. Participate in monthly ward rotation. Participate in mentorship of community service, students and scholars. To adhere to department and national core standards.

ENQUIRIES : Ms.P Selepe Tel No: (011) 411 35700

APPLICATIONS : Applications should be submitted at Leratong Hospital Human Resource Department (Block 6) 1 Adcock Street Chamdor 1740

NOTE : Applicants who previously applied are encourage to Re-apply. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D. Qualifications Certificate of registration with HPCSA and Current registration with HPCSA to be attached. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) Successful candidates will also be subjected to security clearance processes. Successful will undergo a medical screening test.

CLOSING DATE : 26 October 2018

POST 41/138 : HUMAN RESOURCES OFFICER REF NO: REFS/003141
Directorate: Human Resource Administration (Personnel Administration and Salaries)
(This is a re-advertisement. All people who applied before are encouraged to re-apply again)

SALARY : R242 475 per annum (plus benefits)

CENTRE : Thelle Mogoerane Hospital

REQUIREMENTS : Grade 12 with 2 years' experience in Human Resource Administration with extensive exposure in Personnel Administration and Salary administration. PERSAL Personnel Administration and PERSAL Salary Administration Certificates. Computer Literacy. Knowledge of legislative frameworks i.e. PFMA, Basic Conditions of Employment Act, Public Service Act, Labour Relations Act and Public Regulations as amended. Report writing skills, planning and organizing skills, Communication skills, presentation skills and ability to manage people.

DUTIES : Adhere, implement and monitor Personnel and salary policies and procedures. Implementation and monitor appointments, transfers, translations, overtime (normal and commuted), allowances GEHS, Terminations i.e. Pensions, OSD implementation. Adherence to deliverology, audit files and record keeping including filing. Submission of weekly, monthly, quarterly and annual Reports, attend to meetings. Supervision of HR Clerks. Apply disciplinary procedures and maintain confidentiality. Evaluate performance of subordinates quarterly and annually. Able to work under pressure and meet deadlines. Handle all Personnel and Salaries enquires.

ENQUIRIES : Mr K Mabena Tel No: (010) 345 0971 ext. 306

APPLICATIONS : Thelle Mogoerane Hospital, 12390 Nguza Street Extension, 1475 Vosloorus or Post to HR Department, Private Bag X01 Alobe 1451

CLOSING DATE : 26 October 2018
POST 41/139

FOOD SERVICE MANAGER

REF NO: REFS/002406

Directorate: Food Service Department

SALARY: R242 475 — R285 630 per annum (plus benefits)

CENTRE: Pretoria West Hospital

REQUIREMENTS:
National Diploma in Food Service Management (HET level) or a B-Tech Degree in Food Service Management / Food and Beverage Management. Candidates must have at least 5 years’ experience in food Service Management in a hospital environment. Must be computer literate. Candidates must have skills and abilities: Leadership, Managerial, effective verbal and written communication and Analytical for report writing. Must have a specialized knowledge of food, products, procedures and all protocols, acts relevant to operates in a Food Service Unit. Must have knowledge of PFMA and Supply Chain process, policies and strategies application in the Department of Health. Knowledge and implementation of National Core Standards. Knowledge and understanding of HACCP.

DUTIES:
Direct control and administration of food service operations in the kitchen and ensure daily allocating of staff for wards to ensure quality food and beverage service delivery to patients. Monitor ordering of meals and diets from the wards, monitoring statistics, storage and issuing of stock as well as the reconstitution of meals distributed to wards. Monitor the ward hostess service in the wards allocated. Do quality control checks, be involved with the planning and implementation of plate waste and opinion surveys, do analysis, compiling of reports for feedback and implementation of adjustment. Involved in menu planning for normal diets, inputs in departmental budget and implementation of cost containment measures. Ensure implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff. monitor that disciplinary guidelines are maintained. Guide and implement evaluation appraisal process. Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff. Implementation of all food service protocols, guidelines and policies. Involved in planning of equipment, utensils maintenance of equipment in all units. Monitor effective and optimal labour utilization in all units and monitor that Responsible for delegation of all Human Resource Administration to subordinates food service supervisors and staff. Identify needs and plan relevant training of human nutrition food service staff disciplinary guidelines are maintained. Guide and implement evaluation appraisal process.

ENQUIRIES:
Ms MM Makatu Tel No: (012) 380 1294

APPLICATIONS:
Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

NOTE:
Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect. Please Note: This is a re-advertisement of the Food Service Manager post. (REF- 002277).

CLOSING DATE:
26 October 2018

POST 41/140

HUMAN RESOURCES CLERK

REF NO: REFS/003142

Directorate: Human Resources Unit

SALARY: R163 563 per annum (Plus Benefits)

CENTRE: Thelle Mogoerane Hospital

REQUIREMENTS:
Grade 12 or equivalent qualification with 0-3 or more years’ experience in Human Resource. National Diploma /Degree in Human Resource with exposure in Human Resource processes will be an added advantage. Computer literacy with extensive
knowledge of Microsoft Programmes (Word, Excel and PowerPoint). Knowledge of Legislative Frameworks i.e. Employment Equity Act, Public Service Act and Public Service Regulations as amended. Planning and organizing Skills, communication skills and ability to work under pressure.

**DUTIES**

**ENQUIRIES**
Mr K Mabena Tel No: (010) 345 0971 ext. 306

**APPLICATIONS**
Thele Mogoerane Hospital, 12390 Nguza Street Extension, 1475 Vosloorus or Post to HR Department, Private Bag X01 Alrode 1451

**CLOSING DATE**
26 October 2018

**POST 41/141**
ADMINISTRATION CLERK REF NO: ADMC00003/10/18
Directorate: Cleaning Department

**SALARY**
R163 563 - R192 666 per annum (plus benefits)

**CENTRE**
Pretoria West Hospital

**REQUIREMENTS**
Grade 12 Certificate and computer literacy Certificate, 1-2 years’ experience in cleaning extensive knowledge of detergent and equipment’s, good communication verbal/written and good customer service. Must be willing to work shifts and overtime as need arise.

**DUTIES**
To supervise cleaners and cleaner’s supervisors. Ordering of stock. Preparing of demand plan for each financial year. Monitoring of overtime worked and ensuring completeness of overtime claims forms. Preparing annual leave plan for all cleaners and cleaners supervisors. Contracting cleaners and cleaner’s supervisors (PMDS). Ensuring adherence and compliance to all relevant acts, policies, guidelines as well as the national core standards. Monitoring the cleanliness of the hospital (Walkabouts).

**ENQUIRIES**
Mr JN Mamaila Tel No: (012) 380 1475

**APPLICATIONS**
Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria west or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.

**NOTE**
Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications and ID. If any discrepancies found, services will be terminated with immediate effect.

**CLOSING DATE**
26 October 2018

**POST 41/142**
NURSING ASSISTANT GRADE 1 REF NO: NURASS 00004/10/18 (X2 POSTS)
Directorate: Nursing Department

**SALARY**
R124 788 - R140 454 per annum (plus benefits)

**CENTRE**
Pretoria West Hospital

**REQUIREMENTS**
A Qualification that allows registration with SANC as nursing assistant. Current registration with SANC and proof thereof. Good interpersonal and communication skills.

**DUTIES**
Assist patients with daily activities such as physical care i.e. maintain hygiene of patients, provide nutrition and assist with mobility and elimination processes. Provide elementary clinical nursing care i.e. measure, interpret and record vital signs, assist Professional Nurses with clinical procedures, preparation of patients for diagnostic and surgical procedures, operate all relevant apparatus and medical equipment. Render a nursing service within the scope of practice of a Nursing Assistant. Work as part of a multi-disciplinary team. Maintain professional growth, ethical standards and self-development, compliance with code of conduct and with public service legislations and regulations. Escorting of patients to other institutions.

**ENQUIRIES**
Mrs CHD Lehobye Tel No: (012) 3801206/08

**APPLICATIONS**
Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID.

**CLOSING DATE**: 26 October 2018

**POST 41/143**: OPERATOR REF NO: OPER 00008/10/18 (X1 POST)
Directorate: Nursing Department

**SALARY**: R115 437 - R135 981 per annum (Level 03) (plus benefits)

**CENTRE**: Pretoria West Hospital

**REQUIREMENTS**: Abet or Grade 10 or 12 Certificate. Good interpersonal relations, reading and writing skills, telephone etiquette and communication skills. Be able to cope with physical demand of the position and work under pressure. Willing to adjust to change and work shifts, weekends, night shifts and public holidays.

**DUTIES**: Responsible for cleaning, collect and receive unsterile packs from wards and check that they are complete and in good working conditions. Washing of instruments, packing and autoclaving various towels, gowns and small packs. Effective handling cooled down items to be packed off in sterile store area. Maintenance of general hygiene and tidiness of the complex. Do messenger duties and assist in wards with general cleanliness of the wards. Reporting of blocked drains and tap leakages to sister in charge.

**ENQUIRIES**: Ms CHD Lehobye Tel No: 012 380 1210

**APPLICATIONS**: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

**NOTE**: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID.

**CLOSING DATE**: 26 October 2018

**POST 41/144**: CLEANER LEVEL 2 REF NO: CLEA 00005/10/18 (X3 POSTS)
Directorate: Cleaning Department

**SALARY**: R96 549 - R113 730 per annum (plus benefits)

**CENTRE**: Pretoria West Hospital

**REQUIREMENTS**: Abet or Grade 10. Basic literacy and numeracy skills, Ability to perform routine or structured tasks, ability to operate equipment or machines. No experience needed. Good communication and interpersonal skills. Must be willing to work shifts and overtime. Must be willing to assist in other departments.

**DUTIES**: Render a cleaning service in the institution. Cleaning of offices, wards, corridors, elevators, bathrooms and toilets. Polishing, dusting and waxing of furniture, floors and doors. Sweeping, scrubbing, vacuuming and shampooing of floors. Cleaning of walls and windows. Emptying and cleaning of waste bins. Refilling of hand wash liquid soap, replacing toilet paper, hand towels and refreshers in bath and rest rooms. Report broken cleaning machines and equipment. Cleaning of machines and equipment after use. Request cleaning materials. Damp dusting in the wards/casualty department/ out patients department of e.g hospital beds, lockers, chairs, cardiac trolleys, suction apparatus, curtain rails, windows seals. Cleaning file holders, hand wash basins, toilets, bathrooms, sluice room, stoop, dust bins and line them. Labelling soiled linen bags and “shoot” them to linen room. Collect water jugs from patient, wash them, refill with clean water and take back to patients. Prepare food trays for patients at each meal time. Collect food trolley from the kitchen. Assist nurses with serving of meals in the wards. Make and serve tea for patients of tea times. Collect all plates after meals and take back to the kitchen in foods trolley. Wash cups and sources after tea time. Cleaning of spills. Replacing toilet paper. Remove soiled curtains and take them to linen room for washing. Removing empty boxes from wards. Monitor and record cleanliness of bathrooms and basins regularly on provided checklist. Messenger duties when there is a need in the ward.

**ENQUIRIES**: Mr JN Mamaila Tel No: (012) 380 1475
APPLICATIONS: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect.

CLOSING DATE: 26 October 2018

POST 41/145: PORTER REF NO: POR 00006/10/18
Directorate: Porter Section

SALARY: R96 546 - R113 730 per annum (Level 02) (plus benefits)
CENTRE: Pretoria West Hospital
REQUIREMENTS: Abet level 4 or Grade 10. Other Skills: Good communication and interpersonal relationship skills. Must be able to apply Batho-Pele principles in a work situation. Must be willing to work shifts.
DUTIES: Accompanying walking patients, patients on wheelchairs and trolleys to various service points. Ensuring completion of DHA1663 and cremation forms by doctors. Taking equipment from central stores to various service points. Ensuring completion of TPH 205 (mortuary register). Assisting in off-loading patients from ambulances and private cars. Collection of deceased bodies from the wards to mortuary. Cleaning of wheelchairs, trolleys and mortuary fridges.

ENQUIRIES: Mr FA Van Huizen Tel No: (012) 380 1220

APPLICATIONS: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect.

CLOSING DATE: 26 October 2018

POST 41/146: HOUSEKEEPER REF NO: HOU 00007/10/18
Directorate: Pretoria West Administration

SALARY: R96 546 - R113 730 per annum (Level 02) (plus benefits)
CENTRE: Pretoria West Hospital
REQUIREMENTS: Abet/Grade 10. Must be able to read and write. Will be expected to work shifts & overtime. Good communication skills.

ENQUIRIES: Mr JN Mamaila Tel. No: (012) 380 1475

APPLICATIONS: Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to: Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West. 0117.

NOTE: Applications must be submitted on a Z83 form with attached CV, certified copies of all qualifications, and ID. All qualifications will be verified. If any discrepancies found, services will be terminated with immediate effect.

CLOSING DATE: 26 October 2018

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

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

CLOSING DATE: 26 October 2018

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

MANAGEMENT ECHELON

POST 41/147: DIRECTOR: STRATEGIC SOURCING
(5 year fixed term employment contract)
Directorate: Provincial Supply Chain Management

SALARY: R1 005 063 per annum (All-inclusive package)

CENTRE: Johannesburg

REQUIREMENTS: NQF 7 qualification as recognised by SAQA in Supply Chain Management/Finance/Commerce. 5 or more years of experience at Middle Management level. 5 years or more years’ experience in the Supply Chain Management strategic sourcing field.

DUTIES: To provide strategic procurement related services to client departments and entities; Assist in the development of sourcing strategies that will aid GPG strategic procurement of commodities; Manage and oversee the implementation of strategic sourcing in departments; guide buyers on how they can effectively apply sourcing strategies to advance socio-economic transformation including township revitalization strategy objectives. Create sourcing teams that will analyse commodities leverage such commodities in order to achieve government socio-economic strategies and objectives; Analyse spending patterns to assist optimise budget and planning process and enable sourcing practitioners to make better informed decisions; Establish Transversal Term Agreements to reduce inconsistencies in prices and duplication of effort; of Implement supplier performance Management on transversal agreements to monitor prices and quality; Responsible for developing, implementing and managing the process associated with term agreements (RFPs) procurement agreement; Actively supporting the development of accredited SMME’s through providing guidance; Providing leadership and guidance to subordinates; Responsible for setting performance targets and the measurement thereof; Analyse of production performance reports and preparation of reports for management.

ENQUIRIES: Ms Bulelwa Mtshizana Tel No: (011) 227 9000
POST 41/148 : DIRECTOR: PERFORMANCE AUDIT
(5 year fixed term employment contract)
Directorate: Gauteng Audit Services

SALARY : R1 005 063 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : 3-year tertiary qualification (NQF 7 as recognised by SAQA) in Internal Auditing/Accounting. CIA/CA qualification would be an added advantage. Minimum of 7 years' experience in performance audit with 5 years Middle/Senior management experience. Knowledge and understanding of legislative environment and standards.

DUTIES : Develop the departmental three-year risk based audit plans for approval by the Audit Committee. Manage and implement the approved departmental three-year risk based audit plans. Ensure that audits are conducted in accordance with GAS audit methodology and best practices. Identify and manage the provision of staff development and improvement of their core competencies. Manage the allocated project budget. Manage the risk within GAS operations.

ENQUIRIES : Ms Bulelwa Mtshizana Tel No: (011) 227 9000
ANNEXURE S

PROVINCIAL ADMINISTRATION: KWAZULU-NATAL
DEPARTMENT OF HEALTH

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

OTHER POSTS

POST 41/149 : MEDICAL SPECIALIST - (GRADE 1, 2, AND 3) (PAEDIATRICS) REF NO: GS 58/18

Component – Paediatrics

SALARY : Grade 1: R1 051 368 per annum, all inclusive package Consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
Grade 2: R1 202 112 per annum, all inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.
Grade 3: R1 395 105 per annum package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. Plus Commuted overtime which is subject to the needs of the Department. Employee must sign the commuted overtime contract form.

CENTRE : Greys Hospital, PMB Metropolitan Hospitals Complex

REQUIREMENTS : MBCHB OR equivalent qualification Plus FC Paeds (SA) OR equivalent Current Registration with Health Professions Council of South Africa as a Medical Specialist in Paediatrics OR as a registrar in Paediatrics. Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). Grade 2: Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in Paediatrics (or equivalent). N.B. Those candidates who are completing training time in their FINAL year of REGISTRAR training and/or are completing other requirements for registration as a Paediatrician within the next THREE months from the closing date of this advert may apply for the post on the understanding that appointment to the post can only be made after they have received registration from the HPCSA as a medical specialist in Paediatrician (independent practice). Recommendation: Three (3) years’ or more experience as a Paediatrician as this will be recognised as an advantage during the short-listing and interview stages. Candidates with Sub-specialist qualifications in line with current demands are encouraged to apply as this will be recognized as an advantage during the short-listing and interview stages. Knowledge, Skills, Training and Competency Required: Specialist or Sub-specialist medical knowledge, skills & competence in paediatrics and child health. Current health and public service legislation, regulations and policy. Medical ethics, epidemiology, research and statistics. Medical education training and experience. Research publications, research knowledge, skills & competence.

DUTIES : Key Performance Areas: (Will cover clinical skills, performance, training, research and supervision & support). Participate in the provision of 24-hour in- and outpatient paediatric clinical care within the Pietermaritzburg Metropolitan Hospitals Complex (Grey’s and/or Edendale Hospital) as deemed necessary for patient care. This will include generalists working in sub-specialist areas, and vice versa; i.e. sub-specialists working in generalist areas. Participate in the departmental Outreach program to the catchment area. Assist with the maintenance of standards of care and implementation of quality improvement programmes within the department. Assist with the supervision and support of registrars, medical officers, CSOs and interns in the department. Participate in the departmental academic and training programme/s, Assist with the administration of a component of the paediatric department in Pietermaritzburg. Participate in the
departmental activities for the development and training of undergraduate, postgraduate and vocational students, including joining the University of KwaZulu-Natal (UKZN) as a member of the Faculty of Health Sciences, School of Clinical Medicine, Department of Paediatrics & Child Health. Assist and participate in research activities as defined within the department.

**ENQUIRIES**
Dr BL Dhada Tel No: (033) 897 3264 / 87

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

**FOR ATTENTION**
Mrs. M. Chandulal

**NOTE**
Directions To Candidates: The following documents must be submitted:
- Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate - not copies of certified copies, Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualified applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 59/18 .Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

**CLOSING DATE**
26 October 2018

**POST 41/150**
MEDICAL OFFICER (GRADE 1, 2, 3) - GENERAL SURGERY REF NO: GS 59/18
Component: General Surgery

**SALARY**
Grade 1: R780 612 per annum
Grade 2: R892 551 per annum
Grade 3: R1 035 831 per annum

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

**CENTRE**
Greys Hospital, PMB Metropolitan Hospitals Complex

**REQUIREMENTS**
MBChB Degree Plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner Community Service doctors may also apply on condition that their employment will be subject to the successful completion of community service by 31st December 2018. Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendation: Experience in General Surgery in an accredited training facility, Postgraduate qualification in surgery. Knowledge, Skills, Training and Competence Required, Basic diagnostic, clinical, investigative surgical skills. Must be service delivery orientated: Program planning, implementation and evaluation. Information management. Human resource management, Quality assurance programs. Current Health and Public Service legislation, regulations and policy. Medical ethics, epidemiology and statistics.

**DUTIES**
Key Performance Areas: Incumbent to provide services in the Pietermaritzburg Metropolitan Hospitals Complex which includes Grey’s and Edendale hospital. Participate in the delivery of a 24-hour in-patient and out-patient surgical care
within the Pietermaritzburg Metropolitan Hospitals Complex; Assist with the administration and management of surgical wards / clinics (SOPD, PSOPD) Development, monitoring and support of Surgical Services in the drainage area of the Pietermaritzburg Hospitals Complex. Participate in the development and ongoing provision of under and post-graduate teaching. Participation in clinical support and outreach to facilities referring to Pietermaritzburg hospitals. Participation in Clinical Research in the Pietermaritzburg Metropolitan Complex. To maintain moral and ethics at all costs. To ensure that Batho Pele principles are upheld.

ENQUIRIES
Dr V Govindasamy Tel No: 033-8973379

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

FOR ATTENTION
Mrs. M. Chandulal

NOTE
Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies, Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 59/18 .Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE
26 October 2018

POST 41/151
ASSISTANT NURSING MANAGER (OP-THEATRE, OUT PATIENT AND CASUALTY) REF NO: EGUM 08/2018 (X1 POST)

SALARY
R581 826 per annum Plus 13th Cheque, 8% Rural, Medical Aid (Optional), Housing Allowance, (employee must meet prescribed requirements).

CENTRE
Institution: E G & Usher Memorial Hospital

REQUIREMENTS
For the post for all grades: Senior Certificate / Matric or Grade 12. Degree/ Diploma in General Nursing Science and Midwifery. A post basic qualification in Operating Theatre with at least 1 year accredited with SANC. Current registration with SANC as a General Nurse and Midwifery. Current registration with SANC in relevant speciality. Minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional Nurse with SANC in General Nursing and Midwife/Encoucher. At least 6 years of the period referred to above must be appropriate or recognisable experience in Theatre after obtaining the 1 year post Basic qualification in Operating Theatre. At least three years of the period referred to above must be appropriate or recognisable experience at Management level. Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Recommendation: Basic Computer literacy and valid Code 10 driver’s licence. Diploma in Management or Nursing Administration. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing Care process and procedures, Nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Health Act, Occupational Health and Safety act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedures, Grievance procedures etc. Accountability, Responsibility and Flexibility

DUTIES
Co-ordination of optimal, holistic specialized nursing care provided within set standards and professional / legal framework. Foster team spirit and commitment among all categories of staff. Monitor and supervise staff performance. Deal with Disciplinary grievances and other issues including monitoring and managing absenteeism. Manage effectively and efficiently the utilization and supervision of all resources. Participate in the analysis, formulation, and implementation of policies, practices and procedures. Establish and maintain constructive working relationships with nursing and other stakeholders. Ensure that a healthy and safe
environment is maintained and Initiate and conduct audits. Responsible for the supervision and monitoring of service delivery in OT, CCSD, Accident and emergency and OPD. 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 Programmes. Strengthen Quality of Care through implementation of NCS. Advocate and ensure the promotion of nursing care ethos and professionalism. Utilize information technology and other management information system to manage the nursing information for the enhancement of service delivery. Establish, maintain and participate in inter- professional and multidisciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directive and legislation. Ensure implementation of priority programs and compile monthly and quarterly report.

ENQUIRIES : Ms N Binase Tel No: 039- 797 8100
APPLICATIONS : Direct your application quoting the relevant reference number to: Human Resource Department, EG & Usher Memorial Hospital, Private Bag X 506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available).

NOTE : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date. Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: 1st African male, People with disabilities should feel free to apply. People with disabilities should feel free to apply for these posts. Due to financial constraints, no S&T will be paid to candidates when attending the interviews.

CLOSING DATE : 26 October 2018
POST 41/152 : ASSISTANT MANAGER NURSING: MONITORING & EVALUATION REF NO: EGUM 10/2018 (X1 POST)

SALARY : R532 449 per annum Plus 13th Cheque, 8% Rural, Medical Aid (Optional), Housing Allowance, (employee must meet prescribed requirements).

CENTRE : Institution: E G & Usher Memorial Hospital

REQUIREMENTS : For the post for all grades: Senior Certificate / Matric or Grade 12. Degree/Diploma in General Nursing and Midwifery. Current registration with South African Nursing Council as a registered General nurse and midwife. A minimum of 8 years appropriate/recogizable experience after registration as a Professional Nurse. At least 3 years of the period referred to above must be appropriate/recogizable experience at management level. Current registration with SANC (Receipt). Computer literacy (Ms Office: Word, Outlook, PowerPoint and Excel). Valid driver’s licence. Proof of current and previous experience endorsed and stamped by
Human Resource (Service Certificate) must be attached. Recommendation: Degree/Diploma in Nursing Management. Knowledge, Skills, Training and Competencies Required. Leadership, management, planning, organizing and co-ordination skills. Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery, especially medical and surgical. Sound understanding of relevant legislation, Acts, Policies, Procedures and delegation pertaining to Pharmacy including Essential Drug List (EDL) and standard Treatment Guidelines (STD) and District Health Systems. Knowledge of EPMDS and National Core Standards. Knowledge of HR and Financial policies and practices such as: Skills Development Act, Public Service Regulations, Labour Relations Act and PFMA. Good communication, interpersonal, negotiation, decision-making, problem-solving conflict management, facilitation, counselling, teaching, mentorship and supervisory, change management skills. Leadership, Analytic, negotiation. Information and data management skills.

**DUTIES**

Develop processes to ensure user friendly and measurable performance indicators are timeously defined for the assessment of institutional performance against stated strategic/service transformation objectives as well as policy and programme interventions aimed at improving the health status of the population. Develop policies for the institution and monitor implementation. Monitor implementation of all the plans of the institution and ensure progress reports are submitted timeously. Administer and facilitate the implementation of an integrated Monitoring and Evaluation Framework and System fully aligned to national; provincial; district; and departmental performance reporting requirements Improvements plans. Ensure that there is provision of optimal, holistic, specialized nursing care with set standards and target and within a professional/legal framework. Consult and collaborate with multi-disciplinary health teams, organizations and special interest groups. Participate in and represent the district/sub district at various forums. Utilize information technology (IT) and other management information systems to manage information for the enhancement of service delivery. Maintain the quality of data and information in documentary and electronic systems. Evaluate the content of minimum program data set and utilize it to compare interventions and outcomes. Analyze and interpret programme information to evaluate the quality and cost effectiveness of the health care delivery approaches. Utilize analyzed data to assist during decision-making. Develop good working relationships within the department and with other stakeholders. Conduct staff meetings such as performance and information reviews to disseminate information on performance against set indicators and targets.

**ENQUIRIES**

Ms N Binase Tel No: 039-797 8100

**APPLICATIONS**

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

**NOTE**

The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the
Employment Equity Target for this post is as follows: 1st African male, People with disabilities should feel free to apply. 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. Due to financial constraints, no S&T will be paid to candidates when attending the interviews.

CLOSING DATE : 26 October 2018

POST 41/153 : OPERATIONAL MANAGER NURSING REF NO: OMN 01/2018

SALARY : Grade 1: R532 449 – R599 274 per annum, Plus Benefits: 13% cheque, home owners allowance (employee must meet prescribed requirements) medical aid prescribed requirements) medical aid (optional) 12% in-hospital allowance

CENTRE : Dundee Primary Health Care – Sakhimpilo Clinic

REQUIREMENTS : Degree /National Diploma in Nursing that allow registration with SANC as a Professional Nurse and Midwife. Post Basic nursing qualification with duration at least one (1) year accredited with SANC in clinical nursing Science, assessment, diagnosis, treatment and care. Minimum of 9 years appropriate/ recognizable experience in nursing after registration as a professional nurse with South African nursing council in general nursing of which at least 5 years must be appropriate experience after obtaining the one year Post Basic Qualification in Primary Health Care. Proof of current registration with SANC (2018). Certificate of service signed by Human Resource Manager must be attached. Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Ability to formulate patients care related policies, vision, mission and objective of the Clinic. Communication and interpersonal skills including Public relations, negotiating, coaching, conflict handling and counselling skills. Financial and budgetary knowledge pertaining relevant resources under management. Insight into procedures and polices pertaining nursing care, computer skills in basic programmes. Recommendation: Health Services Management Administration. Valid Driver’s License EB (Code 8) or C1 (Code 10).

DUTIES : Demonstrate an in-depth understanding of legislation and related legal and ethical nursing practice and how this impact on service delivery. Ensure the implementation and monitoring of all PHC programs including priority programs in the clinic. Manage and monitor proper utilization of human, financial, physical and material resources, Ensure quality PHC service delivery through the implementation of NCS and ICRM within the facility. Deal with disciplinary and grievance matters including managing and monitoring absenteeism. Provision of administrative services by planning, organizing and ensure the availability of medication, medical supplies and essential equipment in all clinics. Monitor and evaluate HR performance EPMDs for all relevant staff. Ensure quality data management is implemented and monitored at the clinic. Maintain intersect oral collaboration with other Government structures and provide support to Sukuma Sakhe Activities.

ENQUIRIES : Mrs. NT Mkhize 061 825 7107 Ext 268

APPLICATIONS : The Human Resource Manager, National Department of Health, Private Bag X 2011, Dundee, 3000. Hand delivered applications may be submitted to Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000.

FOR ATTENTION : Human Resource Manager

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

CLOSING DATE : 26 October 2018, 16:00 afternoon

POST 41/154 : CLINICAL PROGRAMME COORDINATOR REF NO: EGUM 07/2018 (X1 POST)

SALARY
R420 318 per annum Plus 13th Cheque, 8% Rural, Medical Aid (Optional), Housing Allowance, (employee must meet prescribed requirements).

CENTRE
Institution: E G & Usher Memorial Hospital

REQUIREMENTS

DUTIES
Promote quality culture within the hospital and clinics. Responsible for meeting specific measurable targets. Develop appropriate intervention program, work plans and action plans, which will support the attainment of quality compassionate patient care. Monitor implementation of action plans related to QIP’s. Develop a process for addressing generic problems with the hospital and clinics. Maintain records of specific problems with intervention and time frames. Provide ongoing feedback to Senior Management to ensure the process towards accreditation remain on track. Facilitate and monitor implementation of clinical quality improvement Programmes. Ensure and monitor the compliance of the Hospital to Quality Programmes. Ensure that priority Programmes attain positive outcomes. Drive implementation of service delivery Improvement Plan leading to Premier Service Awards. Ensure ongoing training on NCS and monitor implementation thereof. Conduct sub-district and district QIP surveys.

ENQUIRIES
Ms N Binase Tel No: 039- 797 8100

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

NOTE
The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possessions of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application
has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: 1st African male, People with disabilities should feel free to apply. 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. Due to financial constraints, no S&T will be paid to candidates when attending the interviews.

**POST 41/155:** CLINICAL PROGRAMME COORDINATOR (MCWH) REF NO: UMZIN 08/2018 (X1 POST)

**CENTRE:** Umzinyathi Health District Office

**REQUIREMENTS:**

Grade 12/Matric certificate, an appropriate B Degree/ National Diploma or equivalent qualification in Nursing Plus Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Registration as a Midwife/Accoucheur with SANC. Current Registration with SANC. Valid Driver’s License – Code 8 plus Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/ Employer. Recommendations: Supervision and management in a maternity setting, Advanced Midwifery qualification. Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint). Knowledge, Skills, Training and Competencies Required: Strong interpersonal and communication skills, Report writing, Knowledge on District Health Systems, Knowledge of relevant regulation and policies. An understanding of challenges facing the Public Health sector. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem solving abilities within the DHS framework.

**DUTIES:** Develop, implement and monitor the MNCWH plan in line with the District Health Plan. Achieve targets as set out in the annual performance agreement. Co-ordinate and promote MNCWH activities within the District. Co-ordinates and facilitate MNCWH in-service Training and Workshops. Ensure that clinical audits are conducted a Sub-District level. Ensure integration of MNCWH with other Health programs. Monitor indicators which measure the health practices. Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care. Manage all resources allocated to MNCWH. Ensure that an orientation and induction programme is in place for newly appointed midwives. Ensure Programme integration into Sukuma Sakhe Objectives. Facilitate, conduct and support mortality meetings. Support the facilities with provision of guidelines and protocols. Monitor implementation of current policies and protocols with an aim to achieve the SDG’s. Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers.

**ENQUIRIES:** Mrs. S Sibiya Tel No: 034 2999114

**APPLICATIONS:** all applications should be forwarded to: The District Manager, Umzinyathi Health District, Private Bag X 2052, Dundee, 3000. Hand delivery: 34 Wilson Street, Dundee, 3000

**CLOSING DATE:** 26 October 2018

**POST 41/156:** CLINICAL NURSE PRACTITIONER (OCCUPATIONAL HEALTH NURSE) REF NO: CNP/01/2018 (X1 POST)

**CENTRE:** ST Aidans Regional Hospital

**REQUIREMENTS:** Senior Certificate / Grade 12. Degree /Diploma in General Nursing that allows registration with South African Nursing Council (SANC) as a Professional Nurse.
A minimum of four (4) years appropriate/recognizable experience as a Professional nurse after registration with SANC in General Nursing. Post basic qualification in Occupational Health Nursing Science with duration of at least one year, accredited with SANC. Proof of current year registration with SANC (2018) as a Professional Nurse.

Knowledge, Skills Training Competencies Required:

Knowledge of applicable legislation and guidelines, including scientific nursing and nursing principle. Sound knowledge of Nursing Act, Occupational health and Safety Act, compensation of Occupational Injuries and Disease Act. Knowledge of basic human resource and financial management. Good interpersonal and leadership skills. Communication and report writing skills. Ability to formulate occupational health related policies.

**DUTIES:**

Ensure compliance to baseline medical surveillance, periodical medical examination and exit medical examination for hospital staff. Develop and implement Occupational Health and Safety training programs, orientation and induction programs. To implement occupational health manuals and protocols. To conduct occupational health audits functions in compliance with the Occupational Health and Safety Act 85, 1993. Ensure that occupational health functions are carried out timeously and correctly within the institution. Promote employee wellness and advocate for proper treatment and management and care. Provide optimal, holistic nursing care with set standards and within a professional/legal framework. Quality Improvement Plan: to assist with the drawing and implementation of Quality Improvement Plan. Identify and investigate occupational health disease. To ensure environmental conditions meet and maintain compliance certificates as a regulated by Occupational Health and Safety Act no 85 of 1993. Develop occupational health business plan and strategic plan in line with the institutional plans. Maintain good working relationship with the nursing and multidisciplinary team.

**ENQUIRIES:**

MR. G. S. Mbambo Tel No: 031 314 2214

**APPLICATIONS:**

All applications should be forwarded to: The Chief Executive Officer, St Aidans Regional Hospital, Private Bag X01, 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. 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, and citizenship), Verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, 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:**

02 November 2018

**POST 41/157**

**CLINICAL NURSE PRACTITIONER: PRIMARY HEALTH CARE STREAM REF NO: MURCHGTWAY 05/2018 (X1 POST)**

3 year contract

**SALARY**

Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
CENTRE: Murchison Hospital – Gateway PHC

REQUIREMENTS:
Senior Certificate, Degree / Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse, Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department on an official letterhead (to be attached to application). **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional with SANC in general nursing. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.

DUTIES:
- Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basis patient needs e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutical environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patients in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

ENQUIRIES:
Mr TM Mkhize Tel No: 039-6877311 ext 130

APPLICATIONS:
al applications should be forwarded to: Chief Executive officer P/Bag X701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital

NOTE:
The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/VAC/GTWAY 6/2018. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept
that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

**CLOSING DATE**: 26 October 2018

**POST 41/158**: CLINICAL NURSE PRACTITIONER REF NO: EGUM 09/2018 (X1 POST)

**SALARY**: Grade 1: R362 559 – R420 318 per annum
Grade 2: R445 917 – R548 436 per annum
Plus 13th Cheque 8% Rural, Medical Aid (Optional), Housing Allowance, (employee must meet prescribed requirements).

**CENTRE**: Institution: E G & Usher Memorial Hospital

**REQUIREMENTS**: For the post for all grades: Matric or senior certificate. Diploma / Degree in General nursing and midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. 1 (One) year post basic qualification in Primary Health Care accredited by SANC. Proof of current registration with SANC as a General Nurse, Midwife and Primary Health Care Nurse. **Grade 1**: A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2**: A minimum of 14 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing of which at least 10 years must be appropriate / recognizable experience after obtaining one year Post Basic qualification in Primary Health Care. Valid driver’s license code 8. Proof of current and previous experience endorsed and stamped by Human Resource (Service Certificate) must be attached. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter. Human Resource Management and basic financial management skills. Leadership, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills.

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

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

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

**NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 05/2017. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and
citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: 1st African male, People with disabilities should feel free to apply. 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. Due to financial constraints, no S&T will be paid to candidates when attending the interviews.

CLOSING DATE : 26 October 2018

POST 41/159 : CLINICAL NURSE PRACTITIONER REF NO: CNP 01/2018 (X1 POST)

SALARY : R362 559 - R420 318 plus benefits: 12% Inhospitable Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : Dundee Primary Health Care (Elandskraal Clinic)

REQUIREMENTS : Grade 12 (senior certificate), Standard 10, Degree/ Diploma in General Nursing and Midwifery Plus One year post basic qualification in Clinical Nursing Science, Health assessment, Treatment and Care. Minimum of 4 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. Proof of current registration with SANC (2018). Proof of work experience /Certificate of Service endorsed by Human Resource Department. Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of Labour relations and disciplinary procedures. Insight into procedures and policies pertaining nursing care, computer skills in basic programmes. Recommendation: Valid Driver’s License code 8 or 10.

DUTIES : Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative and rehabilitative services to the clients and community. Maintain intersectoral collaboration with other government structures. Provide PICT and adherence counselling to all clients. Provide primary prevention strategies and management of communicable and non-communicable diseases. Assist and identify training needs of the staff to increase level of expertise and assist patients and families to develop sense of self care. Provision of good quality care according to Ideal Clinic Realization and Maintenance (ICRM) and National Core Standards (NCS) Manage and monitor proper utilization of human, financial, physical and material resources. Ensure the availability of medication, essential equipment and supplies and proper utilization thereof. Monitor and evaluate HR performance EPMDS for all relevant staff. Ensure data management is implemented and monitored.

ENQUIRIES : Mrs. ID Khumalo Tel No: 034 212 1112 Ext 352

APPLICATIONS : The Human Resource Manager, National Department of Health, Private Bag X 2011, Dundee, 3000. Hand delivered applications may be submitted to Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000.

FOR ATTENTION : Human Resource Manager

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

**CLOSING DATE**: 26 October 2018, 16:00 afternoon

**POST 41/160**

**RADIOGRAPHER DIAGNOSTIC CT SCAN REF NO: RADDIAGRCTSCAN/1/2018 (X6 POSTS)**

Department: Diagnostic Imaging

**SALARY**

- **Grade 1**: R300 828 per annum, Plus 13th Cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
- **Grade 2**: R352 707 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
- **Grade 3**: R415 482 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement.

**CENTRE**: Ialch

**REQUIREMENTS**: An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). Confirmation of current 2 years' experience in CT scanning by the supervisor. **Grade 1**: No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2**: Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. **Grade 3**: Minimum 20 year relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills Training and Competencies Required: Working knowledge and experience of radiography principals, systems and procedures performed within radiology. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Knowledge of quality assurance policies. Good communication and personal skills. Sound interpersonal skills.

**DUTIES**: Perform clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations which include CT scanning whilst adhering to radiography protocols, practices, and techniques. Participate in the radiation protection and quality assurance program in a completely digital radiology department while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Perform overtime duties as required.
ENQUIRIES : Mrs B V Mfeka Tel No: 031 240 1950
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 : 26 October 2018

POST 41/161 : RADIOGRAPHER DIAGNOSTIC REF NO: RADDIAG/2/2018 (X7 POSTS)
Department: Diagnostic Imaging

SALARY : Grade 1: R300 828 per annum, Plus 13th Cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements.
Grade 2: R352 707 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement.
Grade 3: R415 482 per annum Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement.

CENTRE : Ialch

REQUIREMENTS : An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer (Independent practice). Grade 1: No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of which it is not required to perform Community Service, as required in South Africa. Grade 2: Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform Community service as required in South Africa. Grade 3: Minimum 20 year relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Knowledge, Skills Training and Competencies Required: Working knowledge of radiography principals, systems and procedures Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Knowledge of relevant public service policies, acts and regulations. Knowledge of HR related policies and procedures. Knowledge of relevant Health and Safety regulations. Good communication and sound interpersonal skills.

DUTIES : Perform clinical radiographic duties in a completely digital radiology department that offers a 24 hour radiology service whilst adhering to the departmental policies & procedures. Perform imaging examinations whilst adhering to radiography
protocols, practices, and techniques. Participate in the radiation protection and quality assurance program while adhering to the safety protocols and quality standards in compliance with the Department of Health policies and procedures. Required to produce good quality images in all diagnostic modalities which include CT scanning. Perform overtime duties as required.

ENQUIRIES: Mrs B V Mfeka Tel No: 031 240 1950
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.
CLOSING DATE: 26 October 2018
POST 41/162: PROFESSIONAL NURSE REF NO: PROFF 01/2018 (X1 POST)

SALARY: R241 908 per annum plus benefits: 12% Inhospitable Allowance, 13th Cheque, Medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
CENTRE: Dundee Primary Health Care (Elandskraal Clinic)
REQUIREMENTS: Grade 12 (senior certificate). Degree/ Diploma in General Nursing and Midwifery. Proof of current registration with SANC as a Professional Nurse (2018). Department. Understanding of nursing legislation and related legal ethical nursing practices. Good communication skills. Knowledge on nursing care processes and procedures, nursing statutes and other relevant legal framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Good Organisational skills. 
Recommendation: Valid Driver's License code 8 or 10.

ENQUIRIES: Mrs. ID Khumalo Tel No: 034 212 1112 Ext 352
APPLICATIONS: The Human Resource Manager, National Department of Health, Private Bag X 2011, Dundee, 3000. Hand delivered applications may be submitted to Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000.
FOR ATTENTION: Human Resource Manager
NOTE: Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver’s licence. Certification must be within 3 months. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. NB: Employment equity target is an African Male.
CLOSING DATE: 26 October 2018, 16:00 afternoon

DEPARTMENT OF TRANSPORT
The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer
APPLICATIONS: Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043,
Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

**CLOSING DATE**

26 October 2018 (at 16h00). Applications received after the closing date & time will not be considered.

**NOTE**

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

**OTHER POST**

**POST 41/163**

**CHIEF PROVINCIAL INSPECTOR (X2 POSTS)**

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

**SALARY**

R444 693 per annum

**CENTRE**

RTI Empangeni Ref No: P 30/2018 (X1 Post)
RTI Nquthu Ref No: P 31/2018 (X1 Post)

**REQUIREMENTS**

A relevant tertiary qualification (3-year Diploma/Degree in a Management or law field – NQF 6); plus a Basic Traffic Officer’s Diploma; plus 3-5 years’ supervisory experience in a Traffic Law Enforcement field; plus 7-10 years’ working experience in Traffic Law Enforcement field; plus All valid relevant driving licences (A and EC); plus Valid Peace Officer’s Certificate; plus No criminal record. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of Traffic Management policies and regulations. Knowledge of relevant legislations and...

**DUTIES**

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

**ENQUIRIES FOR ATTENTION**

Mr VK Chetty Tel No: 033-355 8880/8071
Ms MT Lushaba

**NOTE**

It is the intention of this Department to consider equity targets when filling these positions. Short-listed candidates may be required to undergo a competency-based test. The Successful candidates will be required to enter into a Performance Agreement.
PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENT AND TOURISM

The Department of Economic Development, Environment and Tourism is an equal opportunity, affirmative action employer. It is our intent to promote representativeness (race, gender and disability) in the Department through the filling of these posts. The candidature of persons whose transfer / promotion / appointment will promote representativeness, in line with the numeric targets as contained in the Department’s Employment Equity Plan, will receive preference. An indication of representativeness profile by the applicants will expedite the processing of applications.

APPLICATIONS

Direct your application quoting the relevant reference number, position and management area on the Z83 to: The Head of Department: Department of Economic Development, Environment and Tourism, Private Bag X 9484 Polokwane, 0700. Hand delivered applications may be submitted at Evridiki Towers, Registry Office, 19 Biccard Street, Office B1-73, Polokwane.

CLOSING DATE

02 November 2018

NOTE

All costs associated with an application will be borne by the applicant. For applications to be accepted, applications must be submitted on a Z83 form (Public Service Application form), obtainable from any Public Service Department, and must be completed in full and signed. Applications must be accompanied by a comprehensive CV, original certified copies of qualifications and ID with its certification being NOT older than three (3) months. An original certified copy of a valid driver’s license should be submitted if an advertisement states that a valid driver’s license is required should an advertisement states that a valid driver’s license is required. Failure to submit the requested documents will result in the application not being considered. Applicants in possession of a foreign qualification must furnish this Department with the SAQA evaluation certificate. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be considered. Candidates must comply with the minimum appointment requirements. CV’s should reflect one’s degree of compliance with the above mentioned requirements and responsibilities. It will be expected of candidates to be available for selection interviews on the date, time and place as determined by the Department. Applications must reach the Department before the closing date. It is the sole responsibility of an applicant to ensure that their application reaches the Department of Economic Development, Environment and Tourism before the stipulated closing date. Applications received after the closing date will not be considered. Applicants who have retired from the Public Service with a specific determination that they cannot be reappointed or have been declared medically unfit will not be considered. Correspondence will be limited with the short-listed candidates only. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000. Shortlisted applicants should be willing to undergo normal vetting and verification process as well as other relevant security and pre-employment checks as prescribed by the Minimum Information Security Standards. Consequently, the appointment will be subject to positive outcomes on these processes, which includes amongst others security clearance, security vetting, qualification verification, criminal record verification and reference checks. Appointment to some of these posts will be provisional, pending the issue of a positive security clearance. Therefore, the appointment will be reconsidered/possibly terminated in case where the applicant failed to get a positive security clearance. Fingerprints will be taken on the day of the interviews. The Department of Economic Development, Environment and Tourism reserve the right not to fill any of these advertised posts. The contents of the advertised posts will also be posted on the following websites www.limpopo.gov.za / www.ledet.gov.za / www.dpsa.gov.za. All shortlisted candidates for Senior Management Services (SMS) posts will be required to: sign SMS employment contract and performance agreement and disclose his/her financial interests. All shortlisted SMS 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. Subsequent to the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHelon

POST 41/164 : DIRECTOR REF NO: C3/18/1
Directorate: Supply Chain Management
Re-Advertisement (All applicants who previously applied need to apply again as the previous applications will not be considered.)

SALARY : R1 005 063 – R1 183 932 per annum (Level 13) (An all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals’ personal needs

CENTRE : Head Office: Polokwane
REQUIREMENTS : An undergraduate qualification (NQF 7) as recognized by SAQA in Supply Chain Management / Finance / Accounting / Public Administration / Logistics / Purchasing or equivalent as recognized by SAQA; Five (5) years’ experience at middle/senior managerial level; A valid driver’s license. 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, Public Service, Supply Chain Management Legislative Framework and LOGIS, Knowledge, Negotiations, Policy formulation and Analytical thinking; Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation; Computer literacy; Excellent verbal and written communication skills; Problem solving, analytical skills and computer literacy; Knowledge of LOGIS and BAS; Strong planning and coordination abilities; Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects.

DUTIES : Manage the procurement of goods and services within the department (provide demand, acquisition, contract and logistics management); Manage the implementation of the Departmental Annual Procurement Plans; Ensure compliance with Supply Chain Management Legislative Framework; Prepare management reports on procurement; Management of the Directorate staff and budget; Management of the Departmental Asset Register (including all the State Owned Nature Reserves); Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services; Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations; Prepare monthly management reports on SCM Performance and provide early warning signs to management; Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan; Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action; Monitor SCM supplier performance and complaints register.

ENQUIRIES : Mrs S Pelser Tel No: (015) 293 8678
NOTE : Employment Equity target for the post is Coloured or White females or people with disability. Candidates of the specific groups are encouraged to apply.
POST 41/165

DIRECTOR REF NO: C4/18/2
Directorate: Internal Control

SALARY
R1 005 063 – R1 183 932 per annum (Level 13) (An all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE
Head Office: Polokwane

REQUIREMENTS
An undergraduate qualification (NQF 7) as recognized by SAQA in Financial Management / Risk Management / Internal Auditing as recognized by SAQA; Five (5) years' experience at middle/senior managerial level; A valid driver's license. Competencies: Leadership, Planning and organizing; Coaching and developing people; Risk management capacity enhancement courses; Change management; Computer literacy; Strategic capacity in risk and compliance management; Analytical thinking; Communication and negotiation; Policy formulation; Conflict management and problem solving; Financial management; Strategic thinking; Adaptability; Administrative; Management; Delegation and leading.

DUTIES
Initiate and contribute to policy development, strategic and operational planning; Develop and implement internal control strategy for the department; Manage and implement fraud prevention strategies; Manage and co-ordinate inspection and internal auditing; Manage and monitor compliance.

ENQUIRIES
Mrs S Pelser Tel No: (015) 293 8678

NOTE
Employment Equity target for the post is Coloured or White females or people with disability. Candidates of the specific groups are encouraged to apply.

POST 41/166

DIRECTOR REF NO: C3/18/3
Directorate: Legal Administration

SALARY
R1 005 063 – R1 183 932 per annum (Level 13) (An all-inclusive remuneration package). The remuneration package includes a basic (70% of packages), State contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individuals' personal needs.

CENTRE
Head Office: Polokwane

REQUIREMENTS
An undergraduate qualification (NQF level 7) in Law or equivalent as recognized by SAQA. Five (5) years of experience at a middle/senior managerial level. A valid driver’s license. Competencies: Knowledge in Constitutional Law; Administrative and Procedural Law; Interpretation of Statutes, Law of Contracts; Civil and Criminal Procedure; Public Sector legislation and legislative processes; Demonstrable understanding of public service legislation, its application and policy development in the public service, labour law and legal practices; Labour / Employee relations; Computer literacy; Driving skills; Project management; Strategic planning; Language skills; Problem solving; Report writing; Conflict management; Statistical analysis; Adaptability; Communication and negotiation skills; Policy formulation.

DUTIES
Provide legal administrative services; Provide legal advice and guide litigation on behalf of the department; Draft and oversee drafting of agreements and contracts; Manage employee relations; Advise MEC on matters of appeal.

ENQUIRIES
Mrs S Pelser Tel No: (015) 293 8678

NOTE
Employment Equity target for the post is Coloured or White females or people with disability. Candidates of the specific groups are encouraged to apply.

POST 41/167

DEPUTY DIRECTOR REF NO: C3/18/4
Directorate: Supply Chain Management: Acquisition Management

Re-Advertisement (All applicants who previously applied need to apply again as the previous applications will not be considered)

SALARY
R697 011 – R821 052 per annum (Level 11) (All-inclusive remuneration package)

CENTRE
Head Office: Polokwane
**REQUIREMENTS**

- Grade 12 plus an undergraduate qualification (NQF 6) in Supply Chain Management / Logistics / Purchasing / Financial Management / Accounting / Public Management or equivalent; Five (5) to ten (10) years relevant work experience in Supply Chain Management of which three (3) years must be at junior management level; Valid driver’s license. Competencies: Knowledge and experience in the application of legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, CDB, BBBEE and Treasury Regulations; Knowledge of LOGIS; Skills: Excellent verbal and written communication skills, Computer Literacy; Strong planning and coordination abilities; Sound analytical / innovative thinking and problem-solving skills; Ability to work under pressure and extended hours so as to meet the deadline dates.

**DUTIES**

- Monitor the rendering of price quotations and bid administrations; Monitor the administration of acquisition management plans in line with HRM practices, e.g. PMDS, training and on the job coaching; Render Secretariat services to the Departmental Bid Committees and coordinate bid committees; Coordinate budget projection; Provide guidance and support to clients; Provide management response for audit queries / request and submit to supervisor; Review and implement risk register; Implement external and internal audit action plan; Advice on SCM risk control and fraud preventions.

**ENQUIRIES**

Mrs S Pelser Tel No: (015) 293 8678

**NOTE**

Employment Equity target for the post is Indian males or people with disability. Candidates of the specific groups are encouraged to apply.

**POST 41/168**

**DEPUTY DIRECTOR REF NO: C4/18/5**

Directorate: Employee Relations

**SALARY**

R697 011 – R821 052 per annum (Level 11) (All-inclusive remuneration package)

**CENTRE**

Head Office: Polokwane

**REQUIREMENTS**

- An undergraduate qualification (NQF 6) in Employee/Labour Relations or equivalent as recognized by SAQA; Three (3) to five (5) years’ experience at a lower management level; Valid driver’s license. Competencies: Relevant experience in Employee Relations; Knowledge of the Public Service Act, Public Regulations, PFMA including all other Labour Law prescripts.

**DUTIES**

- Initiate and proved strategic direction in the implementation and promotion of employment relations programme and interventions; Manage finalization of all grievances and complaints received from employees in the department; Manage finalization of all misconduct cases in the department; Provide training and advocacy on employee related matters in the department; Facilitate and provide a secretariat function to the Department Appeal Authority; Manage HR, financial and physical resources within the Employee Relations unit.

**ENQUIRIES**

Mrs S Pelser Tel No: (015) 293 8678

**NOTE**

Employment Equity target for the post is Coloured, Indian or White males or people with disability. Candidates of the specific groups are encouraged to apply.

**DEPARTMENT OF HEALTH**

**APPLICATIONS**

All applications should be addressed to: The Head of the Department, Department of Health, Private Bag X9302, Polokwane, 0700 and for hand delivery at No.18 College Street, New Building [Office No.060] Fidel Castro Building

**CLOSING DATE**

02 November 2018

**NOTE**

Applications are hereby invited from suitable qualified candidates for a vacant post. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and certified copies of required qualifications and Identity Document. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities. Correspondence will be entered into with shortlisted candidates only. Faxed or e-mailed applications will not be considered. The Department of Health is an equal opportunity and Affirmative Action employer.
OTHER POST

POST 41/169 : DEPUTY DIRECTOR: EVENTS MANAGEMENT & LIAISON SERVICES REF NO: LDH/10/01

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

CENTRE : Head Office (Polokwane)

REQUIREMENTS : Qualifications and Competencies: An appropriate Bachelor’s degree or a three year National Diploma in Communication, Journalism or Public Relations at NQF level 6 as recognized by the South African Qualifications Authority [SAQA]. Experience in the management, monitoring, analysis and environmental scanning. Experience or thorough understanding of health. A valid driver’s licence [Attach copy]. Knowledge and Skills: Broad knowledge and understanding of the Department’s programmes and priorities. Sound and in-depth knowledge of relevant prescripts and application of human resource as well as an understanding of the legislative framework governing the Public Service. Understanding of the domestic and international media industry including the media coverage of the Department. Capacity to analyze and research media trends. Good background in turn around and change management strategy. Good communication, negotiation, facilitation, co-ordination, leadership, problem solving, planning and organizing skills. Policy analysis & development, group dynamics and diversity management. People, financial, time, change & knowledge management. Strategic planning and team player. Personal Attributes: Willing to work under changing and difficult circumstances. Responsiveness, pro-activeness, professionalism, accuracy, flexibility, co-operative, supportive, independent, diplomatic, team player, dynamic and objective note.

DUTIES : Facilitate and consolidate departmental communication strategy. Compile and edit the departmental internal and external publication. Co-ordinate departmental and transversal campaigns. Manage internet/website and internal info dissemination. Develop the departmental corporate branding. Develop the business plan in line with the strategic objectives of the department. Manage and co-ordinate liaison services. Organize, co-ordinate and market all events, projects and campaigns of the MEC and the department’s program of action. Manage the implementation on policies, guidelines and procedures. Manage resources (physical, human and financial).

ENQUIRES : General enquires about advertised post should be directed to Ms Matimajatji RL / Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.

DEPARTMENT OF TRANSPORT
The Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

APPLICATIONS : quoting the relevant reference, should be forwarded as follows: to The Head of Department, Department of Transport ,Private Bag X 9491, Polokwane, 0700 OR Handed in at Phamoko Building, Second 2nd Floor, Office No. 45 at 40 Church Street, Polokwane, 0699. Applications which are faxed, e-mailed or forwarded / submitted to the wrong address will not be considered.

CLOSING DATE : 26 October at 16h00

NOTE : Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.gov.za/documents), which must be completed in full, originally signed, with reference number indicated and dated by the applicant. Application should be accompanied by 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, ID document and where it is a requirement, a certified copy of the driver’s license must be attached. The employer reserves the right not to fill the posts. Failure to submit the requested documents will result in your application not being considered. All shortlisted candidates for SMS posts will be subjected to Technical exercise that intends to test relevant technical element of the Job and all recommended candidate will attend a competency assessment that intend to test generic managerial skills. The successful candidates must be willing to sign
an oath of secrecy with the Department and also be expected to sign performance agreement. Suitable candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record check, verification of financial/assets record check and security vetting). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Applications received after the closing date whether posted or hand-submitted will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage. If you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA) No.3 of 2000.

MANAGEMENT ECHELON

POST 41/170 : CHIEF FINANCIAL OFFICER REF NO: LDT 01 /18

SALARY : R1 189 338 per annum (Level 14) (All inclusive remuneration package). The inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employee Pension Fund, a medical fund and flexible portion in terms of applicable rules.

CENTRE : Head Office (Polokwane)

REQUIREMENTS : Qualifications: An undergraduate qualification (NQF level 7) or equivalent as recognised by SAQA. An undergraduate qualification in finance and accounting will be an added advantage. 5 years of experience at a senior managerial level. Valid driver’s licence (attach copy). Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking.

DUTIES : Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behaviour and policies) to ensure effective and efficient management of resources. Oversee effective integrated financial services and supply chain management systems within the Department in accordance with the PFMA. Provide strategic support and guidance to the Accounting Officer and Programme Managers. Oversee and lead the provision of logistics and facilities in ensuring the optimal utilization of fixed and movable assets. Facilitate the implementation of national norms and standards where applicable. Liaise with the relevant role – players in the financial environment regarding transversal financial matters. Ensure effective and efficient financial management/administration by collaborating in the development of training programmes by providing direct training in financial matters to officials of the Department.

ENQUIRIES : Ms. N F Mpe Tel No: 015-294 8401 or M RJ Phihlela Tel No: 015 295 1166
ANNEXURE U

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

CLOSING DATE : 29 October 2018

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POSTS

POST 41/171 : ENGINEERING TECHNICIAN (PRODUCTION LEVEL): SUSTAINABLE RESOURCE MANAGEMENT REF NO: AGR 2018-56 (X6 POSTS AVAILABLE AT VARIOUS STATIONS)

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

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : National Diploma in Civil Engineering or relevant qualification; A minimum of 3 years’ post qualification technical (engineering) experience; A valid driving licence; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician on appointment or you must be registered within 6 months after date of appointment (proof of registration application must be submitted). Recommendations: Technical design and analysis skills. Competencies: Knowledge of the following: Project Management; Application of computer-aided engineering applications; Legal compliance; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Technical design and analysis knowledge; Research and development skills.

DUTIES : Operational management of sub-programme LandCare for the district municipal area; Conservation of the natural agricultural resources; Implementation of LandCare projects; Area wide planning; Mentoring of interns, learners and candidate engineering technicians.

ENQUIRIES : Mr F Steyn at (021) 808 5090

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co


SALARY : R96 549 per annum (Level 02)

CENTRE : Department of Agriculture, Western Cape Government

REQUIREMENTS : Ability to read and write (Adult Basic Education and Training). Recommendations: A valid code B driving licence. Competencies: The ability to work independently and in a team; The ability to work adequately and precisely; Communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Cleaning, gardening and maintenance service of the building; Good maintenance of stores and gardening supplies; Good maintenance of the incinerator; Provide assistance to Animal Health and the admin clerk where necessary; Good maintaining of post mortem rooms; The collection of post at post office in the absence of the admin clerk; Assist with the packaging and sending of residue samples to laboratorium.

ENQUIRIES : Dr J Pienaar at (023) 414 2154

APPLICATIONS : If you want to hand deliver the application, please use the following address: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl
Cronje Drive, Bellville, 7530 or you may post it to the following postal address:, PO Box 5496, Tyger Valley Centre Parking Area, Bellville, 7536.

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. Applicants from relevant local communities will receive preference.

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

CLOSING DATE: 29 October 2018

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POST

POST 41/173: STATE ACCOUNTANT: INTERNAL CONTROL REF NO: EADP 2018-41

SALARY: R299 709 per annum (Level 08)

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

REQUIREMENTS: An appropriate 3-year National Diploma/ B-Degree (or equivalent qualification) with a minimum of 1 year relevant experience in an internal control environment; A valid code B driving licence. Recommendations: Extensive knowledge and application of the financial norms and standards; Public Finance Management Act (PFMA), National Treasury Regulations and Provincial Treasury Instructions; A strong financial background specifically relating to public sector finance; Experience and knowledge of the loss control process; Strong report writing skills; Knowledge and experience in the risk management processes. Competencies: Knowledge of Internal Control tools and techniques; Knowledge of Risk Management frameworks; Financial norms and standards; Communication (written, verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Excellent report writing skills; Must be able to meet strict deadlines; Ability to work well within a team; Self-motivated/ ability to use initiative; Honesty and Integrity; Analytical skills.

DUTIES: Develop and review compliance monitoring tools; Develop policies, procedures and processes pertaining to the Internal Control unit; Conduct financial compliance inspections as per the approved Annual Inspection plan; Evaluate the effectiveness of financial prescripts; Co-ordinate the implementation of corrective measures and preventative controls with regards to CGRO, MPAT and MIP; Co-ordinate responses for Shared Audit Committee, Public Service Commission, Provincial Internal Control Forum and Governance Committee; Provide support with the management of fraud prevention in the Department and co-ordinate awareness sessions in conjunction with PFS; Maintain the Departmental integrated loss control system; Conduct preliminary investigations into instances of irregular, unauthorised and fruitless and wasteful expenditure; Provide support with the management of risk management in the Department and co-ordinate risk assessment sessions in conjunction with the directorate.

ENQUIRIES: Ms J Smith at (021) 483 3807

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DEPARTMENT OF HEALTH

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

NOTE

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

OTHER POSTS

POST 41/174

HEAD CLINICAL UNIT: RADIOLOGY

Chief Directorate: Rural Health Services

SALARY

R1 643 352 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

George Hospital

REQUIREMENTS

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with HPCSA as Medical Specialist in Radiology. Experience: A minimum of 3 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Radiology. Inherent requirements of the job: After-hour clinical service delivery in Radiology. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Literacy and proficiency in at least two of the three official languages of the Western Cape. Computer skills in Outlook, Excel, Word and PowerPoint. Relevant statutory frameworks, including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines.

DUTIES

Key result areas/outputs: Render an efficient and cost-effective Radiology service to patients managed by the George Hospital and District Health Care Services in Eden and Central Karoo. Ensure clinical governance for the Radiology Service at both George Hospital and in Eden and Central Karoo Districts. Ensure the effective organisation of the radiology department (including radiation exposure, laboratory investigations, medication, consumables and equipment). Assist with effective and efficient administration of the Radiology Department. Plan and partake in the training of staff including registrars, medical officers, community service MOs’, Interns and final year UCT medical students. Clinical, administrative and financial management of the Radiology Unit in conjunction with the Radiography Manager.

ENQUIRIES

Dr Z North Tel No: (044) 802-4535

APPLICATIONS

The Director: People’s Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

FOR ATTENTION

Ms C Dawood

NOTE

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

CLOSING DATE

26 October 2018

POST 41/175

MEDICAL SPECIALIST GRADE 1 TO 3 (PAEDIATRIC ANAESTHESIA)

SALARY

Grade 1: R1 051 368 per annum
Grade 2: R1 202 112 per annum
Grade 3: R1 395 105 per annum

CENTRE

Red Cross War Memorial Children’s Hospital, Rondebosch

REQUIREMENTS

Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a specialist Anaesthesiologist. Registration with a professional council: Registration with the HPCSA as a Medical Specialist Anaesthesiologist. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Anaesthesia.

Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist in Anaesthesia after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine.

Grade 3: A minimum of 10 years appropriate
experience as a Medical Specialist in Anaesthesia after registration with the HPCSA (or recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Internal Medicine. Inherent requirement of the job: 40-hour basic work week and participation in the after-hours call system, with an undertaking to participate in 16-hours commuted overtime per week. Competencies (knowledge/skills): Sound knowledge, skill and experience in general Paediatric Anaesthesia. Experience in intensive care medicine. Good interpersonal and communication skills. Ability to work under pressure and maintain a high standard of professionalism. Ability and willingness to supervise staff. Actively participate in the academic under- and post-graduate anaesthetic training program (including clinical teaching and MMED supervision). Experience in pain medicine desirable. Experience in Paediatric Cardiac and Transplant Anaesthesia would be desirable. Involvement in research desirable. Promote Clinical Governance including implementation of clinical guidelines, protocols and clinical audits. Good working ethics with children and be an advocate for children’s rights.

DUTIES

Key result areas/outputs: Provide a specialist Peri-Operative Anaesthetic care to patients at Red Cross War Memorial Children’s Hospital and associated hospitals. Assist with airway management and resuscitation throughout the hospital. Risk assessment and advice on perioperative workup of patients. Advise on pain management plans for patients. Advise on pain management plans for patients. Manage theatre lists.

ENQUIRIES

Dr N Beyers Tel No: (021) 658-5788

APPLICATIONS

The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Private Bag X5, Rondebosch, 7700.

FOR ATTENTION

Ms T Nqola

NOTE

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

CLOSING DATE

26 October 2018

POST 41/176

Principal of Nursing College (Single Nursing Campus)

SALARY

R902 550 (PN-D5) per annum (A portion of the package can be structured according to the individual’s personal needs).

CENTRE

Western Cape College Of Nursing (Metro West Campus)

REQUIREMENTS

Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post Basic qualification in Nursing Education registered with SANC. Registration with a professional council: Registration with the SANC as Professional nurse with additional qualification in Nursing Education. Experience: A minimum of 11 years appropriate /recognisable nursing experience after registration as Professional Nurse with SANC in General Nursing. At least 7 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1 year post-basic qualification in Nursing Education. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES

(key result areas/outputs): Strategic and Operational Management and Planning of the Campus in terms of delegations, relevant acts and annual performance plan. Coordinate and Facilitate Nursing Education and Training of students to comply with quality assurance system. Develop policy guidelines for Nursing Education and Training. Market the corporate image of the Campus, Coordinate and facilitate research initiatives. Ensure academic governance. Collaborate with stakeholders. Co-ordinate student affairs and activities. Responsibility for corporate governance, including aspects of Human and Financial resource management.

ENQUIRIES

Dr T Mabuda Tel No: (021) 684-1203

APPLICATIONS

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

NOTE

No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.

CLOSING DATE

26 October 2018
POST 41/177  :  PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)
Eden District

SALARY  :  Grade 1: R362 559 (PN-B1) per annum
          Grade 2: R445 917 (PN-B2) per annum

CENTRE  :  Oudtshoorn Hospital

REQUIREMENTS  :  Minimum educational qualifications: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse. A post-basic qualification with duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate, recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification in Advanced Psychiatry. Inherent requirement of the job: A valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES  :  (key result areas/outputs: Actively participate in the provision of nursing care to patients with Mental Health problems. Advise/treat mental health conditions presented at health facility and ensure continuity of care. Provide a therapeutic environment, training and teaching of patients, staff, councillors and community as well as involvement in community projects focusing on mental health needs. Assist and monitor the implementation of nursing care plans, the evaluation thereof and perform office and clinical administration. Liaise and communicate with all relevant departments (internal and external). Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of psychiatric patients. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures.

ENQUIRIES  :  Ms H Human Tel No: (044) 203-7203

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

FOR ATTENTION  :  Ms S Pienaar

NOTE  :  No payment of any kind is required when applying for this post. “Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)”

CLOSING DATE  :  26 October 2018

POST 41/178  :  ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT
Overberg District

SALARY  :  R163 563 per annum

CENTRE  :  Overberg District Office, Caledon

**DUTIES**

(key result areas/outputs): General administrative duties e.g. Telephone messaging, training related queries, distribution of documents and Minute taking. Capture Provincial Training Institute nominations from Facilities and Sub-Structure office. Capture Bursaries on Bursary Information Management System (BIMS). Capture Workplace Skills Plan information on HWSETA Database. Update and maintain electronic databases.

**ENQUIRIES**

Ms L Klink Tel No: (028) 214-5831

**APPLICATIONS**

The Director: Overberg District, Private Bag X07, Caledon, 7230.

**FOR ATTENTION**

Ms A Brits

**NOTE**

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

**CLOSING DATE**

02 November 2018

**POST 41/179**

**SECURITY OFFICER**

**SALARY**

R115 437 per annum

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**

Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std7). Registration with a professional council: Registration with the Private Security Regulatory Authority of South Africa in terms of the Private Security Industry Regulations Act (Act 56 of 2001) PSIRA. Experience: Appropriate experience in Security Service. Inherent requirement of the job: Willingness to work shifts and be available on a 24-hour basis. Competencies (knowledge/skills): Proficiency in English (both written and verbal) in at least two of the three official languages of the Western Cape. Knowledge of prescripts, regulations and procedures. Good interpersonal and communication skills. Ability to work in a team as well as independently. Ability to take full responsibility and be diligent.

**DUTIES**

(key result areas/outputs): Protect, guard buildings, key-points, patients, visitors, personnel as well as the patrolling of fenced-off areas, buildings and the premises. Ensure access or egress control to prevent the unlawful entry, removal of persons, vehicles, dangerous objects and illegal substances and the monitoring of surveillance cameras or fire alarm systems. Effective application of service delivery/efficient support to the supervisor. Effective and efficient use of equipment to render an efficient security service. Control and monitor surveillance cameras to identify, prevent any unlawful entry of persons, suspicious objects, person as well as vehicle thefts and forcible entry to departments or entrances of the hospital.

**ENQUIRIES**

Mr VP September Tel No: (021) 938-6077

**APPLICATIONS**

The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION**

Ms V Meyer

**NOTE**

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

**CLOSING DATE**

02 November 2018

**POST 41/180**

**HOUSEHOLD AID**

Chief Directorate: Metro Health Services

**SALARY**

R96 549 per annum

**CENTRE**

Bishop Lavis CHC

**REQUIREMENTS**

Minimum requirement: Basic numeracy and literacy skills. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Willingness to render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good communication skills (read, speak and write) in at least two of the three official languages of the Western Cape. Ability to operate machinery and equipment.

**DUTIES**

(key result areas/outputs): Render effective, efficient and safe hygiene and domestic services within the institution. Render support services to Household Supervisor. Contribute to effective utilisation and functioning of apparatus and equipment. Contribute to effective management of domestic responsibilities. Adhere to loyal service ethics.

**ENQUIRIES**

Ms EZ Mtshali Tel No: (021) 927-1136

**APPLICATIONS**

The Director: Northern/Tygerberg Sub-structure, 1st Floor, Bellville Health Park, Karl Bremer Hospital, Bellville, 7500.

**FOR ATTENTION**

Ms A Kader
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 November 2018

DEPARTMENT OF HUMAN SETTLEMENTS

CLOSING DATE : 29 October 2018
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POSTS

POST 41/181 : CANDIDATE TOWN AND REGIONAL PLANNER: HUMAN SETTLEMENT IMPLEMENTATION REF NO: HS 2018-42
(3-Year Contract Position)

SALARY : R506 682 per annum (OSD as prescribed)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : B-degree in Urban/Town and Regional Planning or relevant qualification; Registration with SACPLAN as a Candidate Town and Regional Planner in training is compulsory upon appointment; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of town and regional planning legal and operational compliance; Knowledge of town and regional planning systems and principles; Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape; Good computer literacy skills in Microsoft Project, Microsoft Planner, MS Office, Intranet, Internet, Arc Map GIS/Arc View GIS, AutoCAD and other relevant software packages; Project management skills; Research and development skills; Technical report writing skills; Analytical skills; Planning and organising skills; Proven problem and analysis skills; Ability to work within specific time frames, work effectively both as part of a team and independently, interpret relevant engineering legislation/policies/prescripts, standards and procedures and the ability to draft complex technical reports, memorandums and submissions.

DUTIES : Perform planning functions and activities in accordance with town and regional planning principles in land development; Provide technical assistance to professional teams on all aspects regarding town and regional planning projects; Adhere to legal requirements in town and regional planning; Coordinate the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines; Provide support in the compilation and adoption of technical and planning standards, norms and guidelines; Implement planning legislation, guidelines, policies and regulations; Coordinate site clearance processes in terms of Project Execution Plans; Support the planning and design of sustainable human settlement; Provide technical assistance in the compilation of spatial development frameworks (SDF) (as part of the IDP processes); Provide assistance with tender (bid) administration; Liaise and interact with service providers; Contribute to the human resources and related activities; Maintain the record management system; Utilise resources allocated effectively; Keep up with new technologies and procedures; Research/literature studies on new town and regional planning expansion and renewal processes; Liaise with relevant bodies/councils on town and regional planning-related matters; Follow approved programme of development for registration purposes.

ENQUIRIES : Ms PN Mayisela at (021) 483 2854
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
POST 41/182: GROUNDSMAN: WORKS INSPECTORATE REF NO: HS 2018-49

SALARY: R96 549 per annum (Level 02)

CENTRE: Department of Human Settlements, Western Cape Government

REQUIREMENTS: Ability to read and write (Adult Basic Education and Training). Recommendations: Maintenance of workshops and cleaning of vacant land. Competencies: Planning and organising skills; Ability to work in a team under tight timelines; Ability to work irregular hours as required; Ability to work under pressure and ability to work within specific timeframes; Communication skills in at least two of the three official languages of the Western Cape.

DUTIES: Site cleaning; Break down all illegal shacks and dwellings of workshops and the maintenance; Cleaning blocks of flats belonging to the Department; Support service to Head Office in Cape Town; Maintaining workshop yard, equipment and GG vehicles; Maintain and cleaning vacant land owned by Department.

ENQUIRIES: Mr PE Southgate at (021) 826 5711

APPLICATIONS: If you want to hand deliver the application, please use the following address: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 or you may post it to the following postal address:., PO Box 5496, Tyger Valley Centre Parking Area, Bellville, 7536.

NOTE: To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. Applicants from relevant local communities will receive preference.

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

CLOSING DATE: 29 October 2018

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POST

POST 41/183: CONTROL ENGINEERING TECHNICIAN: PLANNING AND SUPPORT (BULK ELECTRICITY) REF NO: LG 2018-41

SALARY: Grade A: R422 139 per annum (OSD as prescribed)

CENTRE: Department of Local Government, Western Cape Government

REQUIREMENTS: A National Diploma in Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician; A minimum of 6 years' post qualification technical (engineering) experience; A valid code B driving licence. Recommendations: Courses relating to electrical industry; Experience in the following: Policy development experience; Human Resource Management experience; Conducting municipal assessments regarding municipal electrical services; Electrical Master Planning experience; Renewable Energy experience; Tender specification, Contract Law, Conditions of Contract and Contract Administration. Competencies: Knowledge of the following: electrical practices, interpretation of electrical drawings; HV/MV/LV electrical networks and electrical terminology; SANS, Building Regulations & OHS Act, Construction Act; Standard systems and measuring & testing electrical work; Quality control; MFMA and SCM procedures; Applicable legislation; Construction Contract & Engineering Law; Renewable Energy, Electrical Master Planning;
Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

**DUTIES**

To provide the following: Technical support to the Chief Engineer by managing and inspecting the Province’s MIG electrical projects; Perform a technical supportive role to various departments, local authorities and others (consultants, contractors, etc); Design, monitor and conduct site monitoring on electrical installations at various community facilities as part of the Department’s support to the Directorate: Service Delivery Integration; Liaison with Institutions, Utilities and Departments in the Energy related field, e.g. ESKOM, Department of Energy (DoE), AMEU, SARPA, South Cape Karoo Electricity Forum, Renewable Energy Service Providers, etc.; Contribute inputs into the Integrated Growth Plans (IGP’s) of Municipalities; Participate in the Renewable Energy Framework strategies; Manage and monitor the process of roll-out of the Electrical Master Planning at Municipalities in the Province; Manage and monitor progress with regard to Free Basic Electricity (FBE) in the Province.

**ENQUIRIES**

Mr L Eksteen at (021) 483 3154

**DEPARTMENT OF THE PREMIER**

**APPLICATIONS**

Only applications submitted online will be accepted. To apply submit your application online only: [https://westerncapegov.erecruit.co](https://westerncapegov.erecruit.co)

**CLOSING DATE**

29 October 2018

**NOTE**

Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

**OTHER POSTS**

**POST 41/184**

STATE LAW ADVISOR: CORPORATE LEGAL ADVISORY SERVICES (SOCIAL) REF NO: DOTP 2018-109

**SALARY**

Grade 1: R725 487 per annum LP 7
Grade 2: R854 577 per annum LP 8 (OSD as prescribed)

**CENTRE**

Department of the Premier, Western Cape Government

**REQUIREMENTS**

LLB-Degree with admission as an Advocate or Attorney; Note: Proof of your admittance certificate as an Advocate or Attorney to be attached with your application. A minimum of 5 years’ appropriate post qualification advisory experience. Recommendations: Relevant experience in consulting with clients, drafting and vetting contracts, writing legal opinions and interpreting legislation in the public and private sector; Proven experience in research methods. Competencies: Good working knowledge of legislation and case law relating to administrative law, promotion of access to information, protection of personal information, procurement law, the law of contract, interpretation of statutes and other areas of South African law applicable to the public sector; Exceptional written and verbal communication skills in at least two of the official languages of the Western Cape province one of which must be English; Well-developed research and legal writing skills; Innovative problem solving skills and analytical skills; Presentation skills; Proven computer literacy.

**DUTIES**

Attend consultations with Departmental officials and provide advice and guidance on both procedural and substantive legal issues; Negotiating, drafting and editing contracts; Provide legal advice and legal opinions to Ministers, Heads of Department and other departmental officials on procedural and substantive legal issues; Drafting of legal correspondence and replies.

**ENQUIRIES**

Mr N Boshoff at (021) 483 3377
POST 41/185: STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: DOTP 2018-106

SALARY: R299 709 per annum (Level 08)
CENTRE: Department of the Premier, Western Cape Government
REQUIREMENTS:
- An appropriate 3 year tertiary qualification (National Diploma/B-Degree or equivalent qualification) in Auditing/Finance or Financial Management;
- A minimum of 2 years' relevant experience in an Auditing/Finance or Financial management environment.
- Recommendations: Knowledge and experience of the following: LOGIS, Basic Accounting System and Personnel Salary Administration systems; Financial Legislations and Norms; Sound knowledge of auditing processes.

DUTIES:
- Ensure performance of compliance checks/ quality control on all processed financial documentation within the department;
- Compile and/or review analytical reports on non-compliance findings;
- Ensure implementation of remedial actions and continuous monitoring;
- Ensure training interventions with line functionaries on non-compliance findings;
- Supervise, train, guide and ensure sound labour relations practices.

ENQUIRIES: Mr LJ Petersen at (021) 483 5758

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
CLOSING DATE: 29 October 2018
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POST
POST 41/186: PERSONAL ASSISTANT: LOCAL GOVERNMENT ACCOUNTING REF NO: PT 2018-44

SALARY: R242 475 per annum (Level 07)
CENTRE: Provincial Treasury, Western Cape Government
REQUIREMENTS:
- Grade 12 (Senior Certificate or equivalent qualification) plus a Secretarial/Office Administration Diploma/ Certificate;
- A minimum of 3 years’ relevant experience in rendering support services to Senior Management.
- Recommendations: Able to work effectively in very a dynamic office; Stress tolerance; Willingness to work irregular hours; Able to liaise with diverse people; Attention to detail; A valid code B driving licence.

DUTIES:
- Provide a secretarial support service to the manager;
- Render administrative support services;
- Supports the manager with the administration of the manager's budget;
- Provide support to the manager regarding meetings;
- Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES: Mr LW Brinders at (021) 483 6684

DEPARTMENT OF SOCIAL DEVELOPMENT
CLOSING DATE: 29 October 2018
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POSTS

POST 41/187: ASSISTANT DIRECTOR: EXECUTIVE SUPPORT REF NO: DSD 2017-127

SALARY: R356 289 per annum (Level 09)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: An appropriate 3-year tertiary qualification (National Diploma/B-Degree) with a minimum of 3 years’ experience in rendering an appropriate executive support function. Competencies: Knowledge of the following; Relevant software packages; Understanding of the relevant legislation/ policies/ prescripts and procedures related to the public sector; Financial management skills; Project management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Ability to draft complex documentation; Manage various office projects and activities, report writing skills.

DUTIES: Render line administrative support services; Executive research, analyse information and compile complex documents for the Head of Department; Provide support to the head of department with regard to meetings; Manage resources in the office of the head of department; Remain up to date with regard to the applicable prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Head of Department.

ENQUIRIES: Ms A Van Reenen at (021) 483 9392
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncape.gov.erecruit.co

POST 41/188: MONITORING OFFICER: OLDER PERSONS REF NO: DSD 2018-119

SALARY: R299 709 per annum (Level 08)
CENTRE: Department of Social Development, Western Cape Government
REQUIREMENTS: An appropriate 3-year National Diploma/B-Degree (or equivalent qualification) with a minimum of 1 years relevant experience. Competencies: Knowledge of the following: Performance planning, monitoring and reporting processes and practices; Project management processes, practices and tools; Government planning processes and cycles; Modern systems of governance and administration; Proven computer literacy; Monitoring, evaluation and reporting skills; Problem analysis and problem-solving skills; Strong conceptual and formulation skills; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape.

DUTIES: Assist with the development and maintenance of the Department's Performance Information Framework (processes, procedures and tools to collect, manage and store performance information) in the area of Older Persons; Provide support to users to ensure that the Department's Performance Information Framework is used to guide performance reporting; Provide high-level administrative support to assist with the compilation of the department's performance information into reliable, useful and timely statutory performance reports; Provide support to users to ensure that the Provincial Project Management system is used for tracking and reporting on key departmental projects.

ENQUIRIES: Ms DA Fortuin at (021) 483 3992
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncape.gov.erecruit.co

POST 41/189: PERSONAL ASSISTANT: SPECIAL PROGRAMMES REF NO: DSD 2018-120

SALARY: R242 475 per annum (Level 07)
**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years’ relevant experience in rendering a secretarial support service to a manager/executive manager. Recommendations: Office administration experience. Competencies: Office Management; Advanced knowledge of MS Office(Excel, Word, PowerPoint) software and relevant software used by Government; Good interpersonal skills; Problem solving skills; Planning and organising skills; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape.

**DUTIES**: Provide Secretarial services to the Director; Provide administrative support to the Director; Render administrative support services & manage the diary of the Director; Support the Director in terms of budget processes; Analyze relevant Public Service, Human Resource Management, Departmental and other documents to ensure correct application.

**ENQUIRIES**: Mr D Cowley at (021) 483 6296

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

**POST 41/190**: PERSONAL ASSISTANT: OPERATIONAL MANAGEMENT SUPPORT REF NO: DSD 2018-121

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

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: Grade 12 (Senior Certificate) plus a Secretarial/Office Administration Diploma/Certificate; A minimum of 3 years’ relevant experience in rendering a secretarial support service to a manager/executive manager. Recommendations: Office administration experience. Competencies: Office Management; Advanced knowledge of MS Office(Excel, Word, PowerPoint) software and relevant software used by Government; Good interpersonal skills; Problem solving skills; Planning and organising skills; Communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape.

**DUTIES**: Provide Secretarial services to the Director; Provide administrative support to the Director; Render administrative support services & manage the diary of the Director; Support the Director in terms of budget processes; Analyze relevant Public Service, Human Resource Management, Departmental and other documents to ensure correct application.

**ENQUIRIES**: Ms A van Reenen at (021) 483 9392

**APPLICATIONS**: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

**POST 41/191**: SOCIAL WORKER: OLDER PERSONS REF NO: DSD 2018-118

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

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Monitoring and evaluation processes; Sound interpersonal relations; Customer service orientation/diversity citizenship; Self-management and motivation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Computer literacy.
DUTIES: Develop and review social work monitoring and evaluation service plans for the pre-funding assessment of organisations aimed at rendering Older Persons programmes; Management of relevant databases for the respective programmes; Develop and review monitoring tools to ensure adequate assessments of the effectiveness of Older Persons programmes; Manage the reporting and dissemination process of all reports for the Older Persons programme; Coordinate the submission of corrective development plans by organisation and monitor the compliance with regards to these plans.

ENQUIRIES: Mr D Cowley at (021) 483 6296

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

POST 41/192: SOCIAL WORKER: SUBSTANCE ABUSE REF NO. DSD 2018-123 (X2 POSTS)

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

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Monitoring and evaluation processes; Sound interpersonal relations; Customer service orientation/diversity citizenship; Self-management and motivation; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES: Develop and review social work monitoring and evaluation service plans for the pre-funding assessment of organisations aimed at rendering substance abuse programmes; Management of relevant databases for the respective programmes; Develop and review monitoring tools to ensure adequate assessments of the effectiveness of substance abuse programmes; Manage the reporting and dissemination process of all reports for the substance abuse programme; Coordinate the submission of corrective development plans by organisation and monitor the compliance with regards to these plans.

ENQUIRIES: Ms F Isaacs at (021) 483 6296

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

POST 41/193: SOCIAL WORKER: SOCIAL WORK SERVICES (ELSIES RIVER) REF NO: DSD 2018-124

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

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.
DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Conduct assessments aimed to identify conditions in individuals, groups, families and communities that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players/stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and other tasks emanating from the courts; Produce and maintain records of social work interventions, processes and outcomes; Supervise and support auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES: Mr C Engel at (021) 483 7675
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: https://westerncape.gov.erecruit.co

POST 41/194: SOCIAL WORKER; SOCIAL WORK SERVICES (MILNERTON) REF NO: DSD 2018-125

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

CENTRE: Department of Social Development, Western Cape Government

REQUIREMENTS: A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Social dynamics, work values and prescripts; Human behaviour and social systems; Developing others; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Good planning and organising skills; Self-management and motivation skills; Ability to exchange information in a concise and clear manner with clients, employees and supervisors.

DUTIES: Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Conduct assessments aimed to identify conditions in individuals, groups, families and communities that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement
the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players/stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and other tasks emanating from the courts; Produce and maintain records of social work interventions, processes and outcomes; Supervise and support auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

ENQUIRIES

APPLICATIONS

POST 41/195

SOCIAL WORKER: SOCIAL WORK SERVICES (BELLVILLE) REF NO: DSD 2018-126

SALARY

CENTRE

REQUIREMENTS

DUTIES

ENQUIRIES

APPLICATIONS

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

Department of Social Development, Western Cape Government

A formal tertiary qualification in Social Work (Bachelor of Social Work); Compulsory registration with the South African Council for Social Service Professions as a Social Worker; Grade 1: No experience; Grade 2: A minimum of 10 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 3: A minimum of 20 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; Grade 4: A minimum of 30 years’ appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Social dynamics, work values and prescripts; Human behaviour and social systems; Developing others; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Report writing skills; Sound Interpersonal relations; Good planning and organising skills; Self-management and motivation skills; Ability to exchange information in a concise and clear manner with clients, employees and supervisors. Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes (case work, group work and community work); Conduct assessments aimed to identify conditions in individuals, groups, families and communities that justify relevant interventions; Identify and make recommendations on the appropriate interventions required to address the identified conditions; Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically; Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities; Study, interpret, apply and give information on legislation and policies in the identified work fields to social workers, volunteers and other role players/stakeholders; Performs all the statutory functions applicable to the relevant functions, compile court reports and attend to court enquiries and other tasks emanating from the courts; Produce and maintain records of social work interventions, processes and outcomes; Supervise and support auxiliary workers; Continuous professional development; Keep up to date with new developments in the social work and social welfare fields; Perform all administrative functions required of the job.

Mr D Smith at (021) 483 7678

Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
POST 41/196 : ADMINISTRATION CLERK: LOGISTICAL SERVICES (EDEN KAROO) REF NO: DSD 2018-122

SALARY : R163 563 per annum (Level 05)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Senior Certificate (Grade 12 or equivalent qualification). Competencies: A good understanding of the following: Legislative framework, policies and prescripts guiding supply chain management processes including GG transport in the public service; Excellent Communication (written and verbal) in at least two of the three official languages of the Western Cape; Planning and organising skills; Analytical thinking skills; Proven computer literacy (MS Office); Ability to work under pressure and meet strict deadlines.
DUTIES : Effective administration of transport policies and procedures; Assist with effective maintenance and optimal utilisation of fleet; Render support to the region with regards to performance, leave and personnel documentation; Rendering of provisioning administration; Provide assistance in determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods, registration of suppliers for electronic funds transfers and payments; Provide assistance with regards to asset management in relation to compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories in reference of stores and equipment; Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets; Provide assistance with the stocktaking processes in line with Provincial Treasury, PFMA and provisioning guidelines and procedures.
ENQUIRIES : Mr M Skosana at (044) 8141660
APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co

POST 41/197 : GROUNDSMAN: ADMIN (OUTENIEKWA) REF NO: DSD 2018-128

SALARY : R96 549 per annum (Level 02)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Ability to read and write (Adult Basic Education and Training Competencies Servicing clients/customers; Good teamwork skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
DUTIES : Maintain the premises and surroundings; Clean premises and surroundings; Empty dirty bins; Maintain the garden; Water the garden; Prune and trim flowers and trees; Mow the grass; Remove weeds and garden refuge; Apply insecticides; Cultivate the soil for trees and flowers; Maintain gardening equipment and tools; Detect and report malfunctioning of garden equipment and tools; Repair minor defects of gardening equipment and tools.
ENQUIRIES : Mr S Jacobs at (021) 863 2020
APPLICATIONS : If you want to hand deliver the application, please use the following address: Affirmative Portfolios, Unit 14, 1st floor, 3 Canal Edge, Tyger Waterfront, Carl Cronje Drive, Bellville, 7530 or you may post it to the following postal address: PO Box 5496, Tyger Valley Centre Parking Area, Bellville, 7536.
NOTE : To apply, you must submit a manual application. Please complete an application form (Z 83) and current CV (5 pages maximum) together with certified copies of ID, Academic qualifications and proof of other requirements as indicated in the advertisement. The position being applied for and the reference number must be clearly indicated on the Z83 application form. Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. Applicants from relevant local communities will receive preference.

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: https://westerncapegov.erecruit.co
CLOSING DATE : 29 October 2018
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These
candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POSTS

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<tr>
<th>POST 41/198</th>
<th>PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD DESIGN REF NO: TPW 2018-241 (X2 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>Grade A: R679 338 - R728 400 per annum&lt;br&gt;Grade B: R769 611 - R829 107 per annum&lt;br&gt;Grade C: R879 975 - R1 036 557 per annum (OSD as prescribed).</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Department of Transport and Public Works, Western Cape Government</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Engineering Degree (B Eng/BSc Eng) or equivalent qualification; A minimum of 3 years post qualification experience required; Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer on appointment or you must be registered within 6 months after date of appointment (proof of registration application must be submitted); A valid code B driving licence. Competencies: Knowledge of the following: Engineering design and analysis; Legal compliance; Computer-aided engineering applications; Basic legal background (Contract Management); Project Management; Strategic capability and leadership; Module equipment operating skills; Financial management skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan and manage engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principals and code of practice; Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures; Project Management; Act as Project Coordinator when required.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms M Hofmeyr at (021) 483 5713</td>
</tr>
</tbody>
</table>

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<tr>
<th>POST 41/199</th>
<th>QUANTITY SURVEYOR (PRODUCTION LEVEL): QUANTITY SURVEYING SERVICES REF NO: TPW 2018-243 (X2 POSTS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>Grade A: R585 366 - R630 597 per annum&lt;br&gt;Grade B: R669 300 - R717 636 per annum&lt;br&gt;Grade C: R758 241 - R893 175 per annum (OSD as prescribed)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Department of Transport and Public Works, Western Cape Government</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>An appropriate Degree in Quantity Surveying or relevant qualification; A minimum of 3 years post qualification Quantity Surveying experience; Compulsory registration with SACQSP as a professional Quantity Surveyor; A valid code B driving licence. Competencies: Knowledge of the following: Programme and Project Management; Quantity Survey legal and operational compliance; Quantity surveying operational communication; Process knowledge and skills; Maintenance of skills and knowledge; Mobile equipment operational skills; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgment; Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial Management; Customer focus and responsiveness; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Proven computer literacy; People Management; Planning and organising; Conflict Management; Negotiation skills; Change Management; Ability to work in a team.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Perform quantity surveying activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity surveying services;</td>
</tr>
</tbody>
</table>
Ensure adherence to quantity determination standards; Provide quantity surveying advice and technical support in the evaluation of costs; Ensure the adoption of technical and quality strategies; Develop quantity surveying related policies, methods and practices; Provide solutions on non-compliance on quantity determination; Review the cost determinations of projects and estimates accomplished by building designers and/or sub-professional personnel; Ensure adherence to the requirements of professional registration; Human capital development: Mentor, train and develop Candidate Quantity Surveyors and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise quantity surveying work and processes; Administer performance management and development; Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement, SCM and personnel human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines; Research/literature studies on quantity surveying to improve expertise; Liaise with relevant bodies/councils on quantity survey-related matters.

ENQUIRIES: Mr J Botha at (021) 483 5320

POST 41200: ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: TPW 2018-233

SALARY: R356 289 per annum (Level 09)

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

REQUIREMENTS: An appropriate 3-year B-Degree (or equivalent qualification) in Finance; A minimum of 3 years’ appropriate experience in Supply Chain Management. Competencies: Knowledge of the following: Applicable legislative and regulatory requirements, policies and standards; PFMA; SCM regulations, practice notes, circulars, policy frameworks; Preferential Procurement Policy Framework Act and its associated regulations; The Construction Industry Development Board (CIDB) Act, 38 of 2000; Departmental policies and procedures; Medium Term of Strategic Framework (government priorities); Western Cape Provincial Treasury Instructions; Western Cape Infrastructure Development Management System; Project Management; Monitoring and evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership techniques, production methods and coordination of people and resources; Strong analytical skills.

DUTIES: Assist in the compilation of the procurement plan that clearly defines the preferential procurement goals, aligned to the strategic plan and budget, compliant with the applicable legislative requirements and taking cognisance of the needs assessment, the availability of funds and the market assessment and industry analysis; Execute the process for reviewing expenditures, setting and approving forecasting assumptions and or providing direction for developing demand forecasts across strategic sourcing and non-strategic sourcing items; Develop and implement a strategic sourcing strategy per strategic commodity; Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives; Overseer, coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contracts are in accordance with legislation; Human Resource Management; Motivate, train and guide staff within the component to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of staff to achieve agreed KRA’s that derive from the component’s plans.

ENQUIRIES: Ms P Van Der Merwe at (021) 483 6915

POST 41201: GISC TECHNOLOGIST (PRODUCTION LEVEL): ROAD GEOGRAPHICAL INFORMATION SYSTEM REF NO: TPW 2018-239

SALARY: Grade A: R344 271 - R371 130 per annum
Grade B: R391 854 - R371 130 per annum
Grade C: R448 035 - R527 772 per annum (OSD as prescribed).
CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : An appropriate 3-year GISc Degree or related Bachelor Degree; A minimum of 3 years post qualification GISc Technologist experience; Compulsory registration with SAGC as a GISc Technologist; A valid code B driving licence. Competencies: Strong GIS skills with two or more GIS packages (e.g. ESRI); Analytical, Statistical and Mathematical skills; Project management; Programme and project management and Technical report writing; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Planning, organising and execution.

DUTIES : Providing technical support relating to software and data usage to geographic information system (GISc) users; Develop Geographical Information Science (GISc) spatial information tools within organisation process; Allocate, control, monitor and report on all resources; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives; Research, investigate and advice on new GIS technologies; GIS Implementation; Financial Management; People Management.

ENQUIRIES : Ms M Hofmeyr at (021) 483 5713

POST 41/202 : QUALITY CONTROLLER: QUALITY CONTROL (EDEN) REF NO: TPW 2018-225

SALARY : R299 709 per annum (Level 08)

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

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree (or equivalent qualification) with a minimum of 2 years relevant experience in an internal control environment; A valid code 10 driving licence and PDP. Recommendations: Extensive working experience with any of the following construction plant: Roads grader; Bulldozer; Duel axle tip truck, Water truck, Chip-spreader, Crane truck, Tyre wheel roller, Vibrating roller, Front-end loader, Road marking machine, Track excavator, Tractor and grid roller or Mechanical boom; Code EC driving licence; Experience in maintenance, repairation and building of gravel and surfaced roads. Competencies: Knowledge, skills and abilities of operating and maintaining construction machinery; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Planning skills; Supervision skills.

DUTIES : Inspect and monitor work instructions, personnel and operator execution of functions, material and construction plant application, road construction and road maintenance methods; Execute skills analysis and profiling in determining training needs and/or gaps; Provide on the job/in-house training, presenting and facilitation; Ensure that construction and maintenance completed works complies to all prescribed requirements; Inspect and improve production at different road teams; Liaise with the Human Resource section regarding training and development, recruitment, leave management etc.

ENQUIRIES : Mr J Prodehl at (044) 272 6071

POST 41/203 : STATE ACCOUNTANT: INTERNAL CONTROL REF NO: TPW 2018-237 (X2 POSTS)

SALARY : R299 709 per annum (Level 08)

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

REQUIREMENTS : An appropriate 3-year National Diploma/ B-Degree (or equivalent qualification) with a minimum of 2 years relevant experience in an internal control environment; A valid code B driving licence. Competencies: Knowledge of the following: Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury Instructions/directives); Internal Control tools and techniques; Risk Management frameworks; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Human Resource Management; Ensure that governance is implemented and maintained in all GMT components; Ensure that assurance services are performed
and that the necessary document control procedures are effectively and efficiently applied; Fraud and Loss Management; Asset Verifications.

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

POST 41/204
PROVISIONING CLERK; LOGISTICS REF NO: TPW 2018-232 (X2 POSTS)

SALARY
R163 563 per annum (Level 05)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
Senior Certificate (Grade 12 or equivalent) with a minimum of 6 months relevant experience. Recommendations: Thorough knowledge of WCSD, CSD and CIDB and I-tender; Knowledge of Client Support; Verification process of bidders company profile. Competencies: A good understanding of the following: Public Finance Management Act (PFMA); CIDB, CSD and other supplier databases; Proven computer literacy in MS Excel; Administration skills; Planning and organising skills; Interpersonal skills; Basic numeracy skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES
Utilise the Integrated Procurement Solution (IPS) for an effective bid/quotation process and the maintenance thereof in accordance with departmental policies and procedures and compliance with applicable legislative requirements; Utilise IPS, CIDB, Central Supplier Database (CSD) and Western Cape Supplier Database (WCSD) effectively for provisioning, verification and compliance with user and legislative requirements; Comply with departmental policies and procedures and applicable legislative requirements, including: Ordering, receiving and distribution of goods and tender documents, I-tender verification and CIDB verification; Oversee counter duties of those responsible for functions: Issue of tender documents, opening and closing of tenders, verifying of bidders status, overall administrative assistant, extension of validity period of tenders, and draft notifications to unsuccessful bidders.

ENQUIRIES
Mr L Thomas at (021) 483 5337

POST 41/205
FINANCE ASSISTANT: FINANCIAL ACCOUNTING REF NO: TPW 2018-255 (X3 POSTS)

SALARY
R163 563 per annum (Level 05)

CENTRE
Department of Transport and Public Works, Western Cape Government

REQUIREMENTS
Senior Certificate (Grade 12 or equivalent qualification) with Accounting or Mathematics as a passed subject with a minimum of 6 months appropriate experience. Competencies: Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Work, Ms Microsoft Excel, Microsoft Outlook); Self-motivated; Problem solving skills; Basic numeracy; Ability to work under pressure and meet deadlines.

DUTIES
Date capturing; Assist clients with enquiries; Maintain a payment process; Administration of the system to detect and prevent payments older than 30 days; Maintain registers inclusive of asset registers; Reconciliations of various reports.

ENQUIRIES
Ms C Otto at (021) 483 6450