PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 42 OF 2018
DATE ISSUED: 19 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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The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.

APPLICATIONS

Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria.

CLOSING DATE

02 November 2018 at 15:00

NOTE

Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including two recent and contactable referees) and Original Certified Copies of the applicant’s ID and educational qualifications. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. 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. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment.

OTHER POST

POST 42/01: DEPUTY DIRECTOR: SOCIAL COHESION REF NO: 57/2018
Directorate: Social Cohesion

SALARY: R697 011 per annum (Level 11) All-inclusive salary package
CENTRE: Pretoria
REQUIREMENTS: Three-year National Diploma/degree in the Social Sciences or related field. A postgraduate qualification would be an added advantage. Strong cognitive, research and analytical skills. Excellent organizational and administrative skills. An effective team player able to work in a highly pressurised environment. Excellent verbal and written communication skills, including good report writing. Basic knowledge of project management, including financial management.

DUTIES: The incumbent will be responsible for the following: Develop a monitoring tool for the 2012 national social cohesion summit resolutions and report accordingly. Develop and implement a project plan for social compact, as per the commitments from the multi-stakeholder summit on the social compact. Liaise with a broad spectrum of stakeholders that had made concrete commitments to the social compact, thereby offering support and also ensuring that there is monitoring of progress in terms of the stated commitments by sectors. Coordinate, support, monitor and report on the Outcome 14 programme of action of government, in terms of the social cohesion and nation building drive, as per the directives from the National Development Plan, the applicable chapter of the Medium Term...
Strategic Framework and Departmental strategic priorities. Develop position papers and opinion pieces on social cohesion and nation building for the Minister and executive management, as may be appropriate and required from time to time. Periodically and proactively conduct an environmental scan on social cohesion and nation building and advise the Minister on appropriate responses or remedies in respect of any early warning signs, among others. Design an advocacy plan for social cohesion and nation building through the use of various media platforms, including electronic and print media. Implement, monitor and report on the broader programme of national symbols, especially those symbols that are a marker of South Africa’s sovereignty, such as the national anthem and the national flag. Support all the entities of the Department, as well as provincial departments, in terms of their own strategies, to the promotion of social cohesion and nation building. Be prepared to undertake any task related to social cohesion and nation building, as may be directed by the Ministry, executive and senior management of the Department.

ENQUIRIES: Ms P Mulaudzi Tel No: (012) 441-3716, Ms B Manqaba Tel No: (012) 441-3650, Ms N Ngcama Tel No: (012) 441-3430/082 324 3637, Ms S Botha Tel No: (012) 441-3646
ANNEXURE B

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 this post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.

APPLICATIONS: May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta26@ursonline.co.za or via fax: 086 415 5709.

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

CLOSING DATE: 09 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 and all academic records. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant’s responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to shortlisted 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.

ERRATUM: kindly note that the post of Deputy Director: Systems Developer with Ref No: 24929/02) advertised in Public Service Vacancy Circular 41 dated 12 October 2018, the requirements under Technical Competencies should read as follows: MS SQL 2008 and 2012.

OTHER POST

POST 42/02: TOWN AND REGIONAL PLANNER (GRADE A) REF NO: 24981/01

SALARY: R585 366 – R630 597 per annum (Salary in accordance with the OSD for Town and Regional Planners)

CENTRE: Pretoria

REQUIREMENTS: A three year degree/diploma in Urban/Town and Regional Planning or equivalent qualification. Three years post-qualification Town and Regional Planning experience. Compulsory registration with the South African Council of Planners as a Professional Town and Regional Planner on appointment. Extensive travelling and a valid driver’s licence. Generic competencies: Decision making, team leadership, analytical skills, creativity, self-management, financial management, customer focus and responsiveness, communication skills, computer literacy, delegation and development of others, planning, organizing and execution, ability to manage conflict, problem solving and analysis, insight, people management skills and change management. Technical competencies: Programme and project management, Town and Regional principles and methodologies, research and development, computer-aided applications, Town and Regional knowledge of legal compliance, creating high performance culture, technical consulting and professional judgement.

DUTIES: The successful candidate will perform the following duties: Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional project. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of
technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of Project execution Plans and manage site clearance standards as agreed with Project managers. Compile spatial development framework (SDF) as part of the IDP processes. Compile guidelines and evaluate land use management schemes (LUMS). Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/ councils on town and regional planning-related matters.

ENQUIRIES

Mr J Lodi Tel No: (012) 395 4717
ANNEXURE C

DEPARTMENT OF DEFENCE

CLOSING DATE : 02 November 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 42/03 : SENIOR STATE ACCOUNTANT REF NO: CFO 18/10/1
Finance Management Division
Chief Directorate Financial Services
Directorate Control Services
Sub Directorate Loss Administration

SALARY : R299 709 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirement: Grade 12 certificate plus B Degree/three year National Diploma in Finance/Accounting with a minimum of three years’ experience in losses and damages environment or Grade 12 certificate with a minimum of seven years’ experience in losses and damages environment. At least three years practical experience in a supervisory capacity. Knowledge and understanding of the Finance and the Logistic processes as well as the core processes in Government. Ability to effectively and correctly interpret and apply policy and regulations. Analytical and innovative thinking ability as well as problem solving ability. Ability to compile and draft effective reports. Good communication skills and computer literate including MS Word and Excel. Strongly orientated towards teamwork Receptive towards work-related suggestions/ideas and decisive/persevering in respect of task finalization. Added advantage: Possession of a valid driver’s license/Military driver’s licence to conduct staff visits and attend meetings as and when required.
DUTIES : Efficient, effective and economical management of loss control processes and systems in order to enable the detection and reporting of all losses of State Funds/Assets within the DOD to the Loss Control Section. Receive all detail of losses from within the DOD. Recording all such losses on the central database. Opening and maintaining of proper registers on all reported losses. Timeous and continuous updating of all active loss control files. Ensuring that all loss control files are correctly referenced in terms of the prescribed file reference numbers and that proper registry procedure are adhered to. Collection and analysis of all info/data on losses and reporting to Assistant Director Loss Control. Evaluation of all info/data received to ensure that it is complete and correct in accordance with prescribed procedure. Regular updating of management info database to ensure that all info contained is current and relevant. Compiling of comprehensive statistics and reports in respect of all losses and reporting same to Assistant Director Loss Control. Timeous evaluation of all losses, which are not reported within the prescribed time limits, so as to determine whether such losses have not been reported and reporting same to Assistant Director Loss Control. Reporting of all irregularities, e.g. non-reported losses, losses reported through incorrect channels, etc, to Assistant Director Loss Control. Assisting the Assistant Director Loss Control with the preparation and submission of the DOD’s Annual/Interim Financial Statement input and responses to the Auditor General on an annual basis. Conduct training through staff visit when required.

ENQUIRIES : Ms M.H.P. Deane Tel No: (012) 392-2672

APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE : Please use reference number not post number

POST 42/04 : SENIOR STATE ACCOUNTANT REF NO: CFO 18/10/2

Finance Management Division
Directorate Central Accounts
Sub Directorate Bank Management

SALARY : R299 709 per annum (Level 08)

CENTRE : Pretoria

REQUIREMENTS : Minimum requirement: Grade 12 certificate plus B Degree or three year National Diploma with a minimum of three years relevant experience or Grade 12 certificate with finance related subjects and a minimum of seven years relevant experience. At least three years practical experience in a supervisory capacity. Knowledge of Financial Management System (FMS)/BAS, Safety Web System will be an added advantage, PERсол/PERsol, MS Word and Excel programs. Understanding/interpretation/application of financial policies (e.g. Public Finance Management Act, Treasury Regulations and contracts) and related payment processes (e.g. processing of journals and clearing of suspense accounts) Sound reasoning, mathematical and problem solving ability. Well-developed verbal and written communication skills. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive and persevering in respect of task finalization and able to effectively function under pressure. Very conscientious and motivated towards producing effective, efficient and accurate work. Added advantage: Possession of a valid driver’s license/Military driver’s licence in order to conduct staff duties and attend meetings.

DUTIES : Manage the Bank account of the Department of Defence (DOD) including bank reconciliation and compiling inputs for the Financial Statements, interpret and identify entries on the Paymaster-General Account (PMG) of the DOD. Ensure timely processing of Telegraphic Transfers and Foreign Payments transactions. Effective management of suspense accounts for the Sub-Directorate, manage funds request of the DOD, register verified banking details of all DOD suppliers. Compile and submit the prescribed management reports, information and statistics. Ensure the safekeeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts. Train, guide and develop subordinate personnel. Finalize audit queries timeously. Manage
personnel, assets and material. Compile monthly financial reports. Ensure that deadlines are met. Manage and supervise personnel under the control of the post.

**ENQUIRIES**
Mr N. Diepuma Tel No: (012) 392-2727

**APPLICATIONS**
Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

**NOTE**
Please use reference number not post number

**POST 42/05**
SENIOR STATE ACCOUNTANT REF NO: CFO 18/10/3
Financial management Division
Chief Directorate Accounting
Directorate Stores, Services and Related Payments (DSSRP)

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

**CENTRE**
FASC; Kroonstad

**REQUIREMENTS**
Minimum requirement: Grade 12 certificate plus B degree/ three year National Diploma with finance related subjects with a minimum of three years relevant experience or Grade 12 certificate with finance related subjects with a minimum of seven years relevant experience At least three years practical experience in a supervisory capacity. Knowledge: experience in administration-related duties, functions understanding interpretation/application of financial policies (e.g. Public Finance Management Act, Treasury Regulations, contract management and related payment processes (e.g. processing of journals, clearing of suspense accounts, cooperate payments and Central Advance System (CAS)). Skills: Computer literate in MS Office software packages will serve as strong recommendation. Well-developed leadership skills. Personal attributes: Teamplayer, receptive to suggestions and focused on zero defect. Decisive and persevering in respect of task finalisation. Added advantage: Successful completion of the DSSRP Accounting courses. Extensive knowledge of DOD Financial Management Systems and DOD PERSOL/PERSAL System. Valid vehicle drivers.

**DUTIES**
Manage the replenishment of all advance accounts. Manage centralised cash withdrawals for all advance accounts. Ensure that all control registers are maintained (utilised) and checked. Oversee the execution of daily-, fortnightly- and monthly bank reconciliations. Manage the opening/closing/maintenance of advance accounts and commercial bank accounts. Act as Budget Manager for the Sub-Directorate Cash Payments. Manage Financial Misconduct as the cash-related nodal point. Compile, verify and capture journal transactions. Manage/present formal functional training at the Finance Education, Training and Development Centre/elsewhere. Sign/countersign warrant vouchers/telegraphic transfers after confirming the validity and correctness of transactions. Provide advice and assistance to Finance- and non-Finance clients on all organisational levels. Provide administrative support in planning, organising, leading and controlling. The Cash Management function. Assist with the management/completion of ad-hoc projects within the cash management environment. Report, investigate and follow-up all cash related irregularities. Compile/submit management/control reports, information and statistics. Ensure effective information management, including the safekeeping of documentation, files and data. Provide strong and disciplined leadership to subordinates, and train, guide and develop them. Assist in investigating and answering audit queries. Ensure the effective, efficient and economic management/use of Allocated resources (human capital, assets and material).

**ENQUIRIES**
Mr I. Van Der Walt Tel No: (012) 392 2890

**APPLICATIONS**
Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

**NOTE**
Please use reference number not post number
POST 42/06 : FINANCE CLERK SUPERVISOR REF NO: CFO 18/10/4
Financial Management Division
Directorate Stores, and Services and Related Payments
Financial Accounting Service Centre

SALARY : R242 475 per annum (Level 07)
CENTRE : FASC Bloemfontein
REQUIREMENTS : Minimum requirements: Grade 12 certificate plus B Degree or three (3) years National Diploma with finance related subjects with a minimum of two (02) years relevant experience or Grade 12 certificate with finance related subjects with a minimum of three (3) years relevant experience. Knowledge: Thorough knowledge of State Tender Board regulations, State contracts as well as the financial processes and core processes of the Department of Defence (DOD)/Public Service/Private sectors will be an added advantage. Thorough knowledge of computer systems and programs utilised in the DOD, Public Service and Public Sectors including PERSOL/PERSAL, Financial Management System (FMS)/BAS, MS Word and Excel. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially State contracts. Well-developed verbal and written communication skills and able to compile effective reports. Personal attributes: Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in respect of task finalisation and able to effectively function under pressure. Added advantages: In possession of a valid RSA/Military driver’s licence.

DUTIES : Timely payment of all invoices. Timely confirmation of all TELKOM and Freight Order accounts. Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report investigates and follows up of all finance related irregularities. Manage supplier accounts by verifying payment documents for anomalies verify payments on FMS and PERSOL, register and coupe invoices for payment. Manage administration iro cash payments, advances purchases and PMG account deposits. Final approval of S&T claims for Clients in area of responsibility. Manage/supervise all personnel who resort under the post.

ENQUIRIES : Mr T.T. Nyuswa, Tel No: (012) 392 2890
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

NOTE : Please use reference number not post number

POST 42/07 : FINANCE CLERK SUPERVISOR REF NO: CFO 18/10/5
Finance Management Division
Chief Directorate Budget Management
Sub-Directorate Chief Corporate Staff
MP Division Finance Management Office

SALARY : R242 475 per annum (Level 07)
CENTRE : Thaba Tshwane
REQUIREMENTS : Minimum requirements: Grade 12 Certificate plus B Degree/ three year National Diploma with finance related subjects with a minimum of two (02) years of experience in budget management or Grade 12 certificate with finance related subjects with a minimum of three (3) years of experience in budget management. Thorough knowledge of the Budget and Budget control expenditure control process and related transactions. Computer literacy, MS Word, Excel and Power Point. Sound mathematical and problem solving ability. Ability to correctly interpret and apply policy. Well-developed verbal and written communication skills. Effective management skills. Ability to draft complex programs. Ability to effectively function as part of a team. Receptive to work-related suggestions/ideas and decisive/persevering in terms of task finalisation. Knowledge of computer programs used in the Department of Defence (DOD)/Public Service. Financial Management System (FMS)/BAS/Information Centre (IC) qualified. Added
advantages: In possession of a RSA/military valid drivers' licence and willing and able to travel as and when required.

DUTIES: Assisting with formulation, and monitoring of compliance to internal controls, policies and operating procedures. Assisting with budgeting and expenditure control as performed at level 3 as well as preparing budgeting and expenditure control documentation. Assisting with the Financial Authority (FA) process and approval of expenditure. Preparing cash flow reports for the Region. Manage allocation of funds for the Region. Participate in the Budget Control Committee (BCC) meetings. Preparing of management reports for the Client through development of IC Reports and graphic presentations. Assisting in executing of budgeting processes as and when required. Capture budget estimates and motivations for the Region. Administering of cash purchase requisitions for the Region. Assist in the administration of the approval of inland accommodation expenditure for the Region. Supervising all personnel who resort under the post.

ENQUIRIES: Ms M.K. Esterhuysen, Tel No: (012) 355 5164

APPLICATIONS: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

NOTE: Please use reference number not post number

POST 42/08: FINANCE CLERK SUPERVISOR REF NO: CFO 18/10/6
Finance Management Division
Chief Directorate Accounting
Directorate Personnel Payments (S&T sub-section)

SALARY: R242 475 per annum (Level 07)

CENTRE: Pretoria

REQUIREMENTS: Minimum requirements: Grade 12 Certificate plus B Degree / three year National Diploma with finance/accounting related subjects with a minimum of two (02) years relevant experience or Grade 12 Certificate with finance/accounting related subjects with three (03) years relevant experience. Knowledge: sound reasoning, mathematical and problem solving ability, knowledge of the Public Finance management Act and Treasury Regulations. Thorough knowledge of S&T system and processes, ability to correctly interpret and effectively apply policy and regulations for S&T advances and claims. Knowledge of computer system in the DOD/Public Service/Private Sectors, including PERSOL/PERSAL, MS Word and MS Excel will be a strong recommendation, well developed verbal and written communication skills, very conscientious and motivated towards producing effective and correct work and always aiming for zero defect environment, ability to effective function as part of a team, receptive to work related suggestion/ideas, decisive/persevering for task finalisation and able to effective function under pressure. Added Advantage: A valid driver's licence or military drivers licence and able to travel outside Pretoria area at short notice when required.

DUTIES: Scrutinising, checking, verifying and execution of all S&T claims, salary and allowances for members/employees of the Department of Defence, timely finalising of all Central System(CAS) events, quarterly audit to confirm correct S&T document administration ,capturing and compiling of related journals, approving of computer codes documents with regard to S&T and with conjunction with the SSA, answering and finalising audit queries, Managing the statistics of the section, capturing and approving transactions on PERSOL and Financial Management System(FMS),regularly clearing suspense accounts in use, constantly collaboration and communication with SSA ,supervising subordinate and manage equipment's under control of this post.

ENQUIRIES: Ms T.T. Tshioma, Tel No: (012) 392 2245

APPLICATIONS: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

NOTE: Please use reference number not post number
POST 42/09 : FINANCE CLERK (X5 POSTS)
Financial Management Division
Chief Directorate Accounting
Directorate Stores, Services and Related Payments (DSSRP)
Finance Accounting Service Centres (FASCs).

SALARY : R163 563 per annum (Level 05)
CENTRE : FASC Potchefstroom, Ref No: CFO 18/10/7A
FASC Hoedspruit, Ref No: CFO 18/10/7B
FASC Durban, Ref No: CFO 18/10/7C
FASC Garrison, Ref No: CFO 18/10/7D
FASC MOD, Ref No: CFO 18/10/7E

REQUIREMENTS : Minimum requirement: Grade 12 certificate with finance related subjects. Ability in understanding, interpreting and correctly applying of financial policy and prescripts. Basic knowledge of financial and accounting processes. Basic knowledge of contract management or State Tender Board regulations and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Management Systems will serve as a strong recommendation. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability to effectively liaise and communicate with clients. Decisive and persevering in terms of task finalisation. Willing to undergo training at Finance Education, Training and Development Centre as the successful candidate will be required to complete all relevant courses. Willing to be detached to Satellite Offices across geographical boundaries. Willing to work with cash (as cashier), in Rand and Foreign currency. Willing to assist with general administrative functions and archiving /filing/safekeeping of all accounting documentation. Added advantage: Post Matric qualification in Finance. A minimum of one year relevant experience. A valid RSA driver's licence.

DUTIES : Scrutinise, verify, register and couple medical and supplier invoices for payment. Strictly apply policy, prescriptions and regulations. Detect and report on all irregularities. Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries. Performing of cashier duties by paying out of cash advances, administering of claims on the Central Advance System and capturing of all related accounting transactions on the FMS. Recording, safekeeping and issuing of Face Value Documents (FVD) and updating the FVD System. Confirmation of TELKOM accounts. Administering of Paymaster General (PMG) account deposits and assisting with general administration and accounting functions at the FASC.

ENQUIRIES : Mr T.T. Nyuswa, Tel No: (012) 392 2890

APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

NOTE : Please use reference number not post number

POST 42/10 : FINANCE CLERK REF NO: CFO 18/10/8
Finance Management Division
Directorate Stores, Suppliers and Related Payments
Sub Directorate Supplier Payment

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

REQUIREMENTS : Minimum requirements: Grade 12 certificate with finance related subjects. Knowledge: Ability in understanding, interpreting and correctly applying of financial policy and prescripts. Basic knowledge of financial and accounting process. Basic knowledge of Journal processing, contract management or state tender board regulation and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulation. Knowledge of financial management mainframe computer system will serve as strong recommendation. Computer literate in MS Office software packages. Ability to effectively liaise and
communicate with clients. Successful candidates must have sound reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal. Decisive and persevering in respect of task finalization. The successful candidate will be required to complete all relevant courses. Added advantage: Post matric qualification in Finance. A minimum of one year relevant experience. Being in the possession of valid driver’s license.

**DUTIES:** Ensuring the timely payments of invoice by scrutinizing, verifying, registering and coupling supplier invoice for payments. Strictly apply policy, prescripts and regulation to ensure the correctness of payments. Assisting in compiling and submitting of accounting reports and management information statistics. Reports on all irregularities as detected in the executions of his/her duties. Safekeeping of payments and accounting documentation in terms of PFMA and Treasury Regulation for audit purposes. Utilize the financial management system (FMS) to regularly record all accounting transaction and enquiries. Collecting/delivering of supplier payments related documents at/to other sections concerned.

**ENQUIRIES:** Mr T.T. Nyuswa, Tel No: (012) 392 2890

**APPLICATIONS:** Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

**NOTE:** Please use reference number not post number

**POST 42/11:** FINANCE CLERK REF NO: CFO 18/10/9
Finance Management Division
Directorate Stores, Services and Related Payments
Sub Directorate: Corporate Payments

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

**CENTRE:** Pretoria

**REQUIREMENTS:** Minimum requirements: Grade 12 certificate with finance related subjects. Ability in understanding, interpreting and correctly applying of financial policy and prescripts. Basic knowledge of financial and accounting process. Basic knowledge of Journal processing, contract management and supply chain management would be an advantage. Sound knowledge of the Public Finance Management Act and Treasury Regulation. Knowledge of financial management mainframe computer system will serve as strong recommendation. Computer literate in MS Office software packages. Ability to effectively liaise and communicate with clients. Successful candidates must have sound reasoning, mathematical and problem solving ability as well as being trustworthy, honest and loyal. Decisive and persevering task finalisation. The successful candidate will be required to complete all relevant courses. Added advantage: Post matric qualification in Finance. Minimum of one year relevant experience. A valid RSA/Military driver’s license.

**DUTIES:** Ensuring the timely payments of invoice by scrutinising, verifying, registering and coupling supplier invoice for payments. Strictly apply policy, prescripts and regulation to ensure the correctness of payments. Assisting in compiling and submitting of accounting reports and management information statistics. Reports on all irregularities as detected in the executions of his/her duties. Safekeeping of payments and accounting documentation in terms of PFMA and Treasury Regulation for audit purposes. Utilize the financial management system (FMS) to regularly record all accounting transaction and enquiries. Collecting/delivering of payment related documents at/to other sections concerned.

**ENQUIRIES:** Mr T.T. Nyuswa, Tel No: (012) 392 2890

**APPLICATIONS:** Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

**NOTE:** Please use reference number not post number
POST 42/12 : FINANCE CLERK REF NO: CFO 18/10/10
Finance Management Division
Chief Directorate Accounting
Directorate Central Accounts, Debtor Management

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

DUTIES : Rendering support and assistance in controlling and maintaining current and new Departmental debt in the DOD. Regularly implementing actions to recover outstanding debt from serving and ex-members of the SA National Defence Force (SANDF), Public Service Act Personnel (PSAP) and private institutions. Implementing and maintaining processes to effectively handle Departmental debt. Registering, prepare outgoing correspondence and process all related accounting transactions. Liaising and corresponding with the State Attorney’s office. Implementing effective actions and processes to ensure that deadlines are met and that Departmental debt is recovered. Constant collaborating, liaising and communicating with the Finance Clerk Supervisor in control of the section. Strict application of the prescripts contained in the Public Finance Management Act (PFMA), Treasury Regulations (TR’s) and other applicable instructions. Recording, filling and safeguarding of all debtors administration related documentation and information for future reference and audit purposes.

ENQUIRIES : Mr K.O. Nyamane Tel No: (012) 392 2753
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception
NOTE : Please use reference number not post number

POST 42/13 : FINANCE CLERK REF NO: CFO 18/10/11
Finance Management Division
Chief Directorate Accounting
Directorate Personnel Payments (S&T sub-section)

SALARY : R163 563 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirement: Grade 12 Certificate with finance/Accounting related subjects. Sound reasoning, mathematical abilities. Knowledge of Computer literacy (MS Word and Excel). Well-developed verbal and written communication skills. Ability to effectively function as part of a team, receptive to work related suggestions/ideas decisive/persevering in terms of task finalization and able to effectively function under pressure. Added advantage: Post Matric qualification in Finance. A minimum of one year relevant experience.

DUTIES : Administration of Foreign S&T claims, scheduling appointments and receiving foreign S&T claims, registering and distributing claims to the relevant clerks/sections, reconciling of foreign S&T claims according to the prescribed policies. Compiling and capturing of journals. Managing suspense accounts. Administration of personal transactions. Handle enquiries pertaining to foreign S&T.

ENQUIRIES : Ms T. Tshioma Tel No: (012) 392 2245
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception
NOTE : Please use reference number not post number
POST 42/14 : FINANCE CLERK REF NO: CFO 18/10/12 (X2 POSTS)
Finance Management Division
Directorate Central Accounts, Sub Bank Management

SALARY : R163 563 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : Minimum requirement: Grade 12 certificate with finance related subjects. Knowledge: Understanding/interpretation/application of financial policies (e.g. Public Finance Management Act, Treasury Regulations and contracts) and related payment processes (e.g. processing of journals and clearing of suspense accounts) Sound reasoning, mathematical and problem solving ability. Well-developed verbal and written communication skills. Ability to effectively function as part of a team, receptive to work-related suggestions/ideas, decisive and persevering in terms of task finalisation and able to effectively function under pressure. Very conscientious and motivated towards producing effective, efficient and accurate work. Knowledge of Financial Management System (FMS)/BAS, Safety Web Banking System, PERSOL/PERSAL. MS Word and Excel programs will serve as a strong recommendation. Added advantage: Post Matric qualification in Finance. A minimum of 1 year relevant experience.

DUTIES : Reconcile the bank account of the Department of Defence (DOD) by registering bank transactions received from National Treasury on FMS and transfer the data to State Information Technology Agency (SITA). Identify entries on the Paymaster-General Account (PMG) of the DOD, Ensure timely processing of Telegraphic Transfers and Foreign Payments transactions, capture stop payments as requested by DOD accountants. Clear suspense accounts for the Sub-Directorate, Capture Funds requisition of the DOD on Safety web, capture and register verified banking details of all DOD suppliers, compile and submit the prescribed management reports, information and statistics, ensure the safe keeping of all transaction supporting documentation, files and data for audit purposes in accordance with prescripts.

ENQUIRIES : Ms N. Diepuma Tel No: (012) 392 2727
APPLICATIONS : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

NOTE : Please use reference number not post number

POST 42/15 : FINANCE CLERK REF NO: CFO 18/10/13
Financial Management Division
Directorate Finance Support Services
Sub-directorate Contract Administration

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

DUTIES : Administering general office tasks. Receive, register and administer new contracts (Incentive Schemes for pilots, navigators, technical officers, Special Forces operators and formal agreements). Maintain internal contract register. Collect, deliver, dispatch, copy and file documentation. Handle queries, draft and type letters, memoranda, signals, minutes and presentation. Assist in the execution and
co-ordination of administrative tasks. Manage all equipment, resources, statistics, files and material resorting under the control of this post. Assist with asset scanning and counting. Assist with asset register when required.

**ENQUIRIES**: Mr. L.S. Khotle, Tel No: (012) 392 2557

**APPLICATIONS**: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

**NOTE**: Please use reference number not post number

**POST 42/16**

**ADMINISTRATION CLERK REF NO: CFO 18/10/14**

Financial Management Division, Office of the Chief Financial Officer, Admin Support

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Pretoria

**REQUIREMENTS**

Minimum requirements: Grade 12 certificate. Knowledge of microcomputer applications such as MS Word, Excel. Being in the possession of valid RSA drivers' licence. Ability to effectively and correctly interpret and apply policy and regulations. Analytical and innovative thinking ability as well as problem solving ability. Ability to compile and draft basic reports and returns. Good communication skills and good interpersonal skills. Strongly oriented towards team work, receptive toward work-related suggestion/ideas, decisive/persevering in relation to task finalisation and must be able to obtain a valid confidential security clearance. Added advantage: A minimum of one year relevant experience in administrative support. Post Matric qualification in administration.

**DUTIES**

Provide secretarial role to the Budget Command Council Meeting. Provide registry services within the office of the CFO. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies; receive/send facsimile/emails. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system within the office of the CFO. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register within the office of the CFO. Manage the Electronic Document Management System (EDMS) within the office of the CFO. Manage the Archive System within the office of the CFO. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office inventory. Keep and maintain the asset register within the office of the CFO. Maintain leaves and personnel records within the office of the CFO. Keep and maintain the roll-call book within the office of the CFO. Arrange travelling and accommodation. Support the Performance Management Development System. Capture and update expenditure within the office of the CFO. Check correctness of subsistence and travel (S&T) claims of official and submit to CFO for approval. Handle telephone/petty cash and other payments of accounts within the office of the CFO.

**ENQUIRIES**

Mr J.M. Verwey Tel No: (012) 355-5568

**APPLICATIONS**

Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception

**NOTE**: Please use reference number not post number

**POST 42/17**

**SECRETARY REF NO: DRD/25/18**

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Defence Reserves Headquarters, Pretoria

**REQUIREMENTS**

A minimum of Grade 12 (NQF Level 4) or equivalent qualification. An appropriate Secretarial qualification or experience in a related field will be an advantage. Special requirements (Skills needed): Computer literate (MS Excel, MS PowerPoint and MS Word). Good communication (Verbal and Written), Co-ordination, Planning and Organisational skills. Interpersonal relationship skills,
Problem solving, Maintain discipline and the ability to interpret policy directives. Remain abreast with the procedures and processes that apply in the office of CDR and DDR.

**DUTIES**: Manage the diary of the Chief Defence Reserves (CDR) and Director Defence Reserves (DDR), record appointments, meetings and other events. Manage telephone calls and refer the calls to the correct role players if not meant for either CDR or DDR. Type documents, make travel arrangements and record minutes for CDR and DDR. Process all invoices that emanated from the activities of the work of CDR and DDR. Operate office equipment like fax machines, photocopiers etc. Receive visitors for CDR and DDR and provide refreshments as necessary. Arrange meetings and events for CDR and DDR as well as the staff of the Defence Reserves Division. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Record minutes/decisions and communicate it to relevant role players. Follow up on progress, make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Provide clerical support service to the manager as and when required to do so.

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

**ENQUIRIES**: Ms Joyce Mahlangu Tel No: (012) 355 5332
Annexure D

Department of Environmental Affairs

Applications

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

For Attention: Ms Lerato Ngobeni

Closing Date: 05 November 2018

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

Other Posts

Post 42/18

Deputy Director: Planning and Quality Assurance - Greening & Open Space Management

Ref No: EP03/2018

Salary: R826 053 per annum (all inclusive remuneration package)

Centre: Pretoria

Requirements: A recognised 3-year tertiary qualification in Environmental Management, Development Studies, Natural Sciences (Zoology, Botany or Geography), Nature Conservation, Social Sciences or equivalent qualification. The applicant should have at least 3 years’ experience in Environment & Conservation field. Extensive experience in any of the following fields: Environmental Management, Biodiversity Conservation, Landscape/Horticulture, Spatial Environmental Planning, Community Development. Previous experience in Project Management, Financial Management, Expanded Public Works Programme and or related programmes will be an added advantage. Knowledge of Quality Management practices, monitoring and evaluation practices, leadership and management, strategic planning, analytical, conceptualization, problem solving, process design skills, expert level of computer literacy and good communication skills. The successful candidate must have a valid driver's license as he/she will be expected to travel extensively.

Duties: Overall management of planning processes (pre-planning, evaluation and recommendation of business plans) for the Greening & Open Space Management projects. Facilitate the process of sourcing new projects for funding and evaluation of project proposals from various proponents. Support to the establishment of panels for project management service providers for Environmental Protection and Infrastructure Programme. Conduct quality audits on projects under implementation. Support the review of programme criteria, planning tools, guidelines and policies for Environmental Protection and Infrastructure Programme. Support the business plan amendment processes for projects under implementation. Facilitate engagements with other Branches of the department and relevant public entities.

Enquiries: Ms N Mtalana Tel No: 012 399 9660

Post 42/19

Provincial Project Manager

Ref No: EP04/2018

Salary: R826 053 per annum (all inclusive remuneration package)

Centre: East London

Requirements: A recognised 3-year tertiary qualification in built environment or project management plus extensive relevant experience in project management; relevant
experience in community development, business concept development, feasibility testing, market research and sustainability testing; knowledge of the EPWP, proven experience in implementation, monitoring and evaluation of government programmes; ability to operate project management software as well as MS Office; analytical and numerical skills; good report writing skills, interpersonal and problem solving skills; experience in people and financial management, valid code B driver’s license and a willingness to travel.

**DUTIES**

Manage and evaluate business plans and provide assistance to project implementers, general management of contract documents and payments; undertake project inspection and quality assurance; review progress, financial audit and completion reports; reporting on projects to the province and the department; provide ad-hoc support to the Directorate: Programme Implementation and the Chief Directorate: Environmental Protection and Infrastructure Protection; oversee the management of staff and other resources in the province; and undertake stakeholder engagement.

**ENQUIRIES**

Mr N Khumalo Tel No: 012 399 9703
GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

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

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 02 November 2018

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

OTHER POST

POST 42/20: REGIONAL COMMUNICATION COORDINATOR: CENTRAL KAROO

DISTRICT- REF NO: 3/1/5/1 – 18/29

Directorate: Provincial Liaison: Western Cape

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

CENTRE: Beaufort West

REQUIREMENTS: Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level, with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the Western Cape Province with specific insights in the Central Karoo District and its local Municipalities.

DUTIES: The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Central Karoo District as follows: implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Coordinate and monitor the government communication function in the district, including the monitoring and supervision of the work of the district based on Senior Communication Officers as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and...
report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. The candidate will support all initiatives aimed at strengthening Local government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service center programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.

ENQUIRIES : Ms G Thopps Tel No: (021) 697 0145
NOTE : Preference will be given to Coloured male/female, Indian male/female and White male/female
GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

CLOSING DATE : 05 November 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.

MANAGEMENT ECHELON

POST 42/21 : CHIEF INFORMATION TECHNOLOGY OFFICER: ICT (CIO) REF NO: CIO/2018/10-1P
The purpose of the role is to ensure effective and efficient technology and systems required to achieve the organisation’s operations requirements

SALARY : R1 189 338 - R1 422 012 per annum (all-inclusive package)
CENTRE : Pretoria Head Office
REQUIREMENTS : A relevant B degree/B Tech (NQF 7) in Information Technology as recognized by SAQA. A minimum of 10 years’ relevant experience in an ICT environment. At least five years senior management experience within the relevant field. Proven track record as a Programme Head/Business Head. Experience in Financial Services, especially Employee Benefits, Pension Fund and Retirement Benefits Administration will be a distinct advantage. Knowledge of Benefits Administration. Knowledge of Customer Relationship Management (Channel Management). Knowledge of Relevant legislative requirements and GPAA policies and

DUTIES:

Ensure the implementation of the ICT strategy: Participate in the annual strategic planning cycle to assist GPAA business units to identify key information needs and implications of business decisions. Develop, implement and monitor achievement of effective strategic objectives. Ensure the development, implementation and maintenance of Division policies, procedures, and processes, in accordance with best practice. Develop an effective medium term expenditure framework (MTEF) and medium term strategy framework (MTSF) as well as an operating strategy for the Division. Contribute to the annual strategic plan. Analyse Division trends and prepare management reports. Track new developments in practices to improve the effectiveness and efficiency of the Division. Develop a management effectiveness and leadership strategy. Engage in strategic relationships with relevant stakeholders to serve the interest of the organisation. Assess the provision of Division support and advice to line managers to ensure that line managers are fully equipped to deal with risk related matters. Drive a culture of compliance with GPAA line managers and staff to ensure greater awareness of Division policies and procedures. Monitor compliance with relevant legislation throughout all Division functions. Ensure the provision of accurate and current advice regarding Division functions to all stakeholders. Ensure quality of service provided to internal and external customers/clients/stakeholders. Proactively ensure the identification and mitigation of risks. Oversee the ICT support and advice to line managers to ensure that line managers are fully equipped to deal with risk related matters. Monitor compliance with relevant legislation throughout all ICT functions. Manage planning of resource requirements for the organisation to ensure sufficient resources are in place to meet service delivery demands. Oversee the provision of accurate, current advice regarding ICT to all stakeholders. Analyse service delivery gaps and challenges, define service delivery operational measures and targets, and implement remedial action strategies. Oversee quality of service provided to internal and external customers/clients/stakeholders. Represent the ICT at all relevant committees and pods. Prosactively ensure the identification and mitigation of risks. Oversee control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure that all services are within the SLA to ensure excellent end-user experience. Ensure an effective Information System service: Manage information security requirements for the GPAA in order to facilitate organisation innovation and learning as well as effective and efficient methods of operation. Drive information security strategies and policies. Manage the security of organisational information. Continuously improve information security processes and procedures. Oversee the ICT continuity management. Oversee ICT compliance management. Ensure confidentiality and reliability of corporate data, proprietary information and intellectual property together with the Information Security Officer. Ensure an effective Infrastructure Management: Oversee the infrastructure requirements and maintenance for GPAA and effective service management. Drive ICT Service Management strategies and policies. Provide a definitive portfolio for ICT services and articulation of the business needs that each service meets and the business outcomes. Ensure an effective Business Support Services: Maintain the functionality of all existing systems and to manage deployment of new systems. Drive systems strategies and policies. Manage the provision of system support to the organisation. Manage systems risk. Implementation of project specific systems. Manage implementation of Change control performance. Manage the release and deployment of ICT solutions into the organisation. Manage the validation and testing processes. Manage the System administration processes. Ensure effective applications management: Manage,
coordinate and oversee operational activities and projects of the Applications Maintenance; Applications Testing, Applications Development and Application Release to ensure that ICT Applications teams functions effectively and efficiently. Provide best practice advice on the installations, maintenance and de-installation of ICT Applications to solve business problems. Ensure that the Applications are robust, reliable and flexible to cope with expansion of business and user needs. Ensure an effective business knowledge management: Provide a platform to facilitate and support internal business knowledge management practices. Manage the proliferation and documentation of data and information within the GPAA. Identification of knowledge sources and accumulate information to be assimilated into the Knowledge Management System. Ensure an effective Project Management office: Provide leadership, coordination, and management of the PMO processes and functions in GPAA. Manage the programme scope, define deliverables, obtain consensus and manage stakeholder expectations. Ensure proper management of change requests and control scope through effective execution of plan. Educates and provides through leadership for the introduction of project management methodologies in product and process development. Facilitate the achievement of project requirements in a high quality and timely fashion within budget guidelines. Manage all the resources in the Division: Ensure the development and management of staff within the Division. Implement and maintain a relevant management approach to support effective business results within the Division. Develop and sustain a culture of high performance, professionalism and integrity to support overall quality of service delivery. Ensure control of budgeting and expenditure process in-line with strategic objectives and relevant legislation. Ensure the effective utilization of all other resources (including IS, Assets, Infrastructure, etc.) within the Division.

ENQUIRIES
APPLICATIONS: Ms Zwonaka Makhani Tel No: 012 319 1075
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 Zwonaka Makhani– Recruitment
NOTE: One Chief Information Technology Officer: ICT position (permanent) is currently available at the Government Pensions Administration Agency. Employment Equity target for the post is Indian, Coloured, African male/female candidates or person with disability. Candidates of the specified groups are encouraged to apply.

OTHER POSTS
The purpose of the job is to provide administration support to recruitment, selection and placement in GPAA.

SALARY
CENTRE: R196 407 (basic salary)
Pretoria Head Office
REQUIREMENTS: Appropriate recognized Bachelor’s Degree/National Diploma or equivalent three year qualification (NQF 6 with at least 360 credits) preferably in Human Resources with at least 18 months experience within the Human Resources environment. Preference will be given to candidates with recruitment exposure Or Grade 12 with at least three years’ experience within the Human Resources environment. Preference will be given to candidates with recruitment exposure. Computer literacy that would include a good working knowledge of Microsoft Office Products. Knowledge of Public Service Prescripts and Legislations. Good customer relations skills. Be able to deal with confidential matters with integrity. Excellent interpersonal relations. Excellent communication skills in English (written and verbal). Must be analytical and thorough - ability to detect errors. Ability to prioritize work and urgent matters. Ability to function independently and to take responsibility and initiative. Excellent organizational and coordination skills. Effective problem solving skills. Adhering to business ethics. Effective team work.

DUTIES: The incumbent will be an Administrator with focus on recruitment and will be responsible for a wide variety of administrative tasks which include, but is not limited to the following: Render administrative support for recruitment, selection
and placement. Receipt of applications for advertised positions and correspondence with recruitment agencies handling short listing. Provide administrative support for the application management process which include but not limited to capturing of all applications received. Provide administrative support for the process of shortlisting. Administer the offer process: Drafting of offer letters and contracts and liaison with successful applicants on acceptance/non-acceptance which include regret letters. Arrange logistics before, during and after interviews. Administer the process of risk assessments, fingerprint scanning and document verification. Ensure that all recruitment documents and files are filed and archived according to prescripts. Provide administrative support to the unit. Assist with submitting invoices to Accounts Payable. Organize office logistical matters. File office correspondence, documents and reports. Draft and type standard correspondence and documents. Completion of forms and documents related to claims, payments, invoices and consultant fees. Order stationery and equipment for the section. Support implementation of advertisements and the sourcing of potential candidates. Ensure advert is drafted in correct format. Submit advert on time to DPSA. Obtain signatories on adverts for external media as per timelines.

ENQUIRIES : Mr Lesiba Sehlapelo Tel No: 012 399 2710
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 : Mr Lesiba Sehlapelo – Recruitment
NOTE : One position for HR Administrator: Recruitment, Selection and Placement are currently available at the Government Pensions Administration Agency: Human Resources. The position will be filled as a permanent position. Employment Equity target for the post is Coloured, African or White males and people with disabilities. Candidates of the specified groups are encouraged to apply.

POST 42/23 : VARIOUS CUSTOMER SERVICE AGENTS
: 12 months contract

SALARY : R196 407 (basic salary) (Level 06) plus 37% in lieu of benefits
CENTRE : Johannesburg walk in Centre – Johannesburg (Ref No: CSA/WICJ/10-1C)
: Pretoria back office – Head Office (Ref No: CSA/BO/10-4C)
: KZN Regional – Durban and Pietermaritzburg (Ref No: CSA/KZN/10-6C)
: Northern Cape Regional Office - Kimberley (Ref No: CSA/NC/10-1C)
: Mpumalanga Regional Office - Nelspruit (Ref No: CSA/MPU/10-1C)
: Limpopo Regional Office - Polokwane (Ref No: CSA/LIMP/10-1C)
: Free State Regional Office – Bloemfontein (Ref No: CSA/FS/10-2C)
: Free State Satellite Office – Phuthaditjhaba (Ref No: CSA/FS/PHUT/10-1C)
: North West Regional Office – Mafikeng (Ref No: CSA/NW/10-2C)
: North West Satellite Office – Rustenburg (Ref No: CSA/NW/RUST/10-1C)
: Eastern Cape Regional Office – Port Elizabeth (Ref No: CSA/ECPE/10-3C)
: Eastern Cape Regional Office – Mthatha (Ref No: CSA/ECMTHAT/10-1C)
: Eastern Cape Regional Office – Bisho (Ref No: CSA/ECBHIS/10-1C)
: Western Cape Regional Office – Cape Town (Ref No: CSA/WC/10-2C)

REQUIREMENTS : An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven experience in processing life insurance/employee benefits or client relationship management/client care OR Grade 12 Certificate/Senior Certificate (Matric) with three years proven experience in processing life insurance/employee benefits or client relationship management/client care. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement and the ability to speak any of the other official languages in the province applying for, would be an added advantage. Excellent problem solving skills. Excellent presentation skills. Excellent communications skills, both verbal and written. Ability to communicate with clients. Time management skills. Self-management – being able to work independently. Knowledge of Employee Benefits. Knowledge of client relations management. Geographical knowledge of the Province applying for.
DUTIES: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Provide quality customer service within CRM. Handle all face to face enquiries received effectively. Follow up and finalize enquiries referred to other business units, within the agreed time frames. Respond to emails, web queries, posted queries/courier services, faxes within allocated time frame. Update on all the relevant GPAA systems. Provide Client liaison services within the office. Respond to escalated queries within allocated time frame. Interact with the departments and members regarding outstanding queries. Relationship management on any changes happening in the various sections. Provide/ request feedback to various clients and stakeholders. Follow up with business units and provide feedback to clients until cases are finalized. Effective and efficient administration of documents received. Provide administrative support at outreach initiatives. Provide data inputs in the compilation of the reports. Report any issues/make recommendations with regards to ongoing service improvements and maintain a high level of client care. Compile and submit daily, weekly and monthly production statistics to the supervisor. Check and update consolidated/escalation lists to the supervisor.

ENQUIRIES: Ms Mapule Mahlangu on Tel No: 012 399 2369 for JHB Walk in Centre, Back Office, Free State, North West – Mafikeng and Rustenburg  
Ms Felicia Mahlaba on Tel No: 012 319 1455 for KZN and Western Cape  
Ms Zwonaka Makhani on Tel No: 012 319 1075 for Mpumalanga, Limpopo, Eastern Cape- Port Elizabeth, Matha, Bisho

APPLICATIONS: Please forward your application, quoting the relevant reference number, and either post to: Government Pensions Administration Agency, 34 Hamilton Street, or Private BAG X63, Arcadia, Pretoria, 0001 or hand deliver to the GPAA Regional Office in the Province applying for (details available on [www.gpaa.gov.za](http://www.gpaa.gov.za)).

FOR ATTENTION: Ms Mapule Mahlangu – Recruitment (JHB Walk in Centre, Back Office, Free State, North West) OR Ms Felicia Mahlaba – Recruitment for KZN and Western Cape or Ms Zwonaka Makhani – Recruitment for Mpumalanga, Limpopo, Eastern Cape

NOTE: Various Customer Service Agent positions are currently available at the Government Pensions Administration Agency. The purpose of the role is: To provide administrative functions and to resolve queries and complaints on first contact within the Clients Relationship Management environment. These positions will be filled on 12 months contract. The applications of individuals currently residing in the area applying for, may receive preference.

POST 42/24: CALL CENTRE AGENTS REF NO: CCA/CRM/10-20C
12 months contract

SALARY: R196 407 (basic salary) (Level 06) plus 37% in lieu of benefits

CENTRE: Pretoria

REQUIREMENTS: An appropriate three year tertiary qualification (at least 360 credits) with 18 months proven Call Centre experience in handling life insurance/employee benefits/client relationship management/client care enquiries OR A Grade 12 Certificate/Senior Certificate (Matric) with three years proven Call Centre experience in handling life insurance/employee benefits/client relationship management/client care enquiries. Knowledge of GEPF products and services will be an advantage. Computer literacy that would include a good working knowledge of Microsoft Office products. Proficiency in English is a requirement. Knowledge of the Public Service Act. Knowledge of Principles of GEPF Law. Knowledge of Employee Benefits. Excellent communications skills, both verbal and written. Excellent problem solving skills. Time management. Ability to communicate with clients. Ability to work in a team. Self-management (being able to work independently).

DUTIES: The incumbent will be responsible for a wide variety of tasks which includes but are not limited to the following: Handling inbound and outbound calls. Receive incoming calls. Respond to client enquiries by providing correct information. Escalate unresolved queries to the assistant manager and business units. Check database for outstanding documents or information. Resolve Customer queries through telephone, e-mail, web and fax. Receive, handle and resolve all incoming customer queries. Respond to incoming client queries using information from system. Provide a service that exceeds customer expectations at all times. Handle
customer information in a professional and confidential manner. Capture data about all incoming queries.

**ENQUIRIES**

Mr Lesiba Sehlapelo Tel No: 012 399 2710

**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**

Mr Lesiba Sehlapelo – Recruitment

**NOTE**

Various Call Centre Agent positions are currently available at the GPAA. The positions will be filled as 12 month contract positions. The purpose of the role is: To provide professional call centre and enquiry resolution services to all stakeholders and customers of GPAA.
GOVERNMENT PRINTING WORKS

The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

APPLICATIONS

All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria, 0001

FOR ATTENTION

Ms M Mbokane, Human Resources Tel No: 012 748 6296

CLOSING DATE

05 November 2018, 12 noon.

NOTE

Applications must be submitted on form Z83 (obtainable from any Public Service Department or download it from www.gpwonline) and must be completed in full and page 2 duly signed; Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent comprehensive CV specifying all qualifications and experience with respective dates. Certified copies of qualifications, ID and a valid driver's license (where required), must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works. Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs; the logistics of which will be communicated by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments). The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant), and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POST

POST 42/25

SHIFT LEADER: SECURITY REF NO: (GPW18/69) (X1 POST)

SALARY

R242 475 per annum (Level 07)

CENTRE

Pretoria

REQUIREMENTS


DUTIES

The successful candidate will be responsible for supervision of Security Officers (in-house and outsourced), Implement security operational policies, procedures and standing instructions, Monitor the extent of adherence/compliance with security procedural measures, Evaluate and improve the effectiveness of such procedural security measures, Investigate and report any security breaches to the
Security Management Team (SMT), Identify health, safety and security risks and threats during his/her shift and report to the Security Manager Team, Report any security systems faults or defects, Assist the unit to conduct the security awareness, Supervise security surveillance and monitoring duties at the control room during his/her shift, Ensure security patrol are conducted to all GPW premises, Enforce access and exit security control measures at all GPW premises, Ensure security registers availability and entries are eligible and concise.

ENQUIRIES: Mr. DD Mokoena Tel No: (012) 748-6371
DEPARTMENT OF HIGHER EDUCATION AND TRAINING (UMFOLOZI TVET COLLEGE)

APPLICATIONS : uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900

CLOSING DATE : 08 November 2018 at 16:00

NOTE : Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver’s licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

OTHER POSTS

POST 42/26 : ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT & ADMINISTRATION AND DEVELOPMENT REF NO: 2018/044 (Re-Advertisement)

SALARY : R356 289 per annum plus benefits

CENTRE : Central Office

REQUIREMENTS : An appropriate 3 years Bachelor’s Degree/National Diploma/NQF level 6 (or equivalent qualification) Five years’ experience in the spheres of human resource management, administration and development of which 2 years must be in the supervisory position in the TVET Sector. Valid driver’s licence and willingness to travel when required. Expert knowledge of the legislative and regulatory environment informing human resource management, development and labour relations. Intimate knowledge of the Persal and the College’s IT systems associated with human resource management and administration. Ability to design and implement internal system and controls to ensure sound operational management. Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Conflict management skills with regard to people management. Good communication and writing skills, Must be able to understand and interpret prescripts and policies. Ability to work under pressure and willingness to work extended hours when required. Proven skills related to the preparation and implementation of human resource-related plans.

DUTIES : KRA: Human Resource Development: Formulate human resource development policies and procedures. Compliance established through the quality assurance process. Manage the formulation of the Workplace Skills Plan and submission. Develop and implement systems and mechanisms for development planning in

ANNEXURE H
order for Committees to be established and functional. Manage Induction programme. Manage the implementation of the annual training plan. Manage the performance management process. Manage the administration of the financial assistance and bursaries for employees. KRA: Human resource Administration: Formulate human resource administration policies and procedures. Management the human resource recruitment, selection and appointment process. Manage the human resource termination process. Manage employees’ conditions of service. Manage employee records. KRA: Human Resource Management: Formulate human resource management policies and procedures. Analyse and administer the organisation and post establishment. Manage the human resource practices. KRA: Labour Relations: Manage the grievance process. Manage the dispute resolution process. Represent the College at collective bargaining forums in the absence of the Labour Relations Officer. Manage the collective action process. Manage the conduct management process. KRA: Unit Management: Formulate and maintain job profiles for all posts within the Unit. Conduct meetings with internal staff and plan and assign work within the Unit. Manage the Unit’s budget and cash flow. Compile the annual objectives of the Unit in collaboration with Unit members. Close out non-conformances resulting from Quality as well as Health and Safety. Conduct performance appraisals with Unit staff and arrange and monitor individual development.

ENQUIRIES : Mrs. NNF Khanyile, Tel No: (035) 902 9532

POST 42/27 : PROJECT MANAGER (ASSISTANT DIRECTOR) INFRASTRUCTURE MANAGEMENT REF NO: 2018/053
(3 years fixed contract)

SALARY : R356 289 per annum
CENTRE : Central Office
REQUIREMENTS : An appropriate 3 years Bachelor’s Degree/National Diploma (NQF level 6/7) or equivalent qualification specializing in construction. At least 3 years’ experience in managing construction projects. A driver’s licence. An individual with a conceptual understanding of the rules and standards governing project administration and management and ensure that the requirements for each project are spelt out by packaging/statutory requirements. Further requirements are risk management experience in project management. Good communication: written and spoken skills. Proficiency in analysing and solving problems related to projects. Outstanding human relation skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan. Strong ability to give attention to details as well as tested organization skills. Strong knowledge and expertise in using modern information and communication technologies to projects. Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAMMS etc.). Knowledge of procurement processes. Advantageous: A post graduate qualification. Registration with a relevant professional body – proof should be attached.

DUTIES : KRA: Supervise different tasks in completing construction or repairs and maintenance project. Responsible for the flow of information from the college level project supervisor (the organisational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training (Department). Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are set, or meet a higher standard. Update information on the project management tools. Make arrangement for the project completion based on specifications of the project owner. Put a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management expertise. Plan, commence, execute, supervise, and roundup assigned project.

ENQUIRIES : Mr TP Zulu Tel No: (035) 902 9506
**POST 42/28 :** TECHNICAL TRAINING CENTER TRAINING INSTRUCTOR (ELECTRICAL)  
**REF NO: 2018/054**  
College Appointment

| **SALARY** | R198 774 – R441 369 per annum  |
| **CENTRE** | Richtek Technical Training Centre  |
| **REQUIREMENTS** | A Trade tested Electrician, N3 qualification inclusive of two languages or matric/Grade 12 or relevant NQF L4 qualification. 3 years trade related industry experience post trade. Very good knowledge of subject area and work-related applications. Good planning and organising skills. Good record keeping and administrative skills. Good verbal and written communication skills. Good problem solving skills. Good supervisory skills. Sound people skills. Knowledge of QCTO related programmes and processes of artisan qualifications. Computer proficiency in MS Office Suite. Candidates may be subjected to a skills test, where applicable. Advantageous: Assessor/Moderator qualifications. 5 years relevant teaching/training-related experience. A recognised teaching qualification. National N Diploma or equivalent recognised qualification in the relevant field Valid Driver’s Licence.  |
| **DUTIES** | KRA: Teaching and Learning Delivery: Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advise on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes. Comply with programme quality systems and processes including assessment, moderation and performance records. KRA: Student Assessment and Evaluation: Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre and Post-assessment moderations of assessments/ assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Participate in occupational programme related assessment and moderation committees. Maintain all assessment records of student progress and performance. KRA: Teaching Administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and programme estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the compilation of Technical Training Centre annual budgets. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability training manuals and consumable item for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme. KRA: Subject Development and Marketing of Programmes: Maintain up-to-date knowledge of industry trends in subject area. Participate in occupational courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at “open days” and other promotional events. Provide guidance and work related insights to students, parents and the general community. KRA: Student Guidance and Support: Provide advice on occupational related career and qualification options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Mentor students during their training programme. Manage student
behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

ENQUIRIES: Mrs NNF Khanyile Tel No: (035) 902 9532
DEPARTMENT OF LABOUR

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

APPLICATIONS

Chief Director: 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

CLOSING DATE

05 November 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 POST

POST 42/29

CHIEF PERSONNEL OFFICER: EMPLOYMENT RELATIONS REF NO: HR4/18/10/24HO (X2 POSTS)

Directorate: Employment Relations

SALARY

R299 709 per annum

CENTRE

Head Office

REQUIREMENTS


DUTIES

Conduct and analyse all grievances and complaints received from employees in the Department. Draft charges and finalize all misconduct cases in the Department. Represent the Department in conciliation disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA).
ENQUIRIES: Mr. TC Skosana Tel No: (012) 309 4720
DEPARTMENT OF MINERAL RESOURCES

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

FOR ATTENTION: Ms N Maseko/ Ms T Sibutha

CLOSING DATE: 02 November 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 shortlisted candidates only. Shortlisted candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

MANAGEMENT ECHELON

POST 42/30: CHIEF DIRECTOR: MINING AND MINERAL POLICY REF NO: DMR/18/0053

SALARY: R1 189 338 per annum (Level 14) (All-Inclusive package)

CENTRE: Head Office, Pretoria

REQUIREMENTS: A Undergraduate Degree in Social Science/Law (NQF level 7 as recognised by SAQA) coupled with extensive relevant experience of which 5 years must be at a Senior Management level, PLUS the following competencies Knowledge of The South African mining industry and policy framework (including Policy, Bills and Legislation development) Transformation framework, Managerial principles and budget, Parliamentary processes, Mining prescripts of major mining jurisdictions. Skills: Leadership and management skills, Decision making capabilities, Organizational and administration skills, Strong problem solving, Presentation skills. Communication: Be able to communicate 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: Innovative and creative thinking capabilities.

DUTIES: Manage the development, review and implementation of the legislative and policy framework. Ensure effective and efficient management of the Chief Directorate (budgets, administrative systems and control, compliance with PFMA, etc.). Monitor developments (national and international) and broad legislative framework in the mining sector to ensure harmonisation. Provide strategic advice on the implementation and application of policies and legislative framework, Oversee the development and maintenance of policies that govern all aspects in both mining and mineral sector, Oversee policy research management studies for the department and that of public entities.

ENQUIRIES: Ms N Ngcwabe Tel No: (012) 444 3004/ 3601

NOTE: Women, Coloureds, Indians as well as people with disabilities are encouraged to apply.
## OTHER POSTS

<table>
<thead>
<tr>
<th>POST 42/31</th>
<th>INSPECTOR: MINE EQUIPMENT REF NO: DMR/18/0054</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R697 011 per annum (Level 11) (All-inclusive package)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Northern Cape Kimberley</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Appropriate Certificate of Competency for mechanical or Electrical Engineer Mining coupled with relevant experience in mining as well as a valid driver’s license. Plus, the following competencies Knowledge of Mine Health and Safety Act and Regulations &amp; Legal proceedings, Mining Engineering e.g. Winders, Boilers, Plants etc. Hazard Identification and Risk Management Public Service Staff Code. 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 resolutions, negotiation, planning and organising. Computer literacy, report writing and formulation. Communication: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced. Be able to recommend mining engineering solutions. Creativity: Innovative and creative thinking ability.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>The appointee primary responsibility will be to enforce and adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996). Conduct inspections and underground shaft and surface audits on plants, structures, track bound, trackless mining equipment and electrical distribution systems. Investigate mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mines and take appropriate actions. Test and license equipment on mines e.g. Winders, lifts, chairlifts, boilers and conduct statutory inspections. Conduct oral and written examinations i.e. certificate of competency in engineering, on setters certificate and mine overseer’s certificate. Investigate, consult and make recommendation to other department on closure certificates, prospecting rights, mining rights, permits, EMPR’s and township development. Compile regional reports and participate in the revision of machinery regulations, drafting of guidelines and standards, also participate in tripartite structures e.g. MQA/MRAC/SIMRAC.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr TM Mateta 053 807 1735</td>
</tr>
<tr>
<td>NOTE</td>
<td>The appointment will be subject to a pre-medical examination of fitness. Coloureds and Indians are encouraged to apply.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 42/32</th>
<th>INSPECTOR OF MINES (OCCUPATIONAL HYGIENE) REF NO: DMR/18/0055</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY</td>
<td>R697 011 per annum (Level 11) (All-inclusive package)</td>
</tr>
<tr>
<td>CENTRE</td>
<td>Northern Cape Region, Kimberley</td>
</tr>
<tr>
<td>DUTIES</td>
<td>The appointee primary responsibility will be to enforce and adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996). Statistical analysis and conducting inspections on different mines based on the performance and Health and safety statistics prioritising high risk mining. Analyse occupational Hygiene Reports, write report and give appropriate instructions for remedial actions to be implemented. Investigate mine related accident, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mines and take appropriate action. Conduct surface, shaft and underground audits and inspections on occupational hygiene matters at mines and give appropriate verbal or written instructions. Investigate, consult and make recommendation to other</td>
</tr>
</tbody>
</table>
department on closure certificates, prospecting rights, mining rights and permits, emp's and township development. Compile report by giving relevant inputs to Head of branch on matter related to Hygiene in the region inclusive of the status of the Mines.

**ENQUIRIES**

: Mr TM Mateta 053 807 1735

**NOTE**

: The appointment will be subject to a pre-medical examination of fitness. Coloureds and Indians are encouraged to apply.
OFFICE OF THE CHIEF JUSTICE

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

APPLICATIONS:

National Office Midrand and Constitutional Court: Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. For the attention of HR Directorate. Applications can also be hand delivered to the Office of the Chief Justice, Human Resource Management, 188 14th Road, Noordwyk, Midrand, 1685. Enquiries Ms L Mothemane Tel No: (010) 493 2500

KwaZulu-Natal: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X54372, Durban, 4000, or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 1st floor, 2 Devonshire place, off Anton Lembede Street: Enquiries: Ms L Marrie Tel No: (031) 372 3167

Gauteng: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to, 12th floor, Cnr Pritchard and Kris Street, Johannesburg. Enquiries Ms T Mbalekwa Tel No: (011) 335-0404.

Eastern Cape: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X1, Vincent, 5247, East London, or hand deliver applications to, Office of the Chief Justice Provincial Service Centre, 59 Western Avenue, Sanlam Park Building, 2nd Floor Vincent, East London. Enquiries: Mr S Mponzo Tel No: (043) 7265217.

Western Cape: The OCJ Provincial Head, Private Bag X9020, Cape Town 8000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 30 Queen Victoria Street, Cape Town. Enquiries: Ms M Baker Tel No: (021) 469 4000

Supreme Court Of Appeal and Bloemfontein High Court: Quoting the relevant reference number, direct your application to The OCJ Provincial Head, Office of the Chief Justice, Private Bag x20612, Bloemfontein, 9300 or hand delivered applications to The Free State High Court, Cornor President Brand and Fontein Streets. Enquiries: Ms M Luthuli Tel No: (051) 406 8191

NORTH WEST: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmakatho, 2735 or hand deliver applications to 22 Molopo Road, Ayob Gardens: Mafikeng. Enquiries: Mr L Moetanelo Tel No: (018) 3977065

Polokwane: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X9693, Polokwane, 0700, or hand deliver applications to the Office of the Chief Justice Service Centre, High Court of South Africa, Limpopo Division, 36 Bichard and Bodenstein street Polokwane, 0699. Enquiries: Ms E Kotze Tel No: (015) 230 4051

Northern Cape: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300 or hand deliver applications to High Court, Sol Plaatje Drive, Room B107,Kimberley. Enquiries: Ms S Ruthven Tel No: (053) 807 2733.

CLOSING DATE : 02 November 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. Please direct your application to the relevant province. Please complete a separate application for each reference number. Persons applying must be unemployed and not participated in other internship programmes before.

OTHER POSTS

POST 42/33 : INTERNSHIP PROGRAMME: FINANCE
Period of Internship: 12 Months

STIPEND
CENTRE : R5 729 per month
National Office- Financial Accounting Ref No: 2018/290/OCJ (X1 Post)
National Office- Management Accounting Ref No: 2018/291/OCJ (X1 Post)
National Office - Judicial Support Ref No: 2018/292/OCJ (X1 Post)
Western Cape Provincial Centre Ref No: 2018/293/OCJ (X1 Post)
Eastern Cape Provincial Centre Ref No: 2018/294/OCJ (X1 Post)
Kwa-Zulu Natal Provincial Centre Ref No: 2018/295/OCJ (X1 Post)
Gauteng Provincial Centre Ref No: 2018/296/OCJ (X1 Post)
Limpopo Provincial Centre Ref No: 2018/297/OCJ (X1 Post)

REQUIREMENTS : A National Diploma in Financial Accounting/Commerce. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.

POST 42/34 : INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
Period of Internship: 12 Months

STIPEND
CENTRE : R5 729 per month
Western Cape Provincial Centre Ref No: 2018/299/OCJ (X1 Post)
Eastern Cape Provincial Centre Ref No: 2018/300/OCJ (X1 Post)
Kwa-Zulu Natal Province Centre Ref No: 2018/301/OCJ (X1 Post)
Gauteng Provincial Centre Ref No: 2018/302/OCJ (X1 Post)
Limpopo Provincial Centre Ref No: 2018/303/OCJ (X1 Post)

REQUIREMENTS : A National Diploma in Human Resource Management and Development. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.

POST 42/35 : INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT
Period of Internship: 12 Months

STIPEND
CENTRE : R5 729 per month
National Office- Supply Chain Management Ref No: 2018/304/OCJ (X1 Post)
Western Cape Provincial Centre Ref No: 2018/305/OCJ (X1 Post)
Kwa-Zulu Natal Provincial Centre Ref No: 2018/306/OCJ (X1 Post)
Gauteng Provincial Centre Ref No: 2018/307/OCJ (X1 Post)
Limpopo Provincial Centre Ref No: 2018/308/OCJ (X1 Post)

REQUIREMENTS : A National Diploma in Logistics/Procurement/Public Administration. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.

POST 42/36 : INTERNSHIP PROGRAMME: ASSET MANAGEMENT
Period of Internship: 12 Months

STIPEND
CENTRE : R5 729 per month
National Office- Asset Management Ref No: 2018/309/OCJ (X1 Post)
Free State Provincial Centre Ref No: 2018/310/OCJ (X1 Post)
**Gauteng Provincial Centre** Ref No: 2018/311/OCJ (X1 Post)  
**Limpopo Provincial Centre** Ref No: 2018/312/OCJ (X1 Post)  

**REQUIREMENTS**: A National Diploma in Financial /Management Accounting. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.

**POST 42/37**  
**INTERNERSHIP PROGRAMME: COMMUNICATIONS** REF NO: 2018/313/OCJ (X1 POST)  
Period of Internship: 12 Months

**STIPEND** : R5 729 per month  
**CENTRE** : National Office- Communications

**REQUIREMENTS** : A National Diploma in Communications/Media Studies/Journalism/Marketing/Internal Article Publications. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.

**POST 42/38**  
**INTERNERSHIP PROGRAMME: ADMINISTRATIVE AND SUPPORT SERVICES** REF NO: 2018/314/OCJ (X1 POST)  
Period of Internship: 12 Months

**STIPEND** : R5 729 per month  
**CENTRE** : National Office- South African Judicial Education Institute (SAJEI)

**REQUIREMENTS** : A National Diploma in Public Management/Administration/ Office Administration. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.

**POST 42/39**  
**INTERNERSHIP PROGRAMME: INTERNAL AUDITING** REF NO: 2018/315/OCJ (X1 POST)  
Period of Internship: 12 Months

**STIPEND** : R5 729 per month  
**CENTRE** : National Office- Internal Audit

**REQUIREMENTS** : A National Diploma in Internal Auditing. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.

**POST 42/40**  
**INTERNERSHIP PROGRAMME: RISK MANAGEMENT** REF NO: 2018/316/OCJ (X1 POST)  
Period of Internship: 12 Months

**STIPEND** : R5 729 per month  
**CENTRE** : National Office- Risk Management

**REQUIREMENTS** : A National Diploma in Risk Management. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.

**POST 42/41**  
**INTERNERSHIP PROGRAMME: MONITORING AND EVALUATION** REF NO: 2018/317/OCJ (X1 POST)  
Period of Internship: 12 Months

**STIPEND** : R5 729 per month  
**CENTRE** : National Office- Monitoring and Evaluation

**REQUIREMENTS** : A National Diploma in Public Administration/Developmental Studies. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.
POST 42/42 : INTERNSHIP PROGRAMME: STRATEGY AND SERVICE DELIVERY PLANNING REF NO: 2018/318/OCJ (X1 POST)
Period of Internship: 12 Months

STIPEND : R5 729 per month
CENTRE : National Office- Strategy and Service Delivery Planning
REQUIREMENTS : A National Diploma in Public Administration/Administration/Commerce/Strategic Management and Planning. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.

POST 42/43 : INTERNSHIP PROGRAMME: ADMINISTRATIVE AND SUPPORT SERVICES (COURT ADMINISTRATION)
Period of Internship: 12 Months

STIPEND : R5 729 per month
CENTRE : National Office- Court Administration Ref No: 2018/319/OCJ (X1 Post)
National Office- Court Administration Gauteng Local Division of the High Court – Johannesburg Ref No: 2018/320/OCJ (X1 Post)
Gauteng Division of the High Court – Pretoria Ref No: 2018/321/OCJ (X1 Post)
Western Cape Division of the High Court – Cape Town Ref No: 2018/322/OCJ (X1 Post)
Limpopo Division of the High Court – Polokwane Ref No: 2018/323/OCJ (X1 Post)
Free State Division of the High Court – Bloemfontein Ref No: 2018/324/OCJ (X1 Post)
Supreme Court of Appeal – Bloemfontein Ref No: 2018/325/OCJ (X1 Post)
Kwa-Zulu Natal Local Division of the High Court – Durban Ref No: 2018/326/OCJ (X1 Post)
Kwa-Zulu Natal Division of the High Court – Pietermaritzburg Ref No: 2018/327/OCJ (X1 Post)
Northern Cape Division of the High Court – Kimberley Ref No: 2018/328/OCJ (X1 Post)
North West Division of the High Court – Mafikeng Ref No: 2018/329/OCJ (X1 Post)

REQUIREMENTS : A National Diploma in Public Management/Administration/ Office Administration. Skills and Competencies: Communication skills (verbal and written), minute taking skills, time management skills, good reporting skills, creative and analytical thinking skills and computer literacy.
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 Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, or you can email your application to recruitment@opsc.gov.za.

FOR ATTENTION: Mr M Mabuza
CLOSING DATE: 09 November 2018, 15h45
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.

OTHER POST

POST 42/44: REGISTRY AND TRANSPORT CLERK REF NO: RTC/10/2018

SALARY: R152 862 – R180 063 per annum (Level 05)
CENTRE: Head Office, Pretoria
REQUIREMENTS: Ideal candidate profile: Senior certificate. A valid code 8 or 10 driver’s license with PDP. Should have at least three (3) years’ experience as a driver/messenger. Computer literate. Problem identification and problem solving skills at elementary level. Enjoy working with people (be part of a team) Good communication skills. Ability to handle confidential information. Exposure to registry functions, record keeping and filling. Ability to work under pressure.

DUTIES: The successful candidate will open and distribute mail and courier parcels. Operate franking machine for posting and delivering and collecting correspondence at the Post Office. Keep a list of registered letters and parcels and handle other administrative work. Register incoming and outgoing collection and deliveries. Perform driving duties and maintain GG vehicles’ records. Ensure that GG vehicles are washed on a weekly basis.

ENQUIRIES: Ms A Coetzer Tel No: (012) 352 1111
Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. Website: www.dpme.gov.za

FOR ATTENTION: Ms J Mchunu
CLOSING DATE: 02 November 2018 @ 12:00 pm

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

MANAGEMENT ECHELON

POST 42/45: DEPUTY DIRECTOR-GENERAL: PUBLIC SECTOR MONITORING AND CAPACITY DEVELOPMENT REF NO: 083/2018
Branch: Public Sector Monitoring & Capacity Development

SALARY: R1 446 378 - R1 629 348 all-inclusive salary package per annum (Level 15). The remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE: Pretoria

REQUIREMENTS: An appropriate NQF 8 Qualification in the areas of Public Administration, Monitoring and Evaluation or related fields. A Master’s Degree (NQF 9) will be an added advantage. A Minimum of 10 years’ appropriate experience in the area of...
Monitoring and Evaluation at a sector level of which 8 years must be at senior management (SMS) level. Competencies/Skills: Management skills including people management and empowerment. Programme/ Project skills and financial management skills. Ability to provide operational and strategic direction and leadership. Ability to manage multiple projects. Excellent interpersonal & communication skills (written & verbal). Problem solving and analysis and knowledge management skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and have the ability to maintain high levels of confidentiality.

DUTIES:
Reporting to the Director-General, the successful incumbent will be responsible to support the implementation of the NDP/MTSF through Integrated Public Sector Monitoring to support and improve the capacity of the Public Sector and State Institutions to develop and implement plans and provide services with the aim of accelerating integrated service delivery and overcome fragmentation in monitoring. This entails reviewing, monitoring and supporting the implementation of MTSF outcome 12 and implement strategic interventions to support and unblock implementation. Review, monitor and support the implementation of MTSF outcome 9 and implement strategic interventions to support and unblock implementation. Coordinate capacity development programmes to ensure effective development and application of PM&E policies, tools, systems and guidelines in government. Monitoring/recommending of the Branch’s statutory responsibilities in terms of the PSA, Public Finance Management Act (PFMA) as well as DPSA directives and Human Resources planning. Ensuring of effective and efficient business/operational and performance annual planning for the Branch as well as efficient management/supervision of staff, procurement, equipment and facilities within the Branch.

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

POST 42/46
SENIOR SECTOR EXPERT: DISTRESSED MINING COMMUNITIES REF NO: 084/2018
Outcome: Economy

SALARY:
R1 005 063 - R1 183 932 all-inclusive salary package per annum (Level 13). The remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE:
Pretoria

REQUIREMENTS:
A relevant 3-year tertiary qualification (NQF 7) in engineering/ economics, social sciences or equivalent with at least 8 years experience in the mining sector of which 5 years are at MMS (Deputy Director or equivalent) level. A relevant postgraduate qualification (NQF8) and/or specialist training courses will be an added advantage. The successful candidate will have demonstrated an in-depth knowledge of the South African mining sector; the legislative environment applicable to government and the development, implementation and monitoring of related policies and procedures; excellent financial, HR and strategic management skills. Good interpersonal relations and written & verbal communication skills. A sound knowledge of Microsoft Office applications (especially Microsoft Excel) are essential. Personal attributes: The incumbent must be assertive and self-driven, innovative and solution oriented, client orientated and able to work under stressful situations, travel often and have the ability to maintain high levels of confidentiality.

DUTIES:
The successful incumbent will be responsible for various projects and report to the Chief Director. The incumbent will provide support to the Chief Director in providing executive secretariat support to the Inter-Ministerial Committee and Technical Task Team for Distressed Mining Communities. This entails assisting in establishing and maintaining buy-in and support from all relevant stakeholders. Strategically co-ordinate with the various stakeholders (3 tiers of government, private sector, labour and civil society organisations) and obtain monitor and review stakeholder feedback and reaction at agreed intervals to measure buy-in. Support working relations between affected departments and other affected spheres of government. Collect, record, preserve, make available/accessible and use information to inform the IMC and TTT. Produce reports that are accurate and
relevant. Support integration and collaboration across the affected departments and different spheres of government and also support in the identification and management of (actual and potential) risk factors and indicators pertaining to the project. Provide a secretariat role in IMC and TTT meetings and follow up on decisions taken and provide feedback in meetings. Assist in the documentation of key decisions of experts and content specialists and follow up on the implementation of these decisions. Ensuring the Directorate’s statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Directorate and ensuring sound corporate governance mechanisms for the Directorate.

ENQUIRIES

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

Pretoria Regional: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms M Masubelele.

Durban Regional: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Or Hand Deliver to Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Mr R Joseph.

Bloemfontein Regional: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D Manus.

Nelspruit Regional: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200 or Hand Deliver to Nedbank Building, 30 brown street, 9th floor, Nelspruit, 1200. For Attention: Mr E Nguyuza.

Johannesburg Regional: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr M Mudau.

Mmabatho Regional: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T. Oagile.

Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056 or Hand Deliver to Eben Dongs Building, 294 Hancock Street, North End. For Attention: Ms F. Clark.

Kimberley Regional: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms N Hlongwane.

Polokwane Regional: The Regional Manager, Department of Public Works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. For Attention: Mr. NJ Khotsa.

Cape Town Regional: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town. For Attention: Ms N. Mtsulwana.

Mthatha Regional: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street PRD II Building 6th Floor Mthatha. For Attention: Mr S Makhonz

CLOSING DATE: 02 November 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.

OTHER POSTS:

POST 42/47: CHIEF CONSTRUCTION PROJECT MANAGER - GRADE A (SENIOR PROJECT MANAGER) (X4 POSTS)

SALARY: R991 281 - R1 133 427 per annum (All-inclusive (OSD) salary package)
CENTRE: Mmabatho Regional Office Ref No: 2018/103A (X2 Posts)
Cape Town Regional Office Ref No: 2018/103B (X1 Post)
Port Elizabeth Regional Office Ref No: 2018/103C (X1 Post)

REQUIREMENTS:
A National Higher Diploma/ B. Tech degree (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SAPCMP. A valid driver’s licence, Compulsory registration with the SACPCMP as a Professional Construction Manager, Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of a high-performance culture, Communication skills, Problem-solving and analysis skills, Decision-making skills, Conflict management skills.

DUTIES:
Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large-scale capital projects to maintenance projects and service contracts. Ensure that the needs of clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management processes. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with Government’s commitment to pay invoices timeously. Prepare and submit project information to be filed to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture of good working relationships with fellow colleagues within the Department.

ENQUIRIES:
Mr W. Hlabangwane Tel No: 012) 406 1734

POST 42/48:
CHIEF ENGINEER: CIVIL/STRUCTURAL REF NO: 2018/104 (X1 POST)

SALARY:
R991 281 - R1 133 427 per annum (all-inclusive (OSD) package)

CENTRE:
Durban Regional Office

REQUIREMENTS:
An Engineering degree (B Eng/ BSC (Eng). 6 years’ post qualification experience as a registered professional Engineer. Compulsory Registration with ECSA as Professional Engineer. A valid Driver’s Licence. Knowledge of: Civil/Structural Engineering best practice, Project Management, Extensive knowledge of all mechanical engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Skills: Ability to undertake critical review/analytics and provide technical advice, Ability to maintain integrity of confidential information, Financial administration, Advanced technical report writing, Computer Literacy, Planning and Organising, Programme and project management, Interpersonal and diplomacy skills. Prepared to travel. Willing to adapt to working schedule in accordance with office requirements.

DUTIES:
Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory, Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness- Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance Allocate, control, monitor and report on all resources; Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements; Provide technical
consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management:- Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management; People management:- Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Mr W. Hlabangwane Tel No: 012 406 1734

POST 42/49 : CHIEF QUANTITY SURVEYOR - GRADE A (X2 POSTS)

SALARY : R854 154 - R976 635 per annum (All-inclusive (OSD) salary package)
CENTRE : Mmabatho Regional Office Ref No: 2018/105A (X1 Post)
Durban Regional Office Ref No: 2018/105B (X1 Post)

REQUIREMENTS : A Degree in Quantity Surveying qualification and Compulsory registration with the SACQSP as a Professional Quantity Surveyor. A minimum of 6 years post-professional registration experience, a valid driver’s licence. Clearly demonstrating a high level of understanding and competence in all facets of the practices, construction methods and techniques and the systems applied in the full spectrum of the Quantity Surveying field. Knowledge of contract and building law to the extent applied in the profession. Quantity Surveying and planning skills and an extensive knowledge of all Quantity Surveying aspects of the building and construction environment.

DUTIES : Advise on the development and maintenance of policy, methods, practices and standards on Quantity Surveying services. Provide a quality, cost control and value management service on all building related matters in the Department. Audit consultant’s fee accounts. Audit progress claims and final accounts of building projects. Do estimates on building projects or design changes. Prepare reports on building costs for clients. Visit building sites to monitor progress and perform financial control. Administration and budget control in terms of Government acts and regulations.

ENQUIRIES : Mr W. Hlabangwane Tel No: 012 406 1734

POST 42/50 : DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (X3 POSTS)

SALARY : R826 053 per annum (All-inclusive salary package)
CENTRE : Kimberly Regional Office Ref No: 2018/106A (X1 Post)
Johannesburg Regional Office Ref No: 2018/106B (X1 Post)
Polokwane Ref No: 2018/106C (X1 Post)

REQUIREMENTS : A three year tertiary qualification in Supply Chain Management, Finance or Procurement or related equivalent qualifications as recognised by SAQA with relevant experience in supply chain management and procurement management, and relevant supply chain management experience at junior or middle management level. Knowledge: Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Skills: Good verbal and written communication skills; advanced numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision
making skills; numeracy; statistical skills. Analytical thinking; innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; able to establish and maintain networks; trustworthy; assertive; hard-working; self-motivated; ability to work independently.

**DUTIES**

Manage the functional operation of the Sub directorate: Supply Chain Management: Manage, design and develop acquisition management policies, processes and procedures; Compile operational/supply chain acquisition management plan an obtain approval; Manage the execution of the acquisition management plan; Report monthly on progress of the acquisition/procurement plan; Monitor and review the acquisition management activities; Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees, Oversee the bidding process: Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Processing of bid documents. Manage the compilation of the list of prospective providers: Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expressions of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury, Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required, with regard to financial and HR administration: Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Train all stakeholders with regards to new circulars/regulatory frameworks in respect of the SCM environment. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.

**ENQUIRIES**

Mr M Magoso (JHB) Tel No: 011 7136226
Ms R Baulackey (Kimberly) Tel No: 053 8385202
Mr M Ntshani (Polokwane) Tel No: 015 291 6443

**POST 42/51**

**DEPUTY DIRECTOR: PROVISIONING/ LOGISTICS MANAGEMENT REF NO: 2018/107 (X1 POST)**

**SALARY**

R826 053 per annum (All-inclusive salary package)

**CENTRE**

Pretoria Regional Office

**REQUIREMENTS**

A three year tertiary qualification in Supply Chain Management, Finance, Procurement or related equivalent qualifications as recognised by SAQA with relevant experience in supply chain management and procurement management, and relevant supply chain management experience at junior or middle management level. Knowledge: Knowledge of Accounting and Business Processes; Structure and functioning of the Department; Business functions and processes of the Department; Supply Chain Management; Financial Systems (LOGIS and BAS); Public Finance Management Act; PPPFA;Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, Collective Agreements, Codes of Remuneration and the Condition of Service Regulations and Procedures; Skills: Advanced Communication Skills (verbal and written);Problem Solving; Financial Management; Interpersonal Skills; Decision Making; Report Writing; Resource Management; Project Management; Planning and Organising; Computer Literacy. Personal attributes: Ability to handle confidential information; Analytical thinking; Innovative; Creative; Persuasive; Resourceful; People orientated; Assertive; Hardworking; Trustworthy. Self-motivated; Ability to work independently. Ability to work for long hours; Drivers licence.

**DUTIES**

The effective management support of the Provisioning and Logistics directorate manage the research processes on best practices of provisioning administration; analyse research findings and make recommendations; ensure development, review and update of provisioning administration policies; ensure introduction of
provisioning administration policies to the department; monitor compliance and provide policy support; provide with expert advice on matters related to provisioning administration; provide with guidelines and support to line managers on processes of provisioning administration; develop and manage training on provisioning administration; manage the implementation processes of provisioning administration; monitor and evaluate implementation processes of provisioning administration; compile annual reports on the management of provisioning administration. The effective management and administration of the Provisioning sub-directorate-ensure the quarterly assessments and annual performance review of staff; ensure and monitor training of staff; ensure compliance with disciplinary and grievance code and handle administrative issues pertaining to human resources, i.e. leave schedules and meetings with staff. The effective service delivery and provisioning administration services-manage improvement of service delivery activities within the sub-directorate; ensure HDI participation through the procurement process; introduce new initiatives to ensure improved services. The effective client orientation and customer focus that ensures service delivery innovations and empowerment of clients-obtain feedback and monitor identified problems and address them through revised work processes; ensure that fora are held to address complaints; ensure proper communication in informing officials of revised processes; conduct workshops and training sessions; communicate business processes and policies by distributing information such as minutes of fora meetings; monitor requests for feedback from regional offices.

ENQUIRIES: Mr M Mulovhedzi, (Pta) Tel No: 012 406 1665

POST 42/52: DEPUTY DIRECTOR: FINANCE (X2 POSTS)

SALARY: R826 053 per annum (All-inclusive salary package)
CENTRE: Port Elizabeth Regional Office Ref No: 2018/108A (X1 Post)
Mmabatho Regional Office Ref No: 2018/108B (X1 Post)

REQUIREMENTS: A three year tertiary qualification in Financial Management/ Financial Accounting or equivalent in finance with extensive appropriate experience in the field. CA (SA) or equivalent qualification will be an advantage. Relevant experience at a junior or middle management level. A valid drivers’ licence. Knowledge: Credit and Debt management, Public Finance Management Act, National Department of Treasury regulations, guidelines and directives, Government Budget systems and procedures, Government Financial Systems( PERSAL, PMIS, WCS, LOGIS, PACE and BAS), Supply Chain Management, Financial prescripts (GAAP and GRAP). Skills: Communication, Time management, Planning and organizing, Problem solving, Interpersonal and diplomacy, Ability to conduct research and gathering of information, Ability to work on specific time-frames, Report writing, Management skills, Numeric skills, Analytical thinking, Creative, Resourceful, Ability to work effectively and efficiently under, Ability to meet tight deadlines, Ability to communicate at all levels.

DUTIES: To effectively and efficiently render financial support to clients. Prioritise and compile budget inputs. Facilitation of the compilation of budget information as required by Head Office. Provision of budget/expenditure reports required by Line Managers. Complete the MTEF requirements. To ensure sound financial governance, processes, audit and inspections. Develop in-house control mechanism for all operations. Review business processes regarding all functions performed within the section. Ensure compliance with prescripts, acts and regulations. Ensure supporting documents are available for audit and inspection. Consolidate responses to audit queries and report to steering committee. The effective and efficient management of expenditure, revenue, suspense accounts and reconciliation of business systems. Ensure payment documents are timeously updated on Business system. Ensure all receipts issued are updated on Business Systems and money is banked every day. Monitor the usage suspense accounts. Ensure that approval is obtained prior processing of payments. Check reconciliation business system on monthly basis. Prepare financial statements and ensure that accruals and commitments are recorded and disclosed in line with relevant accounting standards. The management and supervision of staff within the section. Identify and facilitate internal or external training for the staff.
Mentoring and supervision of the staff. Appraisal of staff performance against signed work plans.

ENQUIRIES
: Mr S Mkutukana (Port Elizabeth) Tel No: 041-4082040
   Mr A Matseke (Mmabatho) Tel No: 018 3865268

POST 42/53
: DEPUTY DIRECTOR: ACQUISITIONS (PROPERTY MANAGEMENT) (X2 POSTS)

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

CENTRE
: Cape Town Regional Office Ref No: 2018/109A (X1 Post)
   Pretoria Regional Office Ref No: 2018/109B (X1 Post)

REQUIREMENTS
: A three year tertiary qualification in property management, financial management or legal studies or business studies or other related field, with relevant experience in the property management, Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage, Willingness to travel, Valid unendorsed drivers licence, Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage, Willingness to travel, Valid unendorsed drivers licence. Knowledge: Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, State Land Disposal Act, Procurement directives and procedures. Government Budget procedures. Skills: Computer Literacy, Time management, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy, Problem solving, Facilitation skills, Effective communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated and Creative.

DUTIES
: Verify confirmation of funds from client departments. Make findings regarding offices and procured accommodation. Support the inspection and selection of suitable accommodation according to the requirements of client departments. Support in negotiating terms and condition of contracts and leases. Compile monthly reports regarding procured properties. Provide inputs on the functional negotiation processes. Ensure lease agreements are within industry trends. Ensure optimal procurement practices are followed for all properties. Conduct component’s monthly report meetings. Administrate employment related processes and staff reports of the section. Compile budget and expenditure reports.

ENQUIRIES
: Ms N Hlengwa, (Cape Town) Tel No: (021) 402 2102
   Ms T Phiri (Pta) Tel No: 012 406 1116

POST 42/54
: DEPUTY DIRECTOR: REAL ESTATE MANAGEMENT SERVICES REF NO: 2018/110 (X1 POST)

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

CENTRE
: Pretoria Regional Office

REQUIREMENTS
: A three year tertiary qualification in Real Estate Management Services, Property Development and Management, Business Administration or related qualifications and with appropriate/relevant experience in property environment, project management and management; A valid driver’s licence. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. Skills: Effective communication skills; advanced report writing skills; computer literacy; planning and organising; numeracy; diplomacy skills; interpersonal skills; policy analysis and development problem solving; presentation skills. Personal attributes: Innovative; creative; hardworking; self-motivated; ability to work under pressure; ability to communicate at all levels; analytical thinking; conflict resolution; research; facilitation; self-starter. Must be prepared to travel; drivers licence; willing to adapt work schedule in accordance with professional requirements.

DUTIES
: Effective management of Departments’ property- provide guidelines and inputs on drafting plans regarding immovable assets (user Assets Management plan,
custodian Assets Management); ensure compliance to property legislations; ensure economic efficiency in the Departments’ leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments’ property; Develop and implement Energy Efficiently Strategy; Develop and implement Waste Management Strategy. Management and administration of leased property—ensure effective maintenance and function ability of leased properties, ensure effective administration and performance of buildings for client satisfaction; ensures that buildings are user-friendly and accessible; manage and maintain client relationship; Develop and implement risk management strategy; Assume the role of property incubator Champion Programme; Continuously liaise with SMU on re-engineering of Business Processes; Generate BEE statistics on a monthly and quarterly basis. Effective management of the sub-directorate—administrate employment related processes of the component; manage the budget and expenditure of the component. Co-ordinate units monthly and quarterly reports; Co-ordinate units Monthly and Quarterly reports.

ENQUIRIES: Mr N Mathivha, (Pta) Tel No: 012 310 5027

POST 42/55: DEPUTY DIRECTOR: FACILITIES MANAGEMENT (X3 POSTS)

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

CENTRE: Polokwane Regional Office Ref No: 2018/111A (X1 Post) Nelspruit Regional Office Ref No: 2018/111B (X1 Post) Kimberly Regional Office Ref No: 2018/111C (X1 Post)


DUTIES: To ensure effective and efficient facilities management, including civil, mechanical, and electrical and water care Facilities, and compliance with the relevant Acts including Occupational health and Safety Act. Effective and efficient management of Cleaning and Horticultural services. To ensure resource efficiency in state owned buildings. The implementation of procurement policies-co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase of equipment and services. Monitor the maintenance of facilities and compilation of reports. Provide guidance on the implementation of the policy; monitor and evaluate the impact and effectiveness of the policies; provide continuous feedback on compliance with policy. Ensure the promotion of black emerging enterprises. The effective supervision of resources—oversee the development and training of staff; supervise the budget expenditure of Facilities management services; direct preparation of financial statements and report on status of State Facilities; manage line managers.

ENQUIRIES: Mr M Ntshani (Polokwane) Tel No: 015 291 6443 Mr P Mashiane (Nelspruit) Tel No: 013 7536381 Ms R Baulackey (Kimberly) Tel No: 053 838 5202

POST 42/56: DEPUTY DIRECTOR: REGIONAL SECURITY MANAGER (X3 POSTS)

SALARY: R697 011 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
CENTRE: Mmabatho Regional Office Ref No: 2018/112A (X1 Post)
Johannesburg Regional Office Ref No: 2018/112B (X1 Post)
Cape Town Regional Office Ref No: 2018/112C (X1 Post)


DUTIES: Conduct physical security audits to the building to determine suitability of physical security measures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Provide and manage access cards to staff and visitors. Develop and manage related security registers (laptop, visitors, etc.). Develop and implement procedures for the movement of movable assets and information documents. Identify information security risks and threats to the security of the department and vulnerabilities in the organisational capacity to counter such. Develop and implement appropriate information security measures and procedures. Advice Regional Manager regarding the security implications of executive decisions. Facilitate the management of information security-related issues by the Security Committee. Maintain records of information security breaches/incidents. Conduct information security audits. Monitor the extent of information security compliance. Ensure effective implementation of information security recommendation. Recommend interventions/ improvements/ disciplinary measures where appropriate. Conduct After-hours inspection. Compile and provide management reports. Develop security specifications for the tender. Leading regarding the procurement of service provider. Develop and implement service level agreement for security service providers. Conduct periodic inspection to guarded sites. Hold regular meetings with security service providers. Process payment of service providers. Identify staff who deal with sensitive information for vetting. Conduct vetting and screening awareness to the Regional staff. Liaise and interact with Head of Vetting and Screening. Coordinate screening of recommended candidates for employment. Provide pre-employment screening results to Regional HR. Liaise with SCM and Project Management for screening of appointed service providers. Develop and implement security breaches reporting procedures. Investigate all reported security breaches incidents and write reports. Report security breaches to the SSA or SAPS. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff. Supervise and mentor security staff. Maintain discipline.

ENQUIRIES: Adv JM Monare (JHB) Tel No: 011 713 6051
Mr A Matseke Tel No: 018 3865268
Ms N Kani (Cape Town) Tel No: 021 4022087

POST 42/57: CONSTRUCTION PROJECT MANAGER (X14 POSTS)

SALARY: R679 338 - R728 400 all-inclusive (OSD) package per annum

CENTRE: Cape Town Regional Office Ref No: 2018/113A (X1 Post)
Bloemfontein Regional Office Ref No: 2018/113B (X3 Posts)
Mthatha Regional Office Ref No: 2018/113C (X2 Posts)
Kimberly Regional Office Ref No: 2018/113D (X4 Posts)
Port Elizabeth Regional Office Ref No: 2018/113E (X2 Posts)
Johannesburg Regional Office Ref No: 2018/113F (X2 Posts)

**REQUIREMENTS**

A National Higher Diploma/ BTech in the Built Environment field and a minimum of 4 years’ and six months experience in the built environment, Compulsory registration with the SACPCMP as a Professional Construction Manager and/or registration with the relevant professional body in any of the Built Environment Disciplines. A valid driver’s licence, Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

**DUTIES**

Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timely. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

**ENQUIRIES**

Mr W. Hlabangwane Tel No: 012 406 1734

**POST 42/58**

SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6) (X2 POSTS)

**REQUIREMENTS**

A tertiary qualification (LLB) with at least 8 years’ appropriate post-qualification experience or 8 years’ experience as an in-house legal advisor or legal/contract administrator, Prepared to travel on an ad hoc basis, willing to adapt work schedule in accordance with professional requirements, a valid driver’s licence. Knowledge: Specialised knowledge of law of contracts and general administration of contracts within an organisational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management (Regulations in terms of the Public Finance Management Act), Code of Conduct for Supply Chain Management Practitioners, Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act, State Information Technology Act, Public Service Act, Public Service Regulations and other relevant legislation. Skills: Thorough and proven legal drafting, communication and presentation, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation.

**DUTIES**

Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents on respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents (contracts, guarantees, etc); engage with Legal Services and Contract Administration, Head Office, as and when required). Ensure the extent and effectiveness of managed contracts and related legal matters. Ensure the extent and effectiveness of the safety and integrity of legal records. Provide advice, guidance and opinions regarding the interpretation and
implementation of contracts and related legal matters. Implement and monitor
dele gated powers as required by National Treasury and the PFMA. Conduct
research and provide professional legal assistance, advice and support. Draft and
verify legal documents. Render assistance to and liaise with the Office of the State
Attorney, in conjunction with Head Office Legal Services, regarding litigation and
arbitration in which the Department is involved. Provide an advisory and supportive
role to Project Managers and the Regional Office. Ensure the extent and
effectiveness of advice, guidance and opinions provided. Ensure the extent of
compliance with related standards. Ensure the extent and effectiveness of legal
assistance provided.

ENQUIRIES
: Adv JM Monare (JHB) Tel No: 011 713 6051
Ms TP Zulu (Bloemfontein) Tel No: 051 4087306

POST 42/59
: ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO:
2018/115

SALARY
: R444 693 per annum
CENTRE
: Cape Town Regional Office
requirements
: A three year tertiary qualification in Human Resource/ Public Management or
equivalent qualification in Social Science (NQF Level 6). Appropriate experience
Knowledge and understanding of Skills Development Act, OHSA, BCEA, PFMA,
LRA, PSA etc. Conflict & Mediation management skills. Good Communication,

DUTIES
: Advise and consult with the line managers on Training & Development, Bursary
and Performance Management issues. Pro-active management of departmental
training interventions. Maintain bursary administration, performance management
database and training and development. Implement the Performance
Management Development Systems in the region. Implement and maintain all HR
development programmes, policies and interventions for the region. Report to
Head Office on training and development needs and programmes. Lead sub-
projects on organizational development interventions in the region. Provide reports
on bursary administration, training and skills development initiatives including the
co-ordination of the Regional Human Resource Development Training Committee.
Development administrative functions.

ENQUIRIES
: Ms N.Mtsulwana Tel No: (021) - 402 2246

POST 42/60
: ASSISTANT DIRECTOR: CLEANING (FACILITY MANAGEMENT) (X2 POSTS)

SALARY
: R444 693 per annum
CENTRE
: Mmabatho Regional Office Ref No: 2018/116A (X1 Post)
Durban Regional Office 2018/116B (X1 Post)
requirements
: A three year tertiary qualification or equivalent with appropriate experience,
understanding of and competence in Property and Facilities Management
including relevant experience in Cleaning Services. Valid driver’s licence. Computer
literacy. Knowledge or understanding of the Government Procurement
System. An understanding of the PFMA, PPPFA, LOGIS and EPWP. Ability to
compile and adjudicate tenders. Sound analytical and interpersonal, proven
problem-solving approach. Proven financial, strong verbal and written
communication skills, Knowledge and understanding of the Occupational Health
and Safety Act, Ability to implement systems and exercise control to ensure sound
management of equipment and materials, Ability to perform regular inspections,
Willingness to travel.

DUTIES
: Manage service contracts and contractor’s performance and quality of work for the
duration of contract. Manage related budge s and financial planning. Compile
specifications and handle inspections in the cleaning field. Manage people at work.
Manage and control equipment and material register. Manage multidisciplinary
consultant teams. Formulate policies and administrative procedures for cleaning
maintenance. Manage performance-based contracts. Knowledge of the
management of Human Resources (Work plans, Training, Career developments
etc). Appoint relief cleaners. Events Management.

ENQUIRIES
: Mr A Matseke Tel No: 018 3865268, Mr N Vilakazi Tel No: 031 314 7150
ASSISTANT DIRECTOR: MOVABLE ASSET MANAGEMENT REF NO: 2018/117 (X1 POST)

SALARY: R444 693 per annum
CENTRE: Mthatha Regional Office
REQUIREMENTS: A three year tertiary qualification in Supply Chain Management, Logistics Management, Financial Management, Risk Management, Public Management, Asset Management or relevant qualifications as recognised by SAQA with appropriate relevant experience in supply chain management and procurement management, with appropriate experience in Movable Asset Management. Knowledge: The Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), Office Administration, Supply Chain Management and Provisioning policies and procedures, Financial Administration processes, LOGIS and BAS systems, Contractual policies and procedures, Effective communication (verbal and written) skills, Report writing, Numeracy, Computer literacy, Interpersonal relations. Willingness to adapt the work schedule in accordance with office requirements. A valid driver’s licence and the willingness to travel.


ENQUIRIES: Mr. A Ngqongqo (MTH) Tel No: (047) 502-7003

CONTROL WORKS MANAGER: MECHANICAL (X2 POSTS)

SALARY: R444 693 per annum
CENTRE: Bloemfontein Regional Office Ref No: 2018/118A (X1 Post)
Durban Regional Office Ref No: 2018/118B (X1 Post)
REQUIREMENTS: A three year tertiary qualification in Mechanical Engineering and appropriate technical experience or an N3 certificate plus a completed trade test with three years technical experience in the built environment. A valid driver’s licence. Computer literacy. Knowledge and understanding of the PFMA, the OHSA National Building Regulations, the environmental Conversation Act and the government procurement system. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Ability to work under pressure.

DUTIES: Attend to day to day maintenance requests from clients. Compile scopes of work and prepare estimates and technical reports. Inspect and report on leased building. Inspect and report on optimum use of building equipment and installation. Ensure building works and drawings comply with the OHSA. Preparation of procurement documentation. Verify and certify invoices from contractors. Ensure effective and efficient management of the building management functions. Prepare and compile reports.

ENQUIRIES: Ms TP Zulu (Bloemfontein) Tel No: 051 4087306
Mr NN Vilakazi (Durban) Tel No: 031 3147150

CONTROL WORKS MANAGER: ELECTRICAL REF NO: 2018/119 (X1 POST)

SALARY: R444 693 per annum
CENTRE: Durban Regional Office
REQUIREMENTS: A three year tertiary qualification in Electrical Engineering and appropriate technical experience or an N3 certificate plus a completed trade test with three years technical experience in the built environment. A valid driver’s licence. Computer literacy. Knowledge and understanding of the PFMA, the OHSA
National Building Regulations, the environmental Conversation Act and the government procurement system. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Ability to work under pressure.

**DUTIES**

Attend to day to day maintenance requests from clients. Compile scopes of work and prepare estimates and technical reports. Inspect and report on leased building. Inspect and report on optimum use of building equipment and installation. Ensure building works and drawings comply with the OHSA. Preparation of procurement documentation. Verify and certify invoices from contractors. Ensure effective and efficient management of the building management functions. Prepare and compile reports.

**ENQUIRIES**

Mr NN Vilakazi (Durban) Tel No: 031 3147150

**POST 42/64**

CONTROL WORKS MANAGER (X2 POSTS)

**SALARY**

R444 693 per annum

**CENTRE**

Kimberly Regional Office Ref No: 2018/120A (X1 Post)
Johannesburg Regional Office Ref No: 2018/120B (X1 Post)

**REQUIREMENTS**

A three year tertiary qualification in Electrical Engineering with relevant and extensive supervisory experience. Ability to plan, organize and manage people and resources. A valid driver’s license. Computer literacy (MS Excel, Word and Projects). Knowledge and understanding of the PFMA, the OHSA, the National Building Regulations, the Environment. Conservation Act as well as Government procurement systems (including SCM policies). Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good communication (both written and verbal) skills. Professional registration will serve as an advantage.

**DUTIES**

Manage minor projects as well as planned and unplanned maintenance. Conduct building condition surveys of Government buildings. Minor work performance of Chief Works. Managers and Works Managers and support staff. Analyze all maintenance reports submitted by Chief and Works Managers. Responsible for site inspections and reports on leased buildings. Assist in site handovers as well as first and final deliveries including close out reports on minor repairs projects under Facilities. Management. Facilitate negotiations with contractors on behalf of the Chief Works Managers. Responsible for checking and verifying the scope of works specifications, estimates and evaluate quotations according to the National Building Regulations and the OHSA. Plan and execute service contracts for electrical installations. Contribute extensively to the budgeting process for maintenance. Manage expenditure of day-to-day maintenance budget as per the PFMA. Compile and submit monthly technical reports to Head: Facilities Management.

**ENQUIRIES**

Mr KC Muthivheli (JHB) Tel No: 011 713 6097
Ms R Baulackey (Kimberly) Tel No: 053 8385202

**POST 42/65**

ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY OFFICER (X2 POSTS)

**SALARY**

R444 693 per annum

**CENTRE**

Mmabatho Regional Office Mechanical Ref No: 2018/121A (X1 Post)
Johannesburg Regional Office Ref No: 2018/121B (X1 Post)

**REQUIREMENTS**


**DUTIES**

Ensure and facilitate Occupational Health and Safety compliance at work places: Evaluate the workplaces (State and Leased buildings). Facilitate the issuing of compliance certificates (CC). Ensure Boilers, Incinerators, Lifts, Sub-Stations, Mini sub-station, Transformers, Switch Gears, Sewage Plant are safe and without risk.
Conduct incident investigations for recommendations. Check and verify tender documents for the inclusion of H&S Specification. Approve and ensure each Contractor's H&S Plan is maintained on construction site. Undertake inspections to ensure compliance to applicable standards. Enforce such measures as may be necessary for interest of health and safety. Facilitate in-house training on OHSA: Ensure execution of fire drills in the Region. Provide support when emergencies arise and prepare incident report. Monitor utilisation and training of first aid, firefighting, health and safety representatives. Facilitate Compliance with legal requirements in the Region: Promote awareness on OHS related issues. Participate and coordinate H&S committee meetings. Consolidate and submit monthly and quarterly inspection reports with recommendations.

ENQUIRIES

: Mr KC Muthivheli (JHB) Tel No: 011 713 6097
  Mr A Matseke Tel No: 018 3865268

POST 42/66

: ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION AND RECRUITMENT (X2 POSTS)

SALARY

: R444 693 per annum

CENTRE

: Cape Town Regional Office Ref No: 2018/122A (X1 Post)
  Pretoria Regional Office Ref No: 2018/122B (X1 Post)

REQUIREMENTS

: A three year tertiary qualification in Human Resource Management/Social Sciences with extensive appropriate experience in the field on a supervisory level. Valid drivers' licence. Knowledge of PERSAL, Public Service Act, Public Service Regulation, Financial Manual, Treasury Regulations and Prescript from the Department of Public Service and Administration. Skills: Analytical thinking, Language, proficiency Report writing skills, Numeracy, Research skills, Organising and planning, Computer literacy, Advanced, interpersonal, diplomacy and decision making skills. Ability to work effectively and efficiently under, Ability to meet tight deadlines, Ability to communicate at all levels, Ability to work independently.

DUTIES

: The effective and efficient Human Resources Administration and provision of Human Resources advice- verify, approve and disapprove transactions on PERSAL; attend to queries and clarify matters pertaining to Human Resource Administration; provide guidelines and advice on Human Resources policies, procedures and processes; conduct information sessions on Human Resources Administration and Recruitment matters. Ensure proper management of all service benefits in terms of all types of leave, state guarantees, housing allowance, IOD. Ensure implementation of approved HRA policies administration of appointments and service terminations -- including payment of pension. The provision of effective human Resources Recruitment-ensure an objective and fair recruitment selection and appointment process; facilitate the internal and external transfer of staff; manage the structure of the Region. Implement JE results compile EE reports per component to management of the region the effective and efficient management of the Human Resources Registry-ensure a safe environment for files and other documents; put convenient registry systems in place for easy reference; ensure the documents are well filed. The effective and effective management and development of staff, conduct employee orientation; conduct knowledge management and assist employees in career development.

ENQUIRIES

: Ms N Mtsulwana (Cape Town) Tel No: (021) 402 2246
  Ms M Masubelele (Pta) Tel No: 012 492 3187

POST 42/67

: ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: DEFENCE & MILITARY VETERANS & SAPS (X2 POSTS)

SALARY

: R444 693 per annum

CENTRE

: Pretoria Regional Office: DOD Ref No: 2018/123A (X1 Post)
  Cape Town Regional Office: SAPS Ref No: 2018/123B (X1 Post)

REQUIREMENTS

: A three year tertiary qualification in Public Administration, Finance; accounting; economics; project management or related qualification with Relevant experience on a supervisory level Knowledge: Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; project management; construction regulations; occupational
health and safety; Emerging Contractor Development Programme; financial administration processes and systems; maintenance of databases; procurement processes and systems. Relevant experience on a supervisory level. Skills: interpersonal skills; ability to follow a pro-active and creative problem solving approach; advanced computer literacy. Willing to adapt work schedule in accordance with office requirements.

**DUTIES**: Assist with the management and alignment of the accommodation portfolio of Defence & Military Veterans: verify accommodation particulars to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant service providers; liaise with Defence regarding leasing issues, facilities management and maintenance; liaise and interact with regional offices and service providers; assist client with request for funding of accommodation needs; extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Co-ordinate and monitor the budget and expenditure levels of Defence & Military Veterans: analyse budget on WCS and PACE; monitor expenditure levels; verify funds which are deposited in Defence’s suspense account; verify if deposited funds are accounted for and allocated to the correct services; conduct the monthly reconciliation of the suspense account; prepare cost analyses for the development and leasing of accommodation; align cash flows, project plans and quality reports per services on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased proprieties for the Medium Term Expenditure Framework (MTEF); provide budget inputs for the managers, Key Account Management, Defence and others and Customer Building. Provide management support with general office functions related to the accommodation portfolio of Defence & Military Veterans: liaise with project managers on progress per project; verify registered services on the Work Control System (WCS) for incorrect data; co-ordinate meetings with executing units and service providers; compile agenda and verify minutes of the previous meetings; liaise and interact with regional offices and service providers. Monitor an effective audit process - audit data to ensure correct distribution and referencing of data; respond to audit queries; resolution of audit queries.

**ENQUIRIES**: Ms ME Van Deventer, (Pta) Tel No: 012 310 5010
Ms N Kani (Cape Town) Tel No: 021 4022087

**POST 42/68**: ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2018/124

**SALARY**: R444 693 per annum

**CENTRE**: Mthatha Regional Office

**REQUIREMENTS**: A three year tertiary qualification or equivalent qualification preferably in Finance and/or Accounting. Appropriate experience in the property industry and/or financial management environment. A valid driver’s licence. Knowledge: Computer literacy in MS Word and Excel. Knowledge of PMIS and BAS will serve as an added advantage. Report writing. Organizing and problem solving abilities. Good communication skills (both verbal and written). Good financial, interpersonal, analytical and budgeting skills. Ability to manage stakeholders, i.e. Municipalities, Client departments and private individual’s. Ability to work under pressure.

**DUTIES**: Responsible for property expenditure through payment of rates and taxes, municipal services and any other property related expenditure. Implement long-term water and energy efficient strategies. Assist in compilation of the sub-directorate’s budget. Ensure a sound property expenditure management system including minimization of accounts payable to avoid fruitless, irregular and unauthorized expenditure. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all State owned properties. Responsible for implementing strategies to ensure compliance with all legislation and regulations as required by the Auditor-General. Supervise staff and manage their performance according to the PMDS.

**ENQUIRIES**: Mr L Ndabeni Tel No: (047 502 7000)
POST 42/69: ASSISTANT DIRECTOR: UTILIZATION AND CONTRACT ADMINISTRATION
(X2 POSTS)

SALARY: R444 693 per annum
CENTRE: Johannesburg Regional Office Ref No: 2018/125A (X1 Post)
Cape Town Regional Office Ref No: 2018/125B (X1 Post)

REQUIREMENTS: A three year tertiary qualification in Real Estate Management Services, Property Development and Management, Business Administration or related qualifications and with appropriate experience in property management and/or information systems or fixed asset management environment; A valid driver’s licence. High degree of computer literacy, good communication and interpersonal skills. Good written, analytic and financial skills.

DUTIES: Conduct physical verification to ensure that state owned properties are utilized efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Keep track of developments with regard to property management trends. Liaise with all relevant stake holders and units to ensure that property information is captured correctly and in good time. Assist in the preparation of reports to top management and all relevant stake holders. Liaise with client departments to ensure optimal utilization of state owned properties. Supervision of staff Comply with the requirements of the PFMA.

ENQUIRIES: Ms F Khoza (JHB) Tel No: 011 713 6079
Ms N Kani (Cape Town) Tel No: 021 4022087

POST 42/70: CHIEF ARTISAN (GRADE A) (X6 POSTS)

SALARY: R365 646 per annum (OSD)
CENTRE: Pretoria Regional Office Ref No: 2018/126A (X5 Posts)
Kimberly Regional Office Ref No: 2018/126B (X1 Post)

REQUIREMENTS: A three year tertiary qualification or N3 and proof of having passed a Trade Test, and 3-5 years relevant experience in technical and maintenance, and 2 years managerial experience. Knowledge of the PFMA and the OHSA. Valid Driver’s Licence.

DUTIES: Effective supervision of day to day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, monitor the removal of refuse and office furniture at state buildings, attend maintenance related meetings with client departments. Assist with financial and procurement administration processes of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities.

ENQUIRIES: Mr J De Wit, (Pta) @ 082 889 0283
Ms R Baulackey (Kimberly) Tel No: 053 8385202

POST 42/71: ASSISTANT DIRECTOR: SCM CONTRACT MANAGEMENT (X4 POSTS)

SALARY: R356 289 per annum
CENTRE: Pretoria Regional Office Ref No: 2018/127A (X1 Post)
Kimberly Regional Office Ref No: 2018/127B (X1 Post)
Johannesburg Regional Office Ref No: 2018/127C (X1 Post)
Bloemfontein Regional Office Ref No: 2018/127D (X1 Post)

REQUIREMENTS: A three year tertiary qualification in Supply Chain Management, Finance or Procurement or related equivalent qualifications as recognised by SAQA with appropriate relevant experience in supply chain management and procurement management, and relevant supply chain management, contract management. Knowledge of contract management; SCM processes and systems. Drivers’ license; prepared to travel; willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act; Office administration; Procurement and provisioning policies and procedures; Financial administration processes and LOGIS and BAS systems; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; General office administrative and organisational
skills. Personal Attributes: Resourceful; creative; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; assertive; hard-working; self-motivated; ability to work independently.

**DUTIES**
Supervise monitor, analyse and determine actions to ensure proper contract administration:-Administer variations to the contracts; Evaluate applications for price adjustments and invoke penalty clauses; Evaluate applications for variations, amendments and cancelations and develop proposals for approval; Compile all applications for deviations; Maintain the internal systems/database. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes; Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services; Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract; Supervise and monitor supplier performance according to the contract and service level agreement.

**ENQUIRIES**
Mr M Magoso (Jhb) Tel No: 011 713 6226
Mr M Mulovhedzi, (Pta) Tel No: 012 406 1665
Ms TP Zulu (Bloemfontein) Tel No: 051 408 7306
Ms R Baulackey (Kimberly) Tel No: 053 838 5202

**POST 42/72**
ASSISTANT DIRECTOR: ACQUISITION REF NO: 2018/128 (X1 POST)

**SALARY**
R356 289 per annum

**CENTRE**
Mthatha Regional Office

**REQUIREMENTS**
A three year tertiary qualification in Management/Administration or Logistics or equivalent qualification as recognised by SAQA with appropriate relevant experience in supply chain management and procurement management. A valid drivers' licence. Knowledge and experience of the Departmental procurement processes, committee secretariat function, tendering process and supplier/contract/vendor database. Knowledge of PPPFA, PFMA, Treasury Regulations, Supply Chain Management and BEE. Good communication skills written and verbal. Computer literacy especially in spreadsheet, (MS Office packages), Possess excellent analytical and problem solving skills. Excellent organizational management skills. Good interpersonal skills.

**DUTIES**
Manage and supervise the procurement office. Co-ordinate the procurement and processing of bids. Scrutinize specifications. Co-ordinate the compilation agenda for the Bid and Sub Bid Committees. Compile accurate minutes of the proceedings of the bid and sub bid committees. Advise the Sub Bid and Bid committee on procurement processes and prescripts. Assist the Head of Procurement on all procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decision taken by the Sub Bid committees. Ensure monthly distribution of minutes to members of the Bid and Sub Bid committees of all decisions taken. Maintain record for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinizing bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM.

**ENQUIRIES**
Mr. A Ngqongqo Tel No: (047) 502 7000

**POST 42/73**
ASSISTANT DIRECTOR: SCM LOGISTICS (X2 POSTS)

**SALARY**
R356 289 per annum

**CENTRE**
Mthatha Regional Office Ref No: 2018/129A (X1 Post)
Johannesburg Regional Office Ref No: 2018/129B (X1 Post)

**REQUIREMENTS**
A three year tertiary qualification in Supply Chain Management, Finance, Procurement or related as recognised by SAQA with appropriate relevant experience in supply chain management and procurement management. Related supply chain experience at supervisory level and knowledge of Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management. Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation
systems. Skills: Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills and problem solving skills. Willing to adapt work schedule in accordance with office requirements.

**DUTIES**
- Coordinate and review the processing of requisitions for goods and services:
  - Receive a requisition and process requisition. Coordinate the placement of orders for goods and services. Place an order for the service in the case of a service required. Order and acquire goods if not a store item or the item is not in stock.
  - Capture goods on relevant LOGIS system. Return damaged incorrect and substandard goods. Issue goods as required. Prepare and collate payment documents. Manage travel, transport and archive related services - provide 24 hour service relating to travel; undertake budget planning activities and expenditure control of visits abroad; manage the vehicle fleet; manage subsidised transport; source suppliers and services; implement, maintain and monitor related policies and procedures; manage key accounts; ensure the processing of monthly invoices on LOGIS; Manage Registry and records including archives; ensure efficient turnaround times. Supervise employees to ensure an effective logistics management service and undertake all administrative functions required with regard to financial and HR administration.
  - General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

**ENQUIRIES**
- Mr M Magoso (JHB) Tel No: 011 7136226
- Mr. A Ngqongqo (Mthatha) Tel No: (047) 502-7003

**POST 42/74**: ASSISTANT DIRECTOR: SCM ACQUISITION MANAGEMENT REF NO: 2018/130 (X1 POST)

**SALARY**: R356 289 per annum

**CENTRE**: Nelspruit Regional Office

**REQUIREMENTS**
A three year tertiary qualification in Supply Chain Management, Finance or Procurement; as recognised by SAQA with appropriate relevant experience in supply chain management and procurement management, related supply chain experience at supervisory level. Knowledge: Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Skills: Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills. Ability to work under stressful situations; Ability to communicate at all levels; Able to establish and maintain networks; ability to work independently. Willing to adapt work schedule in accordance with office requirements.

**DUTIES**
- Manage and supervise the procurement office. Co-ordinate the procurement and processing of bids. Scrutinize specifications. Co-ordinate the compilation agenda for the Bid and Sub Bid Committees. Compile accurate minutes of the proceedings of the bid and sub bid committees. Advise the Sub Bid and Bid committee on procurement processes and prescripts. Assist the Head of Procurement on all procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decision taken by the Sub Bid committees. Ensure monthly distribution of minutes to members of the Bid and Sub Bid committees of all decisions taken. Maintain record for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinizing bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM.

**ENQUIRIES**
- Mr P Mashiane Tel No: 013 7536381
POST 42/75: ASSISTANT DIRECTOR: SCM ACQUISITION (X2 POSTS)

SALARY: R356 289 per annum
CENTRE: Cape Town Regional Office Ref No: 2018/131A (X1 Post)
                      Bloemfontein Regional Office Ref No: 2018/131B (X1 Post)
REQUIREMENTS: A three year tertiary qualification in Supply Chain Management, Finance or Procurement; as recognised by SAQA with appropriate relevant experience in supply chain management and procurement management, supply chain experience at supervisory level. Knowledge: Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Skills: Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; ability to work under stressful situations; ability to communicate at all levels; able to establish and maintain networks; ability to work independently. Willing to adapt work schedule in accordance with office requirements.

DUTIES: Manage and supervise the procurement office. Co-ordinate the procurement and processing of bids. Scrutinize specifications. Co-ordinate the compilation agenda for the Bid and Sub Bid Committees. Compile accurate minutes of the proceedings of the bid and sub bid committees. Advise the Sub Bid and Bid committee on procurement processes and prescripts. Assist the Head of Procurement on all procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decision taken by the Sub Bid committees. Ensure monthly distribution of minutes to members of the Bid and Sub Bid committees of all decisions taken. Maintain record for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinizing bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM.

ENQUIRIES: Ms N Kani (Cape Town) Tel No: 021 4022087
                      Ms TP Zulu (Bloemfontein) Tel No: 051 4087306

POST 42/76: ASSISTANT DIRECTOR: INTERNAL CONTROL AND INVESTIGATIONS (INSPECTORATE AND COMPLIANCE) (X2 POSTS)

SALARY: R356 289 per annum
CENTRE: Pretoria Regional Office Ref No: 2018/132A (X1 Post)
                      Mmabatho Regional Office Ref No: 2018/132B (X1 Post)
REQUIREMENTS: A three year Tertiary qualification in Finance/ Accounting or Auditing. Relevant working experience in the field of internal controls, finance and / or auditing experience. A valid drivers' licence. Knowledge of Financial and SCM prescripts (GAAP and GRAP standards) and international Accounting standards. Working Knowledge of Government Financial systems (BAS, PERSAL, & LOGIS), Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework, National Treasury Guidelines on Irregular and Fruitless and Wasteful expenditure, Good communication skills both written and verbal. Ability to work under pressure and meet deadlines, Willingness to work irregular hours.

DUTIES: Manage the irregular, fruitless and wasteful expenditure investigation process. The effective investigation of cases of irregular and fruitless & wasteful expenditure presented to the Technical Advisory Committee (TAC) and National Condonation Committee (NCC). Review, analyse and verify the correctness of investigation findings. Produce comprehensive investigation reports with appropriate recommendation/s. Ensure irregular and fruitless and wasteful expenditure registers are updated after adjudication by the National Condonation Committee (NCC). Review the adequacy of evidence gathered to substantiate the investigation conclusion. Coordinate and present investigated cases at the Technical Advisory Committee (TAC) and National Condonation Committee (NCC) meetings. Regularly review and submit progress reports on the investigation. Arrange and hold information sharing sessions with staff on causes of irregular and
fruitless and wasteful expenditure. Compile and present report on causes of irregular and fruitless and wasteful expenditure.

ENQUIRIES:
Mr MJ Maluleke, (Pta) Tel No: 012 492 3189
Mr Matseke (Mmabatho) Tel No: 018 3865268

POST 42/77: ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (X2 POSTS)

SALARY: R356 289 per annum
CENTRE: Port Elizabeth Regional Office Ref No: 2018/133A (X1 Post)
Nelspruit Regional Office Ref No: 2018/133B (X1 Post)

REQUIREMENTS:
A three year tertiary qualification in Financial Accounting, Internal Auditing or equivalent and extensive relevant experience. CA (SA) or equivalent qualification will be an added advantage. Willingness to travel with a valid driver’s licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience and/or knowledge or experience in property and construction industry will be an advantage. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES:
Assisting in the implementing of efficient and effective finance systems to manage accounts and be able to report on a regular basis. Assist in the development and implementation of audit action plans. Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the region. Assist in performing month-end procedures including clearing suspense accounts, 30 day payment reporting, debt account reporting, and compliance. Assist with preparation of financial statements and ensure that accruals and commitments are recorded and disclosed in line with relevant accounting standards.

ENQUIRIES:
Mr S Mkutukana (Port Elizabeth) Tel No: 041-4082040
Mr P Mashiane (Nelspruit) Tel No: 013 7536381

POST 42/78: SENIOR ADMIN OFFICER: SCM DEMAND MANAGEMENT REF NO: 2018/134 (X1 POST)

SALARY: R299 709 per annum
CENTRE: Bloemfontein Regional Office

REQUIREMENTS:
A three year tertiary qualification in Supply Chain Management, Finance or Procurement; related supply chain experience. Knowledge: Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management. Thorough knowledge and understanding of government procurement systems and relevant legislation; built environment industry. Skills: Good verbal and written communication skills; basic numeracy; statistical skills. Ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.

DUTIES:
Research, analyse and plan the procurement needs of the department: Research the relevant identified needs. (In line with the SC strategy); Conduct historical data analysis to determine procurement trends; Asses the results of the research on the market, interprets and develops proposals for procurement methodology; Ensure compliance with quality requirements; Identify preferential procurement objectives. Collect and collate information for the annual procurement plan: Conduct needs assessments for the compilation of the Departmental Procurement Plan; Check (engage) and analyse the information; Confirm availability of budget; Check alignment against strategic and other objectives; Consolidate into procurement plan and table for approval by the accounting office; Maintain complete and accurate requisition register: Keep all records of end user procurement requirements in the Requests Register. The provision of secretariat services to the
relevant Committees: Arrange committee meetings with all role-players; prepare attendance register, declaration of interest and signature documents; record and keep minutes; Prepare reports; Attend to related queries; Receive and check all submissions to SCM committees; Check compliance on submissions to SCM committee; Keep correct records on decisions. Distribute adjudicated submissions to relevant units.

ENQUIRIES: Ms TP Zulu (Bloemfontein) Tel No: 051 4087306

POST 42/79: SENIOR ADMIN OFFICER: ACQUISITION MANAGEMENT REF NO: 2018/135 (X1 POST)

SALARY: R299 709 per annum

CENTRE: Mthatha Regional Office


DUTIES: Compile reports, conduct internal procurement research and provide advisory support to Project Managers, Works Managers and Project Leaders on procurement processes on Built Environment (Capital & Maintenance), Asset Management (Leasing, Acquisitions and Disposal). Ensure adherence to prescripts in all submissions to Supply Chain Management Committees. Supervise Supply Chain Management processes (Advertising, Database Administration), Supervise and Manage staff work performance. Custodian for all records of awards approved by Supply Chain Management Committees. Perform any other assigned duties in relation to the implementation of the supply chain management.

ENQUIRIES: Mr. A Ngqongqo (MTH) Tel No: (047) 502-7003

POST 42/80: SENIOR ADMINISTRATIVE OFFICER: SCM CONTRACT MANAGEMENT REF NO: 2018/136 (X1 POST)

SALARY: R299 709 per annum

CENTRE: Durban Regional Office

REQUIREMENTS: A three year tertiary qualification in SCM/related qualification. Appropriate related experience in Contract management; SCM processes and systems. Drivers’ license; prepared to travel; willing to adapt work schedule in accordance with office requirements. Knowledge of: Public Finance Management Act; Office administration, Procurement and provisioning policies and procedures, Financial administration processes and LOGIS and BAS systems, Contractual policies and procedures Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; general office administrative and organisational skills. Resourceful; Creative; ability to work under stressful situations; ability to communicate at all levels; people orientated, trustworthy; punctuality; assertive; hard-working; self-motivated; ability to work independently.

DUTIES: Provide contract administration services and support to SCM: Contribute to the development and implementation of contract management strategies; Administer contracts in accordance with approved Contract Management strategies and procedures; Verify the variation request to determine if it’s not covered under the existing contract and pricing structures; Arrange engagements with suppliers to discuss proposed variations; Ensure that agreed variations are clearly documented; Update contract details to maintain the integrity of contract information; Keep good records of contract documentation; Provide advice on contracts and contract administration processes; Check that milestone completion notices and other documents required for payment meet contractual requirements; Advise on aspects which deviate from contract requirements. Determine whether product/services are delivered at the right time, of the right quantity, right products,
right place, right conditions, right quality and right price according to the contract; Present and explain contract requirements, and terms and conditions to stakeholders to support compliance with relevant procedures; Confirm contract terms are understood by relevant stakeholders. Establish and maintain stakeholder and supplier relationships to identify and minimise risk. Analyse and report on specific risks associated with contracts. Generate reports on the current status of existing agreements.

ENQUIRIES: Mr NN Vilakazi Tel No: 031 3147150

POST 42/81: SENIOR ADMINISTRATIVE OFFICER: SCM ACQUISITIONS REF NO: 2018/137 (X1 POST)

SALARY: R299 709 per annum
CENTRE: Port Elizabeth Regional Office
REQUIREMENTS: A three (3) year tertiary qualification with relevant experience in Procurement /Supply Chain Management. Relevant working experience in Procurement /Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, Prescripts on CIDB and understanding of advertising process. Understanding of government procurement systems and processes and of the built environment and property industries. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills and computer literacy are all advantageous.


ENQUIRIES: Mr. S.D. Mkutukana Tel No: 041-408 2000

POST 42/82: CHIEF WORKS MANAGER: BUILDING (WORKS MANAGEMENT) (X2 POSTS)

SALARY: R299 709 per annum
CENTRE: Bloemfontein Regional Office Ref No: 2018/138A (X1 Post)
Mthatha Regional Office Ref No: 2018/138B (X1 Post)
REQUIREMENTS: A three year tertiary qualification in any of the built environment disciplines (Quantity Surveying; Building) accompanied by proven extensive technical experience. Ability to plan, organize and manage resources. A valid driver’s license. Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Knowledge and understanding of the Occupational Health and Safety Act as well as Building Regulations. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with professional body will serve as an advantage.

DUTIES: Manage minor projects; unplanned maintenance; building condition surveys; asset register with reference to (Building). Responsible for site inspections and reports on leased buildings. Assist in site handovers; first and final deliveries including the close out reports. Facilitate negotiations with contractors. Responsible for compiling the scopes of work and preparing specifications, estimates and quotations. Ensure all work executed complies with PW 371 standard and
specification, National Building Regulations and OHSA. Compile technical and monthly reports.

ENQUIRIES
Ms. L Mpukane (MTH) Tel No: (047) 502-7040
Ms TP Zulu (Bloemfontein) Tel No: 051 4087306

POST 42/83
SENIOR ADMINISTRATIVE OFFICER: PROJECT BUDGET ADMINISTRATION
REF NO: 2018/139 (X1 POST)

SALARY
R299 709 per annum

CENTRE
Durban Regional Office

REQUIREMENTS
A three year tertiary qualification in financial administration with related relevant experience. Knowledge: Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; state budgetary systems; business- financial- and accounting systems. Skills: Numeracy accounting; organising; interpersonal skills; diplomacy; ability to follow a pro-active and creative problem solving approach; communication; computer literacy. Personal Attributes: Innovative; creative; trustworthy; hardworking; self-motivated; ability to work under pressure; analytical thinking; facilitation; research. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.

DUTIES
Provide administrative support to control, monitor and report on the capital works and planned maintenance budgets- compile authorization documents and update the Work Control System (WCS); determine the availability of funds within the respective allocations; accept authorities on the Work Control System (WCS) and advise project manager; monitor building programme for forced tender dates and to determine the status of final accounts; address services with no project managers and/or no categories; assist with the co-ordination to solve problems of PACE and other reports, to be presented to client departments; program services in absence of the assistant director; conduct administrative support functions according to the office work plan. Provide support with the compilation and submission of budget inputs -liaise with project managers on budget related issues; liaise with KAM/clients for requesting of additional funds; assist with compilation and submission of budget input to respective KAM Managers; assist with the budget control for capital works and planned maintenance. Provide support with the compilation and submission of budget inputs -liaise with project managers on budget related issues; liaise with KAM/clients for requesting of additional funds; assist with compilation and submission of budget input to respective KAM Managers; assist with the budget control for capital works and planned maintenance. Analyse and monitor expenditure levels to ensure optimal expenditure-monitor cash flow and expenditure; prepare monthly expenditure report; assist with the consolidation of monthly expenditure reports for the Administration budget of all directorates within KAM; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the compilation and distribution of expenditure reports to client departments. Provide administrative support with regard to the audit process and resolution of audit queries-gather information to resolve audit queries.

ENQUIRIES
Mr NN Vilakazi Tel No: 031 3147150

POST 42/84
SENIOR ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS MANAGEMENT REF NO: 2018/140 (X1 POST)

SALARY
R299 709 per annum

CENTRE
Nelspruit Regional Office

REQUIREMENTS
literacy, Organisation and planning. Relationship management, programme and project management; Interpersonal and diplomacy skills, Problem solving skills, decision making skills, motivational skills, Conflict resolution negotiation skills.

**DUTIES**

The provision of management support service to Regional Property Managers on acquisition of fixed property - Assist with compilation of policy documents on acquisition of fixed assets; assist with the compilation of intervention mechanism on property acquisition; ensure that Regional Property Managers receive documents on newly developed guidelines and strategic objectives on acquisitions; administer and facilitate training workshops on, property management buying acquisition for Regional Property Managers; prepare and present reports on acquisition of fixed properties by regional offices; assist with the administration and management of service level agreements; assist with the implementation of unanimous working structure; co-ordinate and monitor the attendance of relevant stakeholders at strategic meetings, The effective administration of fixed property buying related functions - administer the preparation of submissions on buying of fixed properties; assist promotion and ensure awareness of buying principles and guidelines; facilitate and participate in the organisation of workshops and brainstorming sessions on fixed property acquisitions; check Delegations and ensure that fixed property procurement submissions adheres to property procurement policies and guidelines; assist with the implementation of guidelines and policies on effective service delivery.

**ENQUIRIES**

Mr P Mashiane (Nelspruit) Tel No: 013 7536381

**POST 42/85**

**SENIOR ADMINISTRATION OFFICER** (PROPERTY PAYMENTS) (X6 POSTS)

**SALARY**

R299 709 per annum

**CENTRE**

Polokwane Regional Office Ref No: 2018/141A (X1 Post)
Port Elizabeth Regional Office Ref No: 2018/141B (X2 Posts)
Nelspruit Regional Office Ref No: 2018/141C (X2 Posts)
Mthatha Regional Office Ref No: 2018/141D (X1 Post)

**REQUIREMENTS**

A three year tertiary qualification in Finance, Auditing with relevant qualification. Appropriate experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver’s licence. Computer literacy. The following will serve as recommendations: knowledge of BAS and PMIS, knowledge of property industry, knowledge of procurement and tender regulations. Good verbal and written communication skills.

**DUTIES**

Timeous payment of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of queries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.

**ENQUIRIES**

Mr L Funde (Port Elizabeth) Tel No: 041- 408 2017
Mr L Ndabeni (Mthatha) Tel No: (047 502 7000)
Mr P Mashiane (Nelspruit) Tel No: 013 7536381
Mr M Ntshani (Polokwane) Tel No: 015 291 6443

**POST 42/86**

**SENIOR ADMIN OFFICER: ACQUISITIONS (X4 POSTS)**

**SALARY**

R299 709 per annum

**CENTRE**

Bloemfontein Region Office Ref No: 2018/142A (X1 Post)
Durban Regional Office Ref No: 2018/142B (X1 Post)
Kimberly Regional Office Ref No: 2018/142C (X1 Post)
Pretoria Regional Office Ref No: 2018/142D (X1 Post)

**REQUIREMENTS**

A three year tertiary qualification or equivalent qualifications preferably in Property related environment or legal field. Appropriate experience in leasing, property administration, strong legal experience, acquisition of property rights; conveyancing and registration of rights in property. Knowledge and understanding of government procurement procedures and regulations. Understanding and
knowledge of the PFMA and PPPFA/ SCM. Understanding of property market and its trends. Good verbal, written interpersonal skills. Computer literate. Valid Driver’s license.

**DUTIES**

Acquisition of vacant land and or land with improvements; acquisition of other fixed property. Negotiate with various property owners for acquisition of land/fixed property and rights thereof for use by Client Departments. Maintain the property Information System/Leasing database for all leased property to ensure timeous rental payments. Maintain the Acquisitions Database to ensure acquisition timeframes are met. Prepare and compile quality reports required by Head of Section. Advise Key Accounts Managers and/or clients on issues related to property acquisition. Drafting of acquisition and/or lease contracts and other documents resulting from acquisition processes. Liaise with Client Departments, Building owners’ facility maintenance managers and lease administrators to ensure client satisfaction.

**ENQUIRIES**

Mr NN Vilakazi (Durban) Tel No: 031 3147150  
Ms TP Zulu (Bloemfontein) Tel No: 051 4087306  
Ms T Phiri (Pta) Tel No: 012 4061116  
Ms R Baulackey (Kimberly) Tel No: 053 8385202

**POST 42/87**

SENIOR ADMINISTRATIVE OFFICER: LEGAL CONTRACTS REF NO: 2018/143 (X1 POST)

**SALARY**

R299 709 per annum

**CENTRE**

Port Elizabeth Regional Office

**REQUIREMENTS**

A three year Tertiary qualification in Public Administration or equivalent qualification in the built environment. Appropriate experience in Administration/Contract Administration. Knowledge and understanding of Government procurement systems and processes, Works Control System (WCS) and the PFMA, Knowledge of the Framework for Supply Chain Management, Knowledge of the prescripts of the GCC 2004 (Engineering and Construction Works) and JBCC Contracts (Principal Building Agreement) edition 4.1 (Engineering and Construction Works), Communication skills, Maintenance of confidentiality of information, Language proficiency, Numeracy, Computer literacy, Relationship Management, Interpersonal skills, Motivational skills.

**DUTIES**


**ENQUIRIES**

Mr J van der Walt Tel No: 041 4082003

**POST 42/88**

CHIEF WORKS MANAGER: MECHANICAL (X3 POSTS)

**SALARY**

R299 709 per annum

**CENTRE**

Nelspruit Regional Office Ref No: 2018/144A (X2 Posts)  
Bloemfontein Regional Office Ref No: 2018/144B (X1 Post)

**REQUIREMENTS**

A three year tertiary qualification in the built environment disciplines, or N3 plus trade test. relevant experience in the technical field i.e. mechanical. Extensive knowledge of the Mechanical Regulations, Occupational Health and Safety Act, Public Finance Management Act, Driver’s license, Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system.

**DUTIES**

Manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance
budget. Conduct site inspections to ensure compliance to specifications set out by the Department. Ensure compliance with OHS, Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a co-ordinated and professional service at all levels regarding the maintenance and management of DPW clients.

ENQUIRIES: Ms TP Zulu (Bloemfontein) Tel No: 051 4087306
Mr P Mashiane (Nelspruit) Tel No: 013 7536381

POST 42/89: CHIEF WORKS MANAGER: ELECTRICAL (X5 POSTS)

SALARY: R299 709 per annum
CENTRE: Nelspruit Regional Office Ref No: 2018/145A (X2 Posts)
Mthatha Regional Office Ref No: 2018/145B (X1 Post)
Kimberly Regional Office Ref No: 2018/145C (X1 Post)
Johannesburg Regional Office Ref No: 2018/145D (X1 Post)

REQUIREMENTS: A three year tertiary qualifications in the Electrical Engineering discipline with relevant extensive technical experience. Ability to plan, organize and manage resources. A valid driver’s license. Computer literacy. Knowledge and understanding of the PFMA, OHS, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body will serve as an advantage.

DUTIES: Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to Electrical works, do site inspections and reports on leased buildings, assist in site handovers, first and final deliveries including the close out reports, facilitate negotiations with contractors, compile the scopes of work and prepare specifications and estimates, ensure all work executed complies with PW 371 standards and specifications, compile technical reports.

ENQUIRIES: Mr KC Muthivheli (JHB) Tel No: 011 713 6097
Ms L Mpukane (Mthatha) Tel No: 047 502-7040
Mr P Mashiane (Nelspruit) Tel No: 013 7536381
Ms R Baulackey (Kimberly) Tel No: 053 8385202

POST 42/90: SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES PLANNING AND RECRUITMENT REF NO: 2018/146 (X1 POST)

SALARY: R299 709 per annum
CENTRE: Johannesburg Regional Office

REQUIREMENTS: A three year tertiary qualification in Human Resource Management, Public Management/ Administration, management sciences or related fields. Appropriate relevant experience. Knowledge of standard practices, processes and procedures related to HR recruitment and planning. Practical knowledge of PERSAL. An understanding of Minimum Information Security Standards (MISS) Act, Public Service Act and Regulations, Employment Equity Act, Collective Agreements, Codes of Remuneration, Computer literacy (MS Word, Excel, PowerPoint), Basic numeracy, Interpersonal and diplomacy skills, Communication and reporting abilities, Innovative and creative, The ability to work in stressful situations, People oriented, trustworthy, assertive, hardworking and self-motivated. The ability to work in a team.

DUTIES: Provide administrative support to recruitment and selection processes. Advertise posts, Capturing of applications, advice Line Managers on the HR Recruitment best practices, post filling of the positions Ensure adherence to effective implementation of policies, regulations, and acts with regard to HR recruitment and planning. Process appointments, transfers, promotions, relocations and movements on the PERSAL system. Maintain and provide related statistical information. Management of learners and interns within the unit.

ENQUIRIES: Mr M Mudau (JHB) Tel No: 011 713 6024
POST 42/91 : SENIOR ADMINISTRATIVE OFFICER: LEGAL CONTRACTS REF NO: 2018/147 (X1 POST)

SALARY : R299 709 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in Public Administration or equivalent qualification in the Legal Field. Appropriate experience in Administration/Contract Administration. Knowledge and understanding of Government procurement systems and processes, Works Control System (WCS) and the PFMA, Knowledge of the Framework for Supply Chain Management, Knowledge of the prescripts of the GCC 2004 (Engineering and Construction Works) and JBCC Contracts (Principal Building Agreement) edition 4.1 (Engineering and Construction Works), Communication skills, Maintenance of confidentiality of information, Language proficiency, Numeracy, Computer literacy, Relationship Management, Interpersonal skills, Motivational skills. Valid code 08 driver’s licence will be an added advantage.


ENQUIRIES : Ms Natasha Swartz Tel No: 041-4082149

POST 42/92 : ARTISAN FOREMAN: ELECTRICAL REF NO: 2018/148 (X1 POST)

SALARY : R286 500 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A completed Apprenticeship as Electrician or Electrical competent person and proof of passing a trade test in terms of the Provisions of Section 13 (2)(h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed supervisor section 27 of the Act. Recommendations: NTC1 with 10 years as a supervisor, NTC2 with 8 years as a supervisor, NTC3 with 6 years as a supervisor or National Diploma (TN streams) with 2 years as a supervisor. Knowledge of the OHS Act and practices. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate. A valid driver’s license. Candidate must have extensive experience in the Building and Related operations, including repairs, new installations and maintenance in general.

DUTIES : Supervise and evaluation of personnel. Supervise equipment, tools and machinery generally used in a technical and maintenance environment. Compilation of reports, records and material lists. Manage repairs and maintenance costs. Liaise with clients and other government departments. Supervise preventative maintenance services on infrastructure on government buildings. Supervision of capital projects.

ENQUIRIES : Mr NN Vilakazi (Durban) Tel No: 031 3147150

POST 42/93 : ARTISAN FOREMAN: CARPENTRY REF NO: 2018/149 (X1 POST)

SALARY : R286 500 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A completed Apprenticeship as Carpenter and proof of passing a trade test in terms of the Provisions of Section 13 (2)(h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed supervisor section 27 of the Act. Recommendations: NTC1 with 10 years as a supervisor, NTC2 with 8 years as a supervisor, NTC3 with 6 years as a supervisor or National Diploma (TN streams) with 2 years as a supervisor. Knowledge of the OHS Act and practices. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate. A valid driver’s license.
Candidate must have extensive experience in the Building and Related operations, including repairs, new installations and maintenance in general.

**DUTIES**

Supervise and evaluation of personnel. Supervise equipment, tools and machinery generally used in a technical and maintenance environment. Compilation of reports, records and material lists. Manage repairs and maintenance costs. Liaise with clients and other government departments. Supervise preventative maintenance services on infrastructure on government buildings. Supervision of capital projects.

**ENQUIRIES**

Ms R Baulackey (Kimberly) Tel No: 053 8385202

**POST 42/94**

**ADMINISTRATION OFFICER: FACILITIES MANAGEMENT REF NO: 2018/150 (X1 POST)**

**SALARY**

R242 475 per annum

**CENTRE**

Johannesburg Regional Office

**REQUIREMENTS**

A three year tertiary qualification preferably in one of the following disciplines, Human Resources Management, Public Management/Administration, Computer literacy (MS Word, PowerPoint, Excel & Outlook). Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. Appropriate relevant experience; i.e. in the Facilities environment, administration or other related field. Ability to work independently and/or to supervise. Code B /EB unendorsed driver’s license.

**DUTIES**

Assist with the vesting of state property. Assist with the supervision of cleaning personnel and gardening for Client departments. Procuring of cleaning material following the Procurement processes. Knowledge of Performance Management and Development System. Attend to administration queries. Supervise staff in their various areas of responsibility.

**ENQUIRIES**

Mr KC Muthivheli (JHB) Tel No: 011 713 6097

**POST 42/95**

**ADMIN OFFICER: IMMOVABLE ASSET REGISTER (X7 POSTS)**

**SALARY**

R242 475 per annum

**CENTRE**

Bloemfontein Regional Office Ref No: 2018/151A (X1 Post)

Cape Town Regional Office Ref No: 2018/151B (X1 Post)

Johannesburg Regional Office Ref No: 2018/151C (X1 Post)

Kimberly Regional Office Ref No: 2018/151D (X1 Post)

Mmabatho Regional Office Ref No: 2018/151E (X1 Post)

Polokwane Regional Office Ref No: 2018/151F (X1 Post)

Mthatha Regional Office Ref No: 2018/151G (X1 Post)

**REQUIREMENTS**

A three-year tertiary qualification in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law / Assets Management or Accounting with relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid drivers Licence. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

**DUTIES**

General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.

**ENQUIRIES**

Mr. Siboniso Sokhela Tel No: (012) 406 1143/2043
<table>
<thead>
<tr>
<th>POST 42/96</th>
<th>ADMIN OFFICER: SCM DEMAND MANAGEMENT REF NO: 2018/152 (X1 POST)</th>
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<tr>
<td>SALARY</td>
<td>R242 475 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Johannesburg Regional Office</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A three year tertiary qualification in Supply Chain Management, Finance or Procurement; with related supply chain experience. Knowledge: Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management. Thorough knowledge and understanding of government procurement systems and relevant legislation; built environment industry. Skills: Good verbal and written communication skills; basic numeracy; statistical skills. Ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.</td>
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<tr>
<td>DUTIES</td>
<td>Conduct needs assessment for the compilation of acquisition and demand management; Liaise with relevant units in administration and review of acquisition and demand plans; Perform market assessment and industry analysis; Assist with evaluation and costing of goods and services planned to be procured; Administer specifications and terms of references in procurement; Assist in developing procurement sourcing strategies; Prepare reporting inputs and adhere to set deadlines; Assist with other related SCM functions in realisation of demand management function.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr M Magoso (Jhb) Tel No: 011 7136226</td>
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<tr>
<th>POST 42/97</th>
<th>ADMINISTRATION OFFICER (PROPERTY PAYMENTS) (X9 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
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<td>CENTRE</td>
<td>Polokwane Regional Office Ref No: 2018/153A (X2 Posts)</td>
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<td>Port Elizabeth Regional Office Ref No: 2018/153B (X1 Post)</td>
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<td>Mmabatho Regional Office Ref No: 2018/153C (X4 Posts)</td>
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<td></td>
<td>Johannesburg Regional Office Ref No: 2018/153D (X1 Post)</td>
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<td></td>
<td>Bloemfontein Regional Office Ref No: 2018/153E (X1 Post)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A three year tertiary qualification in Finance field (Degree/National Diploma) preferably in Accounting. Appropriate experience in property payments or experience in the accounts payments section will be an added advantage. Basic understanding of Public Finance Management Act, and other property related legislations. Financial reconciliation and numerical skills. Good verbal and written communication skills. Good interpersonal relations. A valid driver’s license would be an added advantage. Computer literacy.</td>
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<tr>
<td>DUTIES</td>
<td>Payments of accounts received from municipalities, service providers and landlords, in respect of rates, municipal services and accommodation leased by the Department. Assist in the registration of state owned properties for municipal service providers, property owners, tenants and clients. Handling of enquiries from municipalities. Monitor and follow-up on balances on relevant accounts. Capture payments and rentals.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr L Funde (Port Elizabeth) Tel No: 041- 408 2017</td>
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<td>Mr M Ntshani (Polokwane) Tel No: 015 291 6443</td>
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<td>Mr A Matsheke Tel No: 018 3865268</td>
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<td>Ms TP Zulu (Bloemfontein) Tel No: 051 4087306</td>
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<td>Adv J Monare (Jhb) Tel No: 011 7136051</td>
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<tr>
<th>POST 42/98</th>
<th>ADMINISTRATIVE OFFICER (PROPERTY ACQUISITIONS) (X7 POSTS)</th>
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<td>SALARY</td>
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<tr>
<td>CENTRE</td>
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<td>Mmabatho Regional Office Ref No: 2018/154B (X3 Posts)</td>
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<td>Johannesburg Regional Office Ref No: 2018/154C (X1 Post)</td>
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<tr>
<td></td>
<td>Bloemfontein Regional Office Ref No: 2018/154D (X1 Post)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A three year tertiary qualification or equivalent in Property management/Real Estate/Property Law, plus appropriate experience in acquisitions of property or rights in fixed property and property administration will serve as an advantage. Computer literacy. Knowledge and understanding of government procurement</td>
</tr>
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processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc.) negotiation skills. A valid drivers' license is a must have. Willingness to travel extensively.

**DUTIES**
Procure leased fixed properties or rights in fixed properties to be utilised by client departments. Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.

**ENQUIRIES**
Mr L Nelwamondo (JHB) Tel No: 011 713 6218  
Mr M Ntshani (Polokwane) Tel No: 015 291 6443  
Mr A Matsike Tel No: 018 3865268  
Ms TP Zulu (Bloemfontein) Tel No: 051 4087306

**POST 42/99**
**ADMINISTRATIVE OFFICER: UTILIZATION AND CONTRACT ADMINISTRATION (PROPERTY MANAGEMENT) REF NO: 2018/155 (X1 POST)**

**SALARY**
R242 475 per annum

**CENTRE**
Johannesburg Regional Office

**REQUIREMENTS**
A three year tertiary qualification, with experience in property management or fixed asset management environment. Good computer, communication and interpersonal skills. Good written, analytic and financial skills. A valid driver's license.

**DUTIES**
Conduct physical verification to ensure that properties are utilized efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Ensure that all information relating to properties is captured in time on the system. Liaise with client departments to ensure optimal utilization of properties. Management of lease contracts. Collecting of state revenue. Assist with preparation of reports. Comply with the requirements of the PFMA.

**ENQUIRIES**
Ms F Khoza (Jhb) Tel No: 011 713 6079

**POST 42/100**
**PERSONAL ASSISTANT TO THE REGIONAL MANAGER (X2 POSTS)**

**SALARY**
R242 475 per annum

**CENTRE**
Mmabatho Regional Office Ref No: 2018/156A (X1 Post)  
Johannesburg Regional Office Ref No: 2018/156B (X1 Post)

**REQUIREMENTS**
A three year tertiary qualification in Management Science, Behavioural Science or equivalent and relevant experience in Office Management and co-ordination. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an advantage.

**DUTIES**
Manage the traffic in the office of the Regional Manager efficient and effective Human Resources, Financial administrative support, Efficient and effective, including operating the LOGIS and BAS financial systems, Perform the duties of Regional Manager User Clerk in the office of the Regional Manager, Provisioning of stationery and supplies, Maintain an electronic post register for incoming and outgoing post, Maintain a filing registry in the office of the Regional Manager, Electronic management of the Regional Manager diary, Schedule meetings and telephone management, Make official travel arrangements for the Regional Manager, Assist with the preparation and development of Regional Managers’ presentations, reports and minutes of meetings, Arrange official functions for the office of the Regional Manager, Assist in the identification and development of training material for the Regional Manager and organise training facilities, Responsible for procurement processes within the office of the Regional Manager
and manage the petty cash. Assist in the development of the MTEF budget of the Regional Manager and develop and maintain a monthly commitment register. Ensure the security profile and classification of documentation reports and information related to the office.

**ENQUIRIES**

- Adv JM Monare (Jhb) Tel No: 011 713 6051
- Mr A Matseke Tel No: 018 3865268

**POST 42/101**

**ASSISTANT ADMINISTRATION OFFICER HELPDESK & COMPLAINTS: KEY ACCOUNTS MANAGEMENT REF NO: 2018/157 (X1 POST)**

**SALARY**

- R196 407 per annum

**CENTRE**

- Durban Regional Office

**REQUIREMENTS**

- A recognized matric certificate with relevant experience in dealing with complaints and or helpdesk will be an advantage. Computer literate with specific reference to MS Excel and MS Word. Good verbal and written communication skills. Be able to perform under pressure. A basic understanding of various facets of the built environmental and project management skills. Typing will also be an advantage.

**DUTIES**

- Liaise with internal clients and National client Departments in terms of follow-ups, queries and feedback. Assist with the consolidation of monthly/quarterly reports. Be responsible for the normal office administration e.g. filling, memorandum, letter writing etc. Gather inputs to resolve audit queries. Register OW 415’s for day to day maintenance services and contracts. Updating and filling of record system for service contracts and day to day maintenance services. Follow up of outstanding cases and attend to queries in order to ensure enquiries are addressed and service delivery being maintained. Updating of information and administration of the day to day maintenance spreadsheet for distribution to internal and external clients. Provide National Call centre with feedback in terms of the status of the complaints. Attend and arrange meeting with internal clients which include sub sectional meetings.

**ENQUIRIES**

- Mr NN Vilakazi Tel No: 031 3147150

**POST 42/102**

**SENIOR ADMINISTRATIVE CLERK: CASHIER REF NO: 2018/158 (X1 POST)**

**SALARY**

- R196 407 per annum

**CENTRE**

- Mthatha Regional Office

**REQUIREMENTS**

- A Senior Certificate with mathematics or accounting as passed subject. A National Diploma in any of accounting fields will serve as an added advantage. Relevant experience in a financial environment will be an added advantage. Computer literate (MS Excel and Word). Good verbal and written communication skills, attention to detail. Knowledge of the Basic Accounting System (BAS), PFMA and Treasury Regulations.

**DUTIES**

- The successful candidate will be responsible for the following: Receiving, banking and controlling all state money received. Handle petty cash requests as well as the replenishment thereof. Safekeeping of financial documents. The official will also support the debtors’ management unit within the office with specific reference to rental and staff debtors.

**ENQUIRIES**

- Ms. Z Mkabeni (Mthatha) Tel No: 047 502-7024

**POST 42/103**

**ASSISTANT ADMIN OFFICER: WORKS MANAGEMENT REF NO: 2018/159 (X1 POST)**

**SALARY**

- R196 407 per annum

**CENTRE**

- Johannesburg Regional Office

**REQUIREMENTS**

- Senior certificate or equivalent. Computer literacy including Microsoft Office (word, excel, power point), with extensive relevant working experience. Good verbal and written communication skills. Basic knowledge of treasury regulations and financial management, report writing and submissions. Ability to work under pressure. Good interpersonal relations skills and telephone etiquette.

**DUTIES**

- Writing of submissions and reports. Telephonic and written communication with other sections and departments. Perform office administrative activities and capture requisitions on the LOGIS system. Administer office correspondence. Draft and type documents. Manage flow of information and documents in the office.
Processing of forms, documents, invoicing relevant to the office. Provide support to managers and staff members. Tracking and record keeping of flow of documents.

ENQUIRIES : Mr KC Muthivheli (Jhb) Tel No: 011 713 6097

POST 42/104 : SENIOR ACCOUNTING CLERK: BATCH CONTROL REF NO 2018/160 (X2 POSTS)

SALARY : R163 563 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A Senior Certificate with Accounting and Mathematics as passed subjects. Relevant experience and knowledge of filing and retrieving of documents (Batch Control) as well as administrative experience will be an added advantage. Computer literacy, especially on Microsoft Word, Excel, and Outlook. Good verbal and written communication skills. Good interpersonal skills, attention to detail.

DUTIES : Maintain filing system. File and retrieve documents. Verify all processed documents before filing. Keep records of all requested documents and make follow up if not returned as agreed. Perform other duties as delegated by supervisor. Attend to enquiries regarding documents handling.

ENQUIRIES : Mr MJ Maluleke (Pta) Tel No: 012 492 3189

POST 42/105 : SENIOR FOREMAN: CLEANING SERVICES REF NO: 2018/161 (X2 POSTS)

SALARY : R163 563 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : ABET, where applicable, with relevant experience, Drivers’ license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements; exposure to hazardous working conditions. Knowledge of types and purposes of cleaning materials; cleaning procedures. Operating cleaning equipment; occupational health and safety; Labour Relations Act. Skills: Effective communication skills; numeracy; computer literacy; observation abilities; Ability to work with consultants, professionals and staff at various levels; organisation and planning; relationship management; project management; interpersonal and diplomacy skills; analytical thinking; problem solving skills; decision making skills; negotiation; conflict resolution; motivational skills., innovative; creative; resourceful; energetic; solution orientated – ability to design ideas without direction; ability to communicate at all levels; people orientated; hard-working; trustworthy; highly motivated; ability to work independently.

DUTIES : Supervise cleaning services rendered-co-ordinate cleaning services; ensure the inspection of logistics and physical environments to ensure hygiene and cleanliness; supervise cleaning staff; compile cleaning reports. Effectively manage and control equipment and materials-identify resource requirements and special operational needs; monitor the condition and availability of cleaning equipment; ensure the maintenance/servicing of equipment; ensure the replenishment and distribution of cleaning equipment and materials; maintain the material register. Support the administration of the Section-identify staff requirements; support the administration of human resources; assess the performance of supervisors and cleaners; receive and submit leave of supervisors and cleaners.

ENQUIRIES : Mr KC Muthivheli (Jhb) Tel No: 011 713 6097

POST 42/106 : SENIOR GENERAL FOREMAN CLEANING SERVICES REF NO: 2018/162 (X5 POSTS)

SALARY : R163 563 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : ABET, where applicable, with relevant experience. Computer literate. Communication and basic numeracy, interpersonal relations, administrative skills. Exposure to cleaning chemicals and hazardous working conditions. Knowledge of cleaning methods, chemicals and cleaning material, and ability to write reports.

DUTIES : Supervise cleaning staff, Administer attendance records for the cleaners, Inspect the physical environment to ensure hygiene and cleanliness, Monitor the condition and availability of cleaning equipment, Order, receive and issue cleaning material,
Ensure safe keeping of cleaning material and equipment, Manage and resolve grievances of the cleaning staff, Compile attendance reports, Delegate work responsibilities, Assist in cleaning certain areas in the building, Report faults and defects that might affect daily normal operations.

ENQUIRIES : Mr A Matseke Tel No: 018 3865268

POST 42/107 : SENIOR FOREMAN: HORTICULTURE REF NO: 2018/163 (X1 POST)

SALARY : R163 563 per annum

CENTRE : Johannesburg Regional Office

REQUIREMENTS : ABET, where applicable, with relevant experience. Drivers’ license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements; Knowledge of Garden maintenance practices; Office Administration Operating horticultural equipment; Occupational health and safety; Personnel practices. Skills: Effective communication skills; numeracy; computer literacy; observation abilities; ability to work with consultants, professionals and staff at various levels; organisation and planning; relationship management; project management; interpersonal and diplomacy skills; analytical thinking; problem solving skills; decision making skills.

DUTIES : Supervise horticultural services rendered-co-ordinate horticultural services; ensure the inspection of logistics and physical environments to ensure clean maintained gardens; supervise horticulturist staff; compile monthly reports. Effectively manage and control equipment and materials- identify resource requirements and special operational needs; monitor the condition and availability of horticultural equipment; ensure the maintenance/servicing of equipment; ensure the replenishment and distribution of horticultural materials; maintain the material register. Support the administration of the Section- identify staff requirements; support the administration of human resources; assess the performance of staff; receive and submit leave of staff

ENQUIRIES : Mr KC Muthivheli (JHB) Tel No: 011 713 6097

POST 42/108 : RECEPTIONIST (X2 POSTS)

SALARY : R163 563 per annum

CENTRE : Pretoria Regional Office Ref No: 2018/164A (X1 Post)

Port Elizabeth Regional Office Ref No: 2018/164B (X1 Post)


DUTIES : Receive visitors and or clients; Assist and direct visitors and clients to their destination; Re-direct calls as appropriate and take adequate messages when required; Handling visitor's inquiries whenever possible; Keeping a logbook of each day's visitors; Ensure a clean reception area; Provide a high level of internal customer service, Extent of support to the effective management of work flow and administration of office functions, Nature and efficiency of liaison, Number and extent of meetings co-ordinated, Number and accuracy of reports collated, Effective management of visits in the office, Number and quality of documents and reports prepared.

ENQUIRIES : Ms MJ Masubelele (Pta) Tel No: 012 492 3187

Mr J van der Walt (Port Elizabeth) Tel No: 041 4082003

POST 42/109 : SECURITY OFFICER: SECURITY SERVICES REF NO: 2018/165 (X4 POSTS)

SALARY : R136 800 per annum

CENTRE : Pretoria Regional Office
**REQUIREMENTS**: Applicant must be in possession of ABET plus Grade E, D or C (PSIRA). Familiarity with Security legislations, computer literacy and knowledge of security system will be an added advantage. Ability to work independently. Good communication skills. Good writing and analytical skills. Appropriate experience in the security field.

**DUTIES**: To provide security services to the NDPW Bloemfontein Region. To protect the lives, Information, property/ assets and security interest of NDPW at the region. Implement security services policy and procedures to safeguard NDPW personnel, Information and property/ assets. To provide a client relationship between security, personnel and clients. To conduct access control through positive identification, conduct patrols, rendering escorts etc. The provision of support to the administration of security services.

**ENQUIRIES**: Ms M Shingange (Pta) Tel No: 012 492 3137
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: 02 November 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 42/110: CHIEF DIRECTOR: STRATEGIC LAND REFORM INTERVENTIONS REF NO: 3/2/1/2018/372
Chief Directorate: Strategic Land Reform Interventions

SALARY: R1 189 338 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE: Pretoria

REQUIREMENTS: Bachelor's Degree in Development Studies/Agricultural Management/Agriculture Economics. 5 years’ experience in a senior management position. Job related knowledge: Departmental processes and procedures, Departmental Legislation and related Governmental Legislation, Property Portfolio and Management, Understanding of Property Markets, Statistical data analysis, Research Methodology, Project Management, Financial Management and Accounting, Procurement Systems and Tendering Procedures, Risk analysis and management. Job related skills: Planning and Organising, Research and Analytical, Communication, Good report writing, Computer Literacy, Negotiation, Presentation, Good Leadership, Project Management. The ideal candidate will be an agile, dynamic self-driven individual willing to travel and/or work irregular hours.

DUTIES: Manage the provision of Land Acquisition and Land Warehouse Services. Develop Memorandum of Understanding (MOA) with financial and other relevant institutions with regard to access to suitable land. Develop strategic intervention tools on land acquisition. Provide capacity building and training on land acquisition. Manage the facilitation of Land Reform Strategic Institutional Partnerships. Develop and maintain Land Reform Strategic Institutional Partnerships. Provide administrative support to Strategic Institutional Partnerships. Ensure effective and efficient applications of resources for the Chief Directorate. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost
behavior) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of financial resources within the Branch. Ensure effective management of external contractors and suppliers within the Branch. Ensure effective capacity management within the Branch to ensure sustained service delivery. Ensure the development and implementation of a skills development strategy within the Branch in conjunction with Human Resources. Ensure effective talent management within the Branch (attraction, retention, development) in conjunction with Human Resources. Ensure effective and compliant implementation of performance management within the Branch in conjunction with Human Resources. Ensure effective management of grievances, discipline and terminations within the Branch in conjunction with Human Resources.

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

POST 42/111
DIRECTOR: RECAPITALISATION AND DEVELOPMENT REF NO: 3/2/1/2018/373
Directorate: Recapitalisation and Development

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

CENTRE: Western Cape: Cape Town

REQUIREMENTS: Bachelor’s Degree or Advanced Diploma in Agricultural Economics/Business Sciences (NQF Level 7). Post graduate qualification in Agricultural Economics/Development Finance will be an added advantage. 5 years’ relevant experience at a middle management level /senior managerial level. Job related knowledge: Land Reform: Provision of Land and Assistance Act as amended, Land Reform (Land Tenants) Act, Section 42C, Restitution Act, Agrarian Transformation as well as Key Priorities of Government, Comprehensive Rural Development Programmes (CRDP), Recapitalisation and Development Programmes. Ability to communicate effectively across a wide spectrum, Understanding of relevant Land Reform Legislative Framework/Policies and ability to implement the latter within, Understanding of good corporate governance principles. Ability to work under pressure and long hours. Ability to facilitate and coordinate multimillion rand programs and projects to successful conclusion within stipulated time frames. Ability to work with MS Project and MS Office. Job related skills: Negotiation, Project Management, Presentation, Financial Management, Computer Literacy, Strategic Management, Interpersonal relations. A valid driver’s licence.

DUTIES: Facilitate the development and graduating small scale farmers into fully fledged commercial farmers. Provide capacity and training to farmers. Establish partnership between emerging and established farmers. Promote non agricultural enterprise opportunities through concessionary arrangements. Conduct workshops on agricultural enterprises. Facilitate the identification of Land Reform Strategic Institutional Partnerships. Assist farmers in structuring appropriate enterprise models based on their prepared commodities. Facilitate the conducting of diligence on prospective strategic partners. Conducting of diligence on existing business ventures. Facilitate the identification and recruitment of strategic investment partners. Facilitate the provision of appropriate business services. Manage the implementation of Recapitalisation and Development Programme and services. Implement Redistribution Programmes. Identify new programmes. Promote Recapitalisation and Development Services. Monitor compliance with
regard to Recapitalisation Policies and Procedures. Facilitate the creation of innovation methods for programme implementation. Monitor and evaluate the Recapitalisation and Development Programmes and Services. Conduct regular assessment on the progress of Recapitalisation Programs and Development Services. Ensure compliance with relevant prescripts. Address gaps and make recommendations. Provide advice and guidance in the implementation of Recapitalisation Programmes. Facilitate the modelling and nurturing of the agricultural businesses. Assess company legal compliance for the formation of Institutional Partnerships. Assess the risk profile and business plan of the Strategic Partnerships to determine the business compatibility between the Strategic Partnership and the beneficiaries. Determine the equity schemes for the stakeholders involved. Provide expert advice and guidance on partnerships.

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

OTHER POSTS

POST 42/112

CHIEF ENVIRONMENTAL SPECIALIST REF NO: 3/2/1/2018/363
Directorate: Rural Infrastructure Development

SALARY

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

CENTRE

Northern Cape (Kimberley)

REQUIREMENTS

Bachelor Degree in Environmental Studies or Agriculture or Geography. 3-5 years' relevant experience at middle management level. Appropriate environmental planning experience or agricultural issues. Sound experience in environmental management and disaster management. Job related knowledge: Policy and Legislation governing national environmental management, Policy and Legislation governing spatial planning and land use management, World goals on sustainable development and how to translate to national deliverables, Integrated development planning process and its relevance in environmental management, Performance management and monitoring, Government systems and structures, Government decision making processes, Internal control and risk management, Project management principles and tools, Political landscape of South Africa Job related skills: Project Management, Team Management, Financial Management, Interpersonal, Budget Management, Computer literacy, Resource Planning. A valid driver’s licence. Ability and willingness to travel extensively. Work efficiently and effectively at all times.

DUTIES

Support the integration of environmental planning policy into formulation of Disaster Management Plans according to specific standards and procedures. Assist in implementing the Environment Management Framework into rural development and land reform. Compile recommendations to land and Director Generals Tasks according to specific standards and procedures. Communicate with officials / planners in all spheres of Government as well as in the Private Sector regarding Policy Legislation and Regulations. Implement principles of Batho Pele and Service Delivery Improvement Plan (SDIP) throughout the sub directorate. Monitor the recruitment, training and development of staff in accordance with the Employment Equity Plan, Comply with Public Finance Management Act, Treasury Regulations and subdirectororate budget guidelines.
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: African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 42/113: DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION REF NO: 3/2/1/2018/374
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: Northern Cape (Pixley Ka Seme District)

REQUIREMENTS: Bachelor’s Degree or National Diploma in Social Science or Economics or equivalent qualifications. 3 - 5 years’ 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 (written 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 CRDP Projects based on Agricultural Assessment 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 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 X5007, Kimberley, 8302 or hand it delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

NOTE: African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
POST 42/114 : DEPUTY DIRECTOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2018/364
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 : Western Cape (Cape Winelands/Overberg)


DUTIES : Provide Land Tenure Rights Implementation support. Promote awareness and capacity building on land rights and relevant laws to stakeholders. Liaise and monitor Land Rights management structures by providing legal protection and awareness. Manage and mediate in cases of illegal and unlawful evictions. Implement Communal Land Rights support. Promote awareness and provide capacity building on communal Land Rights and relevant laws to 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 Association (CPA). Provide secretariat services in the (CPA) meetings and constitute proceedings. Maintain the register of (CPA) and similar entities. Promote awareness of (CPA) activities. Manage and conduct investigation on the affairs and activities of the registered (CPA). Manage the mediation and dispute resolution proceedings of the (CPA). Monitor the validity of (CPA) transactions in accordance with the (CPA) constitution.

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

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

POST 42/115 : DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: 3/2/1/2018/365
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 : Western Cape (Cape Town)

REQUIREMENTS : Degree/National Diploma or equivalent in Finance, Accounting or Business Administration. 3 - 5 years' working in Financial Management environment at middle management. Job related knowledge: Public Finance Management Act, Basic Accounting System, Treasury Regulations, Medium Term Expenditure Framework (MTEF). Job related skills: Computer literacy, Interpersonal relations, Excellent communication, Thorough literacy and report writing, Organisation and decision-making, Financial analytical, Planning.

DUTIES : Manage financial functions and systems in the Provincial Shared Service Centre. Ensure the implementation of internal controls and the safe keeping of all the Financial Records. Ensure compliance to policy and prescripts. Compile monthly, quarterly and Annual Management Report. Submit inputs on Annual Financial Statement. Manage payments and systems on a daily basis. Monitor performance with financial services. Develop and monitor work processes and procedures that will benefit clients on an on-going basis. Evaluate and continuously improve work processes and procedures that will benefit clients on an ongoing basis. Ensure proper financial management control and compliance with delegation regularly. Establish effective systems and procedures for sound Financial Management and reporting requirements regularly. Provide reports and statistics as well as recommendations for improvement quarterly. Manage and implementation of Service Level Agreements between client offices and the Provincial Shared

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

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

POST 42/116: DEPUTY DIRECTOR: LAND RIGHTS POLICY AND SYSTEMS DEVELOPMENT
REF NO: 3/2/1/2018/366
Directorate: Land Rights Policy and Systems Development
This is a re-advertisement, applicants who applied previously must reapply.

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

CENTRE: Pretoria


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

POST 42/117 : PROFESSIONAL QUANTITY SURVEYOR (GRADE A-C) REF NO: 3/2/1/2018/355
Directorate: Rural Infrastructure Development

SALARY : R585 366 per annum (The salary in accordance with the OSD for Engineers)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : A Degree in Quantity Surveying or relevant qualification. Compulsory registration with the SA Council for the Quantity Surveying Profession (SACQSP) as Professional Quantity Surveyor. 3 years’ Quantity Surveying experience. Job related knowledge: Programme and project management, Quantity Surveying principles and methodologies, Engineering design and analysis, Research and development, Computer-aided engineering applications, Legal compliance, Technical report writing and consulting, Creating a high performance culture, Professional judgment and networking. Job related skills: Decision making, Team leadership, Analytical, Creativity, Self-management, Financial Management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organising, Conflict management, Problem solving and analysis, People management. A valid driver’s licence.

DUTIES : Perform quantity surveying activities on buildings, structures or facilities. Coordinate professional teams on all aspects regarding quantity surveying. Develop cost effective solutions according to standards. Ensure adherence to quantity determination standards. Provide quantity surveying advice and technical support in the evaluation of cost. 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. Mentor, train and develop Candidate Quantity Surveyors and related technical and administrative personnel to promote architectural principles and good practice. Supervise quantity surveying work and processes. Administer Performance Management and Development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Regular research and development to keep up with new technologies and procedures. Research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters.

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

POST 42/118 : PROFESSIONAL TOWN AND REGIONAL PLANNER REF NO: 3/2/1/2018/367
Directorate: Spatial Planning and Land Use Management

SALARY : R585 366 per annum (The salary in accordance with the OSD for Engineers)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : A B degree in Urban/Town and Regional Planning or relevant qualification. 3 years’ post qualification in Town and Regional Planning experience. Compulsory registration and must be in good standing with SACPLAN as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and Project Management; Town and Regional Principles and Methodologies; Research and Development; Computer-aided applications; Town and Regional knowledge of legal compliance; Creating high performance culture; Technical consulting. Job related skills: Analytical; Creativity; Self-management; Communication; Computer literacy; Attention to detail. A valid driver’s licence.
DUTIES

Ensure the application of Town and Regional Planning Principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding Town and Regional Planning Projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and Town and Regional Planning Standards and Guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of Project Execution Plans and manage site clearance standards as agreed with Project Managers. Plan and design to ensure sustainable human settlement. Compile Spatial Development Frameworks (SDF) (as part of the Integrated Development Plan (IDP) processes), Compile guidelines and evaluate Land Use Management Schemes (LUMS). Provide Spatial Planning and Land Use Management services in liaison with National Office. Provide support to the implementation of tools, systems, guidelines, policies, programmes and legislations for spatial planning and land use management at a Provincial level. Provide development planning support to departmental programmes and rural development at the Provincial level. Render planning support and advice to the departmental programmes. Provide support to the development of spatial plans at Provincial and Municipal level. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on Town and Regional Planning Technology to improve expertise. Liaise with relevant bodies/councils on Town and Regional Planning related matters.

APPLICATIONS

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

NOTE

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

POST 42/119

PROJECT COORDINATOR: SMALL BUSINESS DEVELOPMENT AND DEVELOPMENT FINANCE REF NO: 3/2/1/2018/375 (X4 POSTS)
Direcctorate: Rural Enterprise and Industrial Development

SALARY

R444 693 per annum (Level 10)

CENTRE

KwaZulu-Natal:
Pietermaritzburg (X1 Post)
Richardsbay (X1 Post)
Port Shepstone (X2 Posts)

REQUIREMENTS

Bachelor’s Degree/National Diploma in Business Studies/Development Studies/Agricultural Economics. 3-5 years’ experience in the field of cooperatives development. Job related knowledge: Operational Planning; Human Resources Management; Financial Management; Supply Chain Management; Rural Development techniques; Understanding of Business Development; Strong leadership and managerial qualities, a good track record of working with communities. Job related skills: Excellent Communication (verbal and written); Negotiation; Marketing; Networking; Strategic Management and Leadership; Project Management; Team Management; Presentation. A valid driver’s licence. Willingness to travel.

DUTIES

Manage small business research and technology development. Facilitate market linkage. Manage small business research and technology development. Facilitate access to market intelligence and information and linkages to other stakeholders. Manage small business education and skills training. Provide skill development to small business and ensuring compliance to small business. Manage small business development finance. Facilitate access to finance for small business. Provide liaison with districts and local Municipalities. Facilitate compliance with cooperative legislation and policy. Identify, facilitate establishment and registration of primary cooperatives. Facilitate social cooperatives (burial societies, consumer and savings cooperatives). Provide skill development and support to cooperatives. Receive referrals from knowledge unit.
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 African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 42/120: PROJECT COORDINATOR: LAND RIGHTS REF NO: 3/2/1/2018/376
Directorate: Tenure Reform Implementation

SALARY: R444 693 per annum (Level 10)
CENTRE: Western Cape (Cape Winelands/Overberg)

REQUIREMENTS:
National Diploma or Bachelor's Degree in Humanities/Social Science or equivalent qualification. 3 – 5 years’ relevant work experience in Land Reform Environment.

DUTIES:
Facilitate the implementation of ESTA. Respond to all enquiries on ESTA accordingly. Liaise with Department of Justice Ministry, Department of Nature Conventional and Game Farmers, Conversational Farmers/Farm owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA/LTA. Draw up a database for monitoring and evaluation of intervention processes of all cases. Conduct training workshops for staff and other role players in the land reform. Assist staff in the District Offices to incorporate changes in the Land Reform Policy procedure into their planning and implementation. Attend workshops and meetings on implementation of relevant Acts continually. Facilitate the implementation of interim Protection of Land Rights interventions. Monitor and facilitate the implementation of Labour Tenants Programme. Address the LTA claims that have been lodged. Categorize LTA cases according to claimants' settlements choices as required. Respond to all enquiries on LTA accordingly.

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

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

POST 42/121: ASSISTANT DIRECTOR: INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) REF NO: 3/2/1/2018/368
Directorate: Support Services

SALARY: R356 289 per annum (Level 09)
CENTRE: KwaZulu-Natal (Pietermaritzburg)

REQUIREMENTS:
National Diploma in Information Technology/Computer Science, 3 years’ of experience in Information Technology (IT) environment (hardware and software, servers, technical support). Job related knowledge: Technical aspects of ICT goods and services, Government systems and structures, Understanding management of information and the formal reporting system. Job related skills: Planning, Organising, Interpersonal, Financial, Communication (Written and verbal), Computer literacy, Project Management. A valid driver’s licence.

DUTIES:
Identify business needs. Advice SCM, users and management on ICT equipment procurement maintenance and policies. Develop solutions to improve the technicians’ performance. Serve as a point of contact to regional technical staff with regards to all projects undertaken in Office of the Chief Information Officer (OCIO). Provide Server Management Services. Monitor server room environment and take remedial actions. Update and verify data base of all ICT equipment. Escalate all calls that are beyond desktop to relevant IT team for further assistance. Monitor and manage Local Area Network (LAN). Coordinate IT Network support with internal and external parties. Provide IT Network support. Monitor network and report any anomalies. Document and maintain network equipment and configurations. Manage and administer McAfee EPO (anti-virus).
Provide technical line support to all end users (hardware and software support). Diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Assist all users with any logged IT related incidents when requested by ensuring that calls are resolved. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible. Escalate incidents to other support teams when necessary. Record, update and document requests using the IT service desk system. Install and configure new IT equipment. Resolve incidents and upgrade different types of software and hardware. Resolve incidents with printers, copiers and scanners. Maintain a first class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Resolves all escalated calls and ensure that are resolved within Service Level Agreement (SLA).

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 and White females and Persons with disabilities are encouraged to apply.

POST 42/122
ASSISTANT DIRECTOR: PLAS ACCOUNTING REF NO: 3/2/1/2018/369
Directorate: Plas Trading Account Financial Management

SALARY
R356 289 per annum (Level 09)

CENTRE
Pretoria

REQUIREMENTS
A Degree/National Diploma in Accounting or equivalent qualification. 3-5 years’ relevant experience in accounting and reporting. Job related knowledge: National Treasury Regulations; Public Finance Management Act (PFMA); Caseware; Generally Recognised Accounting Practice (GRAP) standards. Job related skills: Communication (written and verbal); Computer literacy (MS Word, Excel, PowerPoint, Project); Numeracy and analytical; Management; Report writing; Planning and Organising; Time Management. A valid driver’s licence.

DUTIES
Manage transfers of payment and commitments. Monitor and ensure that reports for transfers and supporting documents are received. Ensure that expenditure reports have valid supporting documents, before journals are authorised. Ensure that commitment reports and registers are compiled on a monthly basis. Reconcile and manage monthly reports performed. Ensure that Bank Reconciliation is performed on a monthly basis. Ensure that cash flow reports are prepared on a weekly basis. Compile general ledger and other reconciliations on a monthly basis. Clear all reconciliation variances and prepare working papers on a monthly basis. Compile financial statements, working papers and manage audit process. Plan and perform month and year end processes to ensure that all transactions are completely and accurately recorded. Ensure that monthly financial reports are compiled and ensure that all journals are processed before system closure. Prepare monthly Financial Statements, Interim Financial Statements, Annual Financial Statements and its working paper files. Coordinate internal audit and external audit process. Implement Internal Control. Ensure compliance on the Trading Account and other relevant Departmental policies. Monitor Trading Account actions plans. Ensure that risk register is continuously updated.

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 42/123
CHIEF MONITORING AND EVALUATION (M&E) ANALYST REF NO: 3/2/1/2018/371
Directorate: Service Delivery Coordination

SALARY
R356 289 per annum (Level 09)

CENTRE
Northern Cape (Kimberley)
REQUIREMENTS: Bachelor's Degree in Development Studies/Social Sciences/Public Administration (Management). 3 years of experience in monitoring, evaluation and in research. Job related knowledge: State Information Act; Monitoring and Evaluation Systems, Tools, Indicator Development, Legislation and policies administered by the Department; Research Methodology; Project and Programme Management. Job related skills: Computer literacy; Statistical analysis; Data Warehouse Management; Analytical and research; Communication. A valid driver's licence. Ability to customise and target information to user requirements. Willingness to travel extensively and work irregular hours.


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

Directorate: Financial and Supply Chain Management Services

SALARY: R356 289 per annum (Level 09)
CENTRE: Free State (Bloemfontein)
REQUIREMENTS: A National Diploma in Accounting/Financial Management. 3 years’ working experience at supervisory level in a financial accounting environment with specific focus on Salaries and Payroll. Job related knowledge: Public Financial Management Act; Treasury Regulations; Budgets and budgetary procedures; Salaries and Payroll; Personal and Salary Administration System (PERSAL); Basic Accounting System (BAS). Job related skills: Supervisory; Communication (written and verbal); Organising. A valid driver's licence.

DUTIES: Clear various salary related accounts. Check account on matching report daily. Approve journals by clearing the balance daily, Monthly analysis. Analyse and report on suspense account progress monthly. Authorise financial transactions on PERSAL. Submit reports (statistics and tax-related) to the supervisor. Compile monthly and annual reports. Submit inputs for the Annual Financial Statement. Perform salary and payroll procedures on PERSAL. Authorise payment on PERSAL. Capture data for Medium Term Expenditure Framework (MTEF) inputs for Compensation of Employees (COE). Distribute payrolls to paymasters. Execute tax-related services for the Department. Conduct monthly reconciliation to SARS. Submit IRP5s an annual reconciliation to South African Revenue Services (SARS).

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

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

POST 42/125: ASSISTANT DIRECTOR: DEMAND AND ACQUISITION REF NO: 3/2/1/2018/378
Directorate: Financial and Supply Chain Management Services

SALARY: R356 289 per annum (Level 09)
CENTRE: Free State (Bloemfontein)


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

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

**POST 42/126**: ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2018/379

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

**CENTRE**: Northern Cape (Kimberley)

**REQUIREMENTS**: Degree/Diploma in Information Management/Records Management or equivalent qualification. 3 – 5 years’ experience in records environment. Job related

**DUTIES**


**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 Indian and White females and Persons with disabilities are encouraged to apply.
DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

APPLICATIONS : Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.

CLOSING DATE : 02 November 2018 at 16h00. Applications received after the closing date will not be considered.

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

OTHER POST

POST 42/127 : RECEPTIONIST REF NO: CORP SERVICES / REC 20/18
(6 Months Contract)

SALARY : R163 563 per annum

CENTRE : Pretoria

REQUIREMENTS : Mandatory requirements: Matric Certificate. 1 year Receptionist experience. Computer literacy (Microsoft Office package) and Telephone Etiquette.

DUTIES : Provide front-line receptionist services. Receive and attend to all visitors. Attend to and/or refer queries to respective officials. Make appointments upon request from visitors or staff. Receive goods and items on behalf of staff. Address electronic and telephone enquiries by responding to and/or route electronic enquiries to the relevant official. Attend to and/or route calls to the relevant officials. Provide secretarial support. Maintain electronic diaries. Book and make arrangements for meetings. Provide administrative support including typing documents (excel, word, power point, etc). Assemble and organise documents. Make photocopies, scan and file documents. Provide logistical support and order office stationery. Maintain incoming and outgoing registers. Register all documents, goods or items received in the relevant register. Inform relevant parties of documents, goods or items received.

ENQUIRIES : Enquiries should be directed to the recruitment office at (012) 394-5286/ 43097
DEPARTMENT OF WATER AND SANITATION

CLOSING DATE : 02 November 2018
NOTE : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment

MANAGEMENT ECHELON

POST 42/128 : CHIEF FINANCIAL OFFICER (CFO) REF NO: 021118/12
Branch: Finance (Main Account)

SALARY : R1 446 378 per annum (Level 15) (all-inclusive salary package)

CENTRE : Pretoria

REQUIREMENTS : An undergraduate (NQF level 7) and Postgraduate qualification (NQF level 8) in Finance or Accounting. Professional certification in Financial and Accounting Management in either one of the following: CA/CIMA/SCCA/CPA. Senior Management Leadership Programme certificate. (Attached certified copy). Eight (8) to ten (10) years of experience at a Senior Managerial level. Extensive experience in Financial Accounting environment. Knowledge and understanding of Public Service Regulations. Knowledge and understanding of GRAP/GAAP and IAS as well as PFMA and MTEF. Access to information Act (MISS). Knowledge and experience of policies, prescripts and governance. Knowledge and experience of strategic capability, leadership, programme, project management, financial management, change management and knowledge management. Service delivery innovation (SDI), problem solving, analysis, people management, empowerment, client orientation and customer focus skills. Good communication skills. Accountability and ethical conduct.

ENQUIRIES : Mr S Mahlangu Tel No: 012 336-8792
APPLICATIONS : Pretoria, Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
FOR ATTENTION : Ms Li Mabole
POST 42/129 : DIRECTOR: INSTITUTIONAL ESTABLISHMENT REF NO: 021118/01
Branch: Operational Integration: Free State
SALARY : R1 005 063 per annum (Level 13) (all inclusive package)
CENTRE : Bloemfontein
ENQUIRIES : Dr T Ntili, Tel No: 051 405 9000
APPLICATIONS : Free State (Bloemfontein). For purposes of response handling please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.
FOR ATTENTION : Ms Li Mabole
OTHER POSTS
POST 42/130 : ASSISTANT DIRECTOR: COMPLIANCE AND OVERSIGHT REF NO: 021118/02
Branch: Operational Integration: Free State
SALARY : R356 289 per annum (Level 09)
CENTRE : Bloemfontein
REQUIREMENTS : A Degree/National Diploma in Auditing and/or Internal Auditing. Three (3) to five (5) years working experience in Auditing. Knowledge of Public Service Regulations, The Public Service Act, The Public Financial Act, Treasury Regulations and Corporate Governance issues. Experience and sound understanding in internal auditing, auditing principles, risk management. Experience in a compliance environment. Ability to work independently and under pressure. A valid driver’s license and the willingness to travel. Computer literacy. Good communication (verbal and written) skills. Problem solving skills. Ability to think strategically. Excellent communication skills. A sound understanding of ERM principles and philosophy. Excellent facilitation skills. Able to organize and motivate others, who in many cases may be in a senior position. Sound
understanding of the framework for strategic plan and Annual Performance Plan. Leadership skills. Project management skills. Sound understanding of anti-corruption strategy and fraud prevention measures.

**DUTIES**
Develop and implement compliance procedures and guidelines. Ensure compliance with legislative requirements. Compile risk management strategies; perform risk analysis, risk identification, risk monitoring and risk reporting. Establish, communicate and facilitate the use of the appropriate ERM methodologies, tools and techniques. Work with individual components and units to establish, maintain and continuously improve risk management capabilities. Facilitate enterprise-wide risk assessments and monitor priority risks across the organization. Implement planning, execution and reporting of investigation assignments on both Main and Trading accounts. Perform pre-audit checks on all documents. Manage and co-ordinate audit related activities. Conduct regular spot checks. Assist management with investigations into fraud, corruption and theft in the Provincial Office. Promote the culture of professionalism. People management (mentoring, ensure on the job training and development and conduct appraisal and feedback)

**ENQUIRIES**
Ms M Letloenyane, Tel No: 051 405 9000

**APPLICATIONS**
Free State (Bloemfontein): Please forward your applications quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300.

**FOR ATTENTION**
Ms. LP Wymers

**POST 42/131**
**ASSISTANT DIRECTOR: PMDS REF NO: 021118/03**

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

**CENTRE**
Durban

**REQUIREMENTS**
A recognised National Diploma or Bachelor’s degree in Human Resources. Three (3) to five (5) years of relevant experience in the HR practices and Performance Management of which three (3) years must be supervisory level. Thorough knowledge of the Public Service Regulatory Framework, legislation, policies and principles. Knowledge of performance management systems and tools. Knowledge of the application of principles and techniques related to project management. Analytical, writing, presentation and proven computer skills. Experience in PERSAL. Experience in management of databases. Good self and time management ability. The ability to function amongst a diverse workforce. The ability to manage subordinates. Good organisational and interpersonal skills. Good communication skills both verbal and written. A valid driver’s licence (certified copy must be attached).

**DUTIES**
Ensure the application of sound human resource management practices in the area of Performance Management and Development policy and related legislation. Conduct research into best practices and trends in these areas. Provide advice and support to employees, management and other relevant stakeholders. Maintain an adequate Performance Management information system (electronic and manual). Facilitate in housetraining/workshops/focus groups as well as consultation processes with stakeholders. Conduct impact studies and compile reports and submissions for management. Function in cross-functional teams. Manage the probation cycle. Analyse regional operational plans in relation to performance agreements. Ensure integration of performance management with wellness and skills development.

**ENQUIRIES**
Mr VT Khumalo, Tel No: 031 336 2808

**APPLICATIONS**
KwaZulu-Natal (Durban): Please forward your applications quoting the relevant reference number to the Provincial Head: KwaZulu-Natal, Department of Water and Sanitation, P O Box 1018, Durban, 4000.

**FOR ATTENTION**
The Manager (Human Resources)

**POST 42/132**
**ASSISTANT DIRECTOR: WARMS REF NO: 021118/04**

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

**CENTRE**
Durban

**REQUIREMENTS**
A National Diploma or Degree in Administration or relevant qualification. Three (3) to Five (5) years of data management and quality control experience in the
DUTIES: Management of the WARMS data in compliance with the National Water Act and related policies & procedures. Monitor the quality and completeness of data captured on WARMS. Management of customer services in relation to water use registration. Identify strategic objectives in line with the business plan of the Institutional Establishment directorate aligned to the National DWS business plan. Implement and manage projects in order to achieve these goals. Develop and maintain operational plans for the WARMS component. Oversee the implementation of findings from the Validation & Verification project on WARMS. Ensure that Licences and General Authorisations are captured on WARMS correctly and without delay. Answer Revenue/ Billing related queries. Supervision of staff. Oversee the budget and expenditure of the component.

ENQUIRIES: Mr SO Naidoo, Tel No: (031) 336 2735

APPLICATIONS: Applications should be submitted on a Z83 form, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications including a comprehensive CV. Please direct your applications to: The Provincial Head, Department of Water & Sanitation, P.O. Box 1018, Durban, 4000

POST 42/133: ASSISTANT DIRECTOR: LEADERSHIP AND SUPERVISORY DEVELOPMENT
REF NO: 021118/05
Branch: Corporate Management
DIR: Employee Performance Management

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


ENQUIRIES: Ms M Moagi, Tel No: 012 336 7447
APPLICATIONS: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms Li Mabole

POST 42/134: ASSISTANT DIRECTOR: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: 021118/06
Branch: Corporate Management
DIR: Employee Performance Management

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


ENQUIRIES: Ms M Moagi, Tel No: 012 336 7447
APPLICATIONS: Head Office (Pretoria): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria.

FOR ATTENTION: Ms Li Mabole

POST 42/135: SENIOR PROVISIONING ADMINISTRATION OFFICER REF NO: 021118/09
(This is a re-advertisement, applicants who have previously applied need not to re-apply)
Branch: Operational Integration: Eastern Cape
DIV: Asset Management

SALARY: R299 709 per annum (Level 08)
CENTRE: King Williams Town
REQUIREMENTS: A National Diploma or Degree in Financial Accounting, Cost and Management Accounting / Supply Chain Management / Asset Management / Logistics / Purchasing Management. Three (3) to five (5) years’ experience in Supply Chain Management and Asset Management environment. Knowledge of SCM Demand and Acquisition, Procurement, Asset Management on LOGIS system procedures. Knowledge and experience on correct classification of assets on Asset Register. Knowledge of BAS, LOGIS and Asset Register. Knowledge of GAAP, PFMA,

**DUTIES**

Updating Historic items, Finance leases, Operating Leases, and perform monthly Finance Lease reconciliation Coordination of demand plans. Ensure that all Assets purchased on correct Asset Items and that have been included on DMPs with funds available. Ensure Journals are processed for incorrect assets into correct Items monthly. Ensure Spot checks are performed within due dates. Perform Asset verifications for all four quarters of a financial year. Run Asset information workshops to all staff on how to move asset within offices and how to declare their asset to be disposed and report on loss assets. Ensure Asset Loss reports are submitted within due dates and forwarded to Head Office in Pretoria. Ensure Asset Disposal Committee sit monthly and approve all asset earmarked for disposal to DGs approval. Ensure disposal of all assets approved for disposal within that financial year. Ensure staff management as per PMDS system. Ensure effective and efficient management of controls and registers. Analyse Asset reports as per BAS report. Management of Regional assets including Asset Disposal. Develop and implement action plans to address audit findings within the Asset Management unit. Supervise human resources and ensure that PMDS is effectively implemented within section. Ensure that financial procedures and implement asset management policies of the department in line with National Treasury prescripts.

**ENQUIRIES**

Ms L Bula, Tel No: 043 604 5405

**APPLICATIONS**

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

**FOR ATTENTION**

Ms T Solwandle

**POST 42/136**

ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 021118/07 (X2 POSTS)

Branch: Operational Integration (Free State)

**SALARY**

R293 652 per annum (OSD salary package)

**CENTRE**

Bloemfontein

**REQUIREMENTS**

A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician (proof of registration must be provided). A valid driver’s licence. Knowledge and understanding of the water sector: relevant legislations (NWA, and NEMA) together with the related policies, regulations, principles, guidelines, tools and procedures; policy development, implementation, project management and monitoring. Excellent communication skills including verbal, report-writing, presentation skills. Sound interpersonal skills as well as the ability to work in a multi-disciplinary team. Willingness to work abnormal hours and under pressure as well as travel provincial/country wide. Proven liaison and networking skills especially as they relate to corporative governance and stakeholder.

**DUTIES**

To render technical services and support in engineering research, design, manufacturing, operations and maintenance. Perform duties in the Free State Region Office in the sub directorate: Infrastructure Development & Maintenance with a particular emphasis on the management, implementation, supervision and monitoring of Regional Bulk Infrastructure (RBIG), Water Services Infrastructure Grant (WSIG), Municipal Infrastructure Grant (MIG), Buckets Eradication Programme (BEP) and other civil engineering projects. It will be required from the incumbent to manage and monitor projects contractually, financially and technically. An intimate knowledge of the General Conditions of Contract (GCC) and Guidelines relating to Human Settlement, Planning and Design (“Red Book”) is a requirement.

**ENQUIRIES**

Mr M Manyama, Tel No: 051 405 9000

**APPLICATIONS**

Free State (Bloemfontein) Please forward your applications quoting the relevant reference number to the Provincial Head, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300.

**FOR ATTENTION**

Ms N Molelekoa
**POST 42/137** : ENVIRONMENTAL OFFICER PRODUCTION GRADE A REF NO: 021118/08
Branch: Operational Integration: Eastern Cape

**SALARY** : R256 815 per annum (OSD salary package)
**CENTRE** : Port Elizabeth

**REQUIREMENTS** : A National Diploma or Degree in Natural Sciences or Earth Sciences, Environmental Management or related field. One year experience in the field or water quality management and integrated water resource management will serve as an advantage. A valid Code driver’s licence (certified copy must be attached). Sound Knowledge of the National Water Act (Act 36 of 1998) and related policies including but not limited to water quality management and strategy and resource directed management of water quality. Related strategies and guidelines are essential and knowledge of other relevant legislation. Knowledge of industrial, agricultural and mining processes as well as waste water treatment processes. Computer literacy. Good communication skills both written and verbal. Willingness to travel extensively and work irregular hours.

**DUTIES** : Processing of water use license applications. Provide specialist comments on land use applications, Environmental Impact Assessments, Environmental Management Program Reports and rezoning applications etc.) Support Catchment Management Forums. Liaise with stakeholders in water sector and other government departments. Conduct regular monitoring and inspections of industries, local authorities, wastewater treatment works, Mines etc. Conduct water quality monitoring in the water management area. Undertake routine and special investigations. Attend emergency incidents such as spills as well as remediation of contaminated land. Implement the principles of Integrated Water Resources Management in water quality management. Register water quality related water uses for Waste Discharge Charge System (WDCS). Compile monthly reports.

**ENQUIRIES** : Ms T Mmachaka, Tel No: (041) 501 0704
**APPLICATIONS** : Eastern Cape (Port Elizabeth): Please forward your applications quoting the relevant reference number to Private bag X 7485, King William’s Town, 5600 or hand deliver at the 2 Hargreaves Avenue, King William’s Town.

**FOR ATTENTION** : Ms T Solwandle

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**POST 42/138** : SENIOR ADMINISTRATION CLERK: INSTITUTIONAL OVERSIGHT REF NO: 021118/10
The purpose of this post is to render administrative support services in the Directorate
Branch: Operational Integration (Free State)

**SALARY** : R163 563 per annum (Level 05)
**CENTRE** : Bloemfontein

**REQUIREMENTS** : A Senior certificate or equivalent. One or two years’ experience in clerical and administrative duties. Good knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Good planning, organising and reporting skills. Good financial management skills. Ability to have good interpersonal relations, flexibility and teamwork. Good verbal and written communication skills. Computer literacy (Word, Excel and Power Point). Practical test on computer literacy to form part of interview. Ability to work independently and to work under pressure.

**DUTIES** : The incumbent is expected to render general clerical support services by recording, organising, storing, capturing and retrieving correspondence and data. 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. Keeping record of all files received by and returned from the office of the Director. Provide supply chain clerical support within the component. Obtain quotations, complete procurement
forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component, keeping the leave register for the Directorate and reporting monthly to HR. Keep and maintain personnel records in the component. Provide financial administration support services in the component. Capture and update expenditure in component. Capturing S&Ts received from Finance for approval and keeping a register of S&T returned to Finance for payment; Check completeness of subsistence and travel claims of officials and submit to manager for approval; Keeping record of all invoices received for approval and payment; Handling telephone accounts and petty cash for the component. Coordinate the requests for quotations for the Directorate and follow up with SCM. Assist with the creation of Log 1s and ensure that expenditure is within the allocated budget.

ENQUIRIES
V Dywili, Tel No: 051 405 9000

APPLICATIONS
Free State (Bloemfontein): Please forward your applications quoting the relevant reference number to the Provincial Head: Free State Region, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300.

FOR ATTENTION
Ms. N Molelekoa

POST 42/139
SECRETARY: INFRASTRUCTURE DEVELOPMENT AND MAINTENANCE REF NO: 021118/11
Branch: Operational Integration (Free State)

SALARY
R163 563 per annum (Level 05)

CENTRE
Bloemfontein

REQUIREMENTS
A Senior Certificate and Certificate in Secretarial Services. One (1) to two (2) years’ experience in secretarial duties and general administration. Knowledge of administrative procedures. Knowledge in secretarial duties, computer literacy, proficiency in Microsoft Office and Outlook, sound organisational skills. Good people skills. High level of reliability and flexibility. Sound written and verbal communication skills. Ability to act with tact and discretion. Basic Knowledge of dispute resolution process. Understanding of project management related issues. Basic Financial Management and knowledge of PFMA. Client orientation and customer focus. Accountability and Ethical Conduct. Able to work in a high pressure environment. Innovation and networking skills.

DUTIES
Provides secretarial, receptionist and clerical support service to the Director. Receive telephone calls and messages for the Director and channel calls to relevant role players if needs be. Manage and coordinate the diary of the Director by recording appointments and events. Do all required typing in the office of the Director. Compilation and coordination of documents for the Directorate and Director. Operate office equipment like fax and photocopy machines. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the Director. Collects all relevant documents and information to enable the Director to prepare for meetings. Record minutes of the meetings of the Director when required. Process and manage all travel arrangements for the Director. Process all travel and subsistence claims and all invoices that emanates from the activities of the work of the Director. Draft routine correspondence and reports and administers matters like leave registers and telephone accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the Director. Studies relevant Public Service and Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with procedures and processes that apply in the office of the Director. Perform any other relevant functions to assist the Director.

ENQUIRIES
Mr. M. Manyama Tel No: 051 405 9000

APPLICATIONS
Free State (Bloemfontein) please forward your applications quoting the relevant reference number to the Provincial Head: Free State Region, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300.
FOR ATTENTION : Ms. N Molelekoa
ANNEXURE R

DEPARTMENT OF WOMEN

The purpose of the Department of Women is to lead, coordinate and oversee the transformation agenda on women’s socio-economic empowerment, rights and equality through mainstreaming, monitoring and evaluation.

APPLICATIONS: The Director-General, Department of Women, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.

FOR ATTENTION: Mr J Mahlangu

CLOSING DATE: 02 November 2018 @ 16h00

NOTE: Applications must be submitted on form Z83, obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document. Non-RSA citizens/ permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make appointment(s) to the post(s). Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. If the applicant fails to sign the Z-83 form that will constitute an automatic disqualification. The Department of Women is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. Women and persons with disabilities in particular are encouraged to apply. Appointment(s) will only be made on the first notch of the advertised salary level.

OTHER POST

POST 42/140: CHIEF ACCOUNTS CLERK REF NO: DOW/010/2018

SALARY: R242 475 (Level 07) (excluding benefits)

CENTRE: Pretoria

REQUIREMENTS: A grade 12 certificate or an equivalent NQF 4 qualification. A three-year Diploma in Financial Accounting or related fields and other finance related courses will serve as an added advantage; minimum 3 years’ experience in financial accounting. Knowledge and insight of the Public Service financial legislations and procedures with specific emphasis on the PFMA and Treasury Regulations; government budgeting and reporting processes and cycles; practical knowledge of the financial transversal systems e.g. PERSAL, BAS, LOGIS etc. Applicants must possess the following skills and competencies: financial administration, numeracy, computer literacy (MS Office Suite), problem solving, written and verbal communication, analytical and interpersonal relations. Attributes: ethical behaviour; honesty and integrity; ability to work effectively under pressure; ability to maintain high level confidentiality of information and respect for copyrights/aversion to plagiarism.

DUTIES: Manage salary administration for the Department. Capture transactions on PERSAL as well as manual payments. Coordinate the issuing of IRP5 certificates to current and former employees of the Department. Manage monthly tax reconciliation and finalise the tax year reconciliation process. Complete bi-annual and year-end IRP501 and submit to SARS. Reconcile BAS and PERSAL tax reports. Prepare monthly BAS/PERSAL reconciliation on personnel expenditure. Ensure that exceptions are cleared to enable correct allocation of personnel expenditure on BAS. Manage the Asset, Liabilities and Equity accounts. Verify and coordinate the processing of electronic banking transactions. Manage the payroll in accordance with the Treasury Regulations. Filing and safekeeping of salary administration documents.

ENQUIRIES: Ms Thoriso Siko Tel No: (012) 359 0225
ANNEXURE S

THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of “Top Secret”.

APPLICATIONS: The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.

FOR ATTENTION: Ms Kefilwe Maubane

CLOSING DATE: 02 November 2018

NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POST

POST 42/141: SUPERVISOR HOUSEKEEPING (X2 POSTS)
Directorate: Accommodation and Households

SALARY: R242 475 per annum (Level 07)

CENTRE: Pretoria

REQUIREMENTS: A National Diploma/Degree qualification on NQF level 6 in Hospitality Management or related field. Minimum of 1 year experience in the hospitality industry. Good communication skills; client orientation and customer focus; honesty and integrity; service delivery innovation and willing to work extended hours, when necessary. Must have knowledge of Public Service Regulatory Framework relevant general public service-wide legislation; monitoring and evaluation methods, tools and techniques. Knowledge and understanding of all phases of Protocol Ceremonial and Guesthouses. Comprehensive knowledge of policies and practices related to hospitality industry. Knowledge of sanitation practices, basic cleaning, cleaning equipment and machine operating procedure and conformity to health and safety standards. Willingness to work extended hours, when required.

DUTIES: The successful candidate will be responsible for supervising the Household staff, allocate responsibilities to subordinates, supervise and assist when necessary with the day to day cleaning activities of the residence and pay particular attention to hygiene directives. Implement disciplinary processes and procedures where necessary. Assist with training of staff and advice on training needs in collaboration with the household management. Supervise the day-to-day cleaning by inspecting each room. Ensure that store rooms are kept clean and tidy at all times. Implement and maintain health and safety standards in accordance with relevant standards. Maintain tidiness in the residence in compliance to health and safety regulations. Provide cleaning and laundry services in the official residence. Schedule and assign rooms to be cleaned to the housekeepers. Ensure that all furniture and interior items are correctly maintained and cared for. Register and keep track of any personal items and belongings of residents and guests. Conduct routine checks in the rooms. Compile laundry inventory list and conduct routine audit. Conduct stock level verification as per inventory list on the departure of the quest and maintain records of such. Record and report losses and damages. Facilitate dry-cleaning and ironing services for the residents and guest. Ensure the residents and guests’ laundry are safe and taken care of and staff uniforms are maintained, laundered and issued correctly. Perform administration duties in respect of household and maintenance services. Ensure performance agreements are developed, signed and submitted to the Housekeeping Manager. Order, store and
issue room amenities, materials and linen. Liaise closely with catering and household management regarding functions and day-to-day schedule at the residence in order to ensure relevant linen requirements are met. Conduct stock taking of cleaning equipment and linen and ensure stock is readily available. Liaise with suppliers of cleaning equipment. Report equipment malfunctions to the Housekeeping Manager. Produce periodic reports. Assist management with compiling and maintaining of standards (accommodations/services). Assist in compiling of monthly reports as well as monthly shift rosters.

ENQUIRIES

Ms T Manase Tel No: (012) 342 2566
The Department of Human Settlements in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

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

FOR ATTENTION:
Mr Z. Ntozini

CLOSING DATE:
02 November 2018

NOTE:
Applications must be submitted on a signed Z83 form obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV and should include three references (should be people who recently worked with the applicant) and certified copies of all required documentations (with an original certification stamp by a Commissioner of Oaths/South African Police Services not older than three (03) months. An identity document and qualifications including senior certificate, a valid driving licence must be attached if it is the requirement of the post, (expired drivers licence will be considered only if a temporal driving licence is attached). It is the applicant’s obligation to have foreign qualifications assessed for equivalence by SAQA. Non South African citizens must attach proof of permanent residence in South Africa. Applications who do not comply with the above will be disqualified. Department of Human Settlements is an equal opportunity and affirmative action employer. Applications must be sent in time to the correct address as indicated below to reach the address on or before the closing date to avoid your application not to be considered. Applications sent to a wrong address and or received after the closing date and those that do not comply with the requirements will not be taken into consideration. In the event of hand-delivery of applications, applicants must sign an application register as proof of submission of application. Shortlisted candidates shall be subject to competency assessment, screening and security vetting. It will be expected for the candidates to be available for selection interview on a date and time to be determined by the department. The Department of Human Settlements is under no obligation to fill a post after the advertisement thereof. If you have not been contacted within a period of three months after the closing date you may regard your application as unsuccessful. It is our intention to promote representativity (race, gender and disability). Visit www.ecdhs.gov.za or www.dpsa.gov.za. No faxed and emailed applications will be considered. NB: women, youth, and people with disabilities are encouraged to apply in order for the department to meet the equity targets.

MANAGEMENT ECHELON

POST 42/142:
DIRECTOR: SOCIAL AND RENTAL HOUSING PROGRAMME
REF NO: DHS 01/10/2018
Purpose: To facilitate, co-ordinate the implementation of the social and rental housing.

SALARY:
R1 005 063 - R1 183 932 (Level 13) (All-inclusive package)

CENTRE:
Head Office

REQUIREMENTS:
Formal Qualifications: An undergraduate qualification NQF level 7 as recognised by SAQA with five (5) years of experience at a Middle/Senior Management level. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Good understanding of the social and rental housing programme, Must possess a valid driving licence. Computer literate. Able to work under
Facilitate, co-ordinate the implementation and promotion of Social Housing, FLISP and CRU Programmes. Manage general supervision of the entire programme. Co-ordinate the integration of communities. Liaise with municipalities to identify areas for development that satisfy the needs in terms of location, sanitation, transport, water and electricity. Facilitate partnerships and emerging contractors. Manage the administering of motivational subsidies. Facilitate compilation of contracts and the management thereof with stakeholders. Develop partnerships with municipalities housing for ownership. Promote corporate involvement of communities in the programme. Facilitate and co-ordinate the implementation of the Rental Housing programme. Identify restructuring zones (Geographic areas within the jurisdiction of municipalities with a potential of integrating communities economically, spatially and socially). Align National, Provincial and Local Government strategic policies into projects and manage project plans and budget. Facilitate actual submission of applications and allocation of houses. Research challenges and develop policy to address them. Manage the allocated resources of the directorate. Develop functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

ENQUIRIES: Mrs W. Hartzenberg at 043 711 9685

POST 42/143: DIRECTOR: DESTITUTE AND VULNERABLE GROUPS REF NO: DHS 02/10/2018
Purpose: To facilitate housing opportunities for the destitute and vulnerable groups.

SALARY: R1 005 063 - R1 183 932 (Level 13) (All-inclusive package)

CENTRE: Head Office

REQUIREMENTS: Formal Qualifications: An undergraduate qualification NQF level 7 as recognised by SAQA with five (5) years of experience at a Middle/Senior Management level. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Good understanding of the destitute and vulnerable groups programme. Must possess a valid driving licence. Computer literate. Able to work under pressure and difficult deadlines. Skills and Competencies: Knowledge and understanding of the Public Finance Management Act, applicable legislation and prescripts as well as government programmes. Excellent strategic, capability and leadership skills, budgeting and financial management, service delivery innovation, problem solving and analysis and people management and empowerment. Good interpersonal relations, loyalty, fairness, integrity, responsive and courteous values

DUTIES: Facilitation of houses in respect of woman, youth, disabled and other vulnerable groups. Facilitation of housing in respect of destitute. Planning and reporting of quotas/statistics in respect of vulnerable groups in housing delivery. Facilitate implementation of diversity management programmes. Manage the allocated resources of the directorate. Facilitate the development and implementation of departmental special programmes strategy. Facilitation of integration to policies, strategies, services implementation programme issues relating to gender, youth and disability. Facilitate the investigation of housing backlogs for the destitute and vulnerable groups. Facilitate the creation of housing needs database for destitute and vulnerable groups. Facilitate the process and prioritisation the allocation of housing for the destitute and vulnerable groups based on merits of each case. Monitor the evaluation of progress of construction of houses for the destitute and
vulnerable groups. Manage the handover of houses to the destitute and vulnerable groups.

**ENQUIRIES**
Mrs W. Hartzenberg at 043 711 9685

**POST 42/144**
DIRECTOR: SUPPORT TO THE OFFICE OF THE HEAD OF DEPARTMENT
REF NO: DHS 03/10/2018
Purpose: To provide executive support to the HOD

**SALARY**
R1 005 063 - R1 183 932 (Level 13) (All-inclusive package)

**CENTRE**
Head Office

**REQUIREMENTS**
Formal Qualifications: A relevant undergraduate qualification (NQF 7) as recognised by SAQA with five (5) years’ experience at a Middle Management/Senior Management level. Sound management of human, financial and assets within the office of the Head of Department. Knowledge of government policies and planning systems. Ability to take initiatives. Good communication skills, project management skills, presentation skills, report writing skills, planning and organising, problem solving and analysis skills. Ability to work in a team. Must have a valid driver’s licence and willing to travel. Able to work under pressure and difficult deadlines. Skills and Competencies: Knowledge of strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment, problem solving and analysis, financial management and policies and procedures. Interpersonal relations, loyalty, fairness, integrity, responsive, courteous and responsibility.

**DUTIES**
Manage the office of the HOD. Develop and maintain systems, procedures and policy. File and information security. Manage the interface between the HOD and Senior Management staff. Quality control of incoming and outgoing memos and submissions for correctness and completeness. Initiate meetings as requested. Follow up on implementation of meeting resolutions and scheduled reports. Manage the interface between the HOD, Political Office bearers, other Departments and members of general public. Gather information on issues to be discussed with Deputy Director General. Maintain PSA and PFMA delegation register. Deal with protocol issues when necessary. Provide logistical support to the Head of Department. Manage workflow control system control of return date list. Handle personal arrangements for participants/visitors. Handle external enquiries. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Build effective teams. Build capacity through the management of continuous training and development programmes for categories of staff.

**ENQUIRIES**
Mrs W. Hartzenberg at 043 711 9685

**POST 42/145**
DIRECTOR: INTEGRATED HUMAN SETTLEMENTS PLANNING REF NO: DHS 04/10/2018
Purpose: To manage, review and develop integrated human settlements plans.

**SALARY**
R1 005 063 - R1 183 932 (Level 13) (All-inclusive package)

**CENTRE**
Head Office

**REQUIREMENTS**
Formal Qualifications: A relevant undergraduate qualification (NQF 7) as recognised by SAQA with five (5) years’ experience at a Middle Management/Senior Management level. Knowledge of government policies and planning systems. Ability to take initiatives. Good communication skills, project management skills, presentation skills, report writing skills, planning and organising, problem solving and analysis skills. Ability to work in a team. Must have a valid driver’s licence and willing to travel. Able to work under pressure and difficult deadlines. Skills and Competencies: Knowledge of applicable legislation and prescripts, government programmes, information management and policies and procedures. Strategic capability and leadership, programme and project management, budgeting and financial management, change management, knowledge management, service delivery innovation, problem solving and analysis and people management and empowerment.

**DUTIES**
Facilitate the development and review of Provincial Human Settlements Development Plans. Facilitate the development of Housing Sector Plans for the Province. Evaluate and review Housing Chapters of Integrated Development Plans.
(IDP’s). Manage processes of conducting project feasibility studies. Facilitate and manage project planning processes. Manage performance of the Directorate and ensure compliance with the Performance Management and Development System. Manage budgetary allocation to the Directorate and ensure compliance with the PFMA and other relevant prescripts. Provide overall management support to the Component.

ENQUIRIES: Mrs W. Hartzenberg at 043 711 9685

OTHER POSTS

POST 42/146: CHIEF ENGINEER GRADE A REF NO: DHS05/10/2018
Purpose: To co-ordinate, facilitate and monitor quality in human settlements delivery in all engineering projects, ensure adherence to National, Provincial and NHBRC norms and standards.

SALARY: R991 281 - R1 133 427 per annum Level 12 OSD
CENTRE: Head Office
REQUIREMENTS:
Formal Qualifications: A three year degree in Engineering (B Engineering/BSC (Engineering)/ NQF level 7 relevant qualification with 6 years working experience as a registered professional engineer. Must have a valid registration with Engineering Council of South Africa (ECSA) as a professional. Ability and exposure in working with project management. Good verbal and written communication skills. Ability to work independently. Must have a valid driving licence. Skills and competencies: In-depth knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, research, report writing, negotiation, networking, facilitation, computer literacy and presentation skills.

DUTIES: Plan, evaluate, verify and recommend the human settlements development project proposal from various districts. Provide assistance in planning, evaluation, verification and recommendations of human settlements development project proposals from various districts. Provide assistance in application of project close out report. Ensure construction of good quality structures and continuous improvement. Check and verify the methodology used as per the national norms and standards. Inspect the work sites and develop applicable reports. Ensure that innovative building technologies conform to national norms and standards. Design new systems to resolve practical engineering challenges, efficiency and enhance safety. Format checklist and standardised project submissions.

ENQUIRIES: Mr M. Kana at 043 711 9743

POST 42/147: CONSTRUCTION PROJECT MANAGERS GRADE A REF NO: DHS 06/10/2018
Purpose: To manage and oversee all aspects of the projects in support of management of capital and technical projects.

SALARY: R679 338 - R728 400 (OSD)
CENTRE: Joe Gqabi Region
REQUIREMENTS:
Formal Qualifications: A three year degree/diploma/ NQF level 6 relevant qualification in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) with five years’ work experience in human settlements development. Solid proven experience in Project Planning and Project Management. Must have a valid registration certificate with South African Council for Project and Construction Management professionals (SACPCMP). Three (3) years ‘working experience as a Control Works Inspector or equivalent. MS projects and MS office experience essential. Good communication skills (verbal and written). A valid drivers’ licence is compulsory and must be willing to travel. Computer literacy. Ability to work under pressure and meet tight deadlines. Ability to work independently and within team setup. Skills and Competencies: Planning and organisation. Problem analyses and solving skills. Project management. Ability to pay attention to detail. Excellent interpersonal and communication skills (verbal and written). Experience in facilitating work sessions and giving presentations.
**DUTIES**: Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Project accounting and financial management. Report project progress to Chief Construction Project Manager. Office administration. Liaise and interact with service providers, client and management. Research and development. Keep up with new technologies and procedures. Visit sites for quality checks.

**ENQUIRIES**: Mr M. Kana at 043 711 9743

**POST 42/148**: ASSISTANT DIRECTOR: SOCIAL HOUSING REF NO: DHS 07/10/2018

Purpose: Implementation of social housing programme

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

**CENTRE**: Chris Hani

**REQUIREMENTS**: Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification in Law, Public Administration/Social Science with five years’ working experience in the relevant field or Senior Certificate coupled with eight years working experience in the relevant field. 2 years at supervisory level. Knowledge and experience of the FLISP (Finance Linked Individual Subsidy Program). Experience in working with various stakeholders. Good communication skills, presentation skills and conflict management skills. Computer literacy. A valid Code 08 drivers licence is a must. Skills and Competencies: Knowledge of monitoring and evaluation, government policies and planning systems. Government programme of action, public service regularity framework, information management and performance management. Good research, reporting writing, negotiation and interpersonal relations skills.

**DUTIES**: Manage the implementation of social housing projects. Prepare and process funding application submissions for social housing projects. Facilitate signing of Project funding agreements. Facilitate stakeholder participation in social housing programme. Facilitate awareness raising sessions on social housing policy and regulations. Facilitate resolution of challenges that may erupt during implementation of social housing projects. Compile and submit reports. Manage the implementation of community residential units (CRU). Prepare and process funding application submissions for community residential unit’s projects. Manage the implementation of Finance Linked Individual Subsidy Program (FLISP). Prepare and process funding application submissions for unblocking of the blocked projects. Facilitate stakeholder participation in unblocking of the blocked projects. Provide support in efficient management of the unit. Signing of work plan agreement. Performance reviews conducted.

**ENQUIRIES**: Mr M. Kana at 043 711 9743

**POST 42/149**: CONTROL WORKS INSPECTOR REF NO: ECDHS08/10/2018

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

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

**CENTRE**: Chris Hani Region

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

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

**ENQUIRIES**

Mr M. Kana at 043 711 9743

**POST 42/150**

**ASSISTANT DIRECTOR: HUMAN SETTLEMENTS DEVELOPMENT (INFORMAL SETTLEMENTS UPGRADING) REF NO: DHS 09/10/2018**

Purpose: To facilitate, promote, coordinate human settlements development

**SALARY**

R444 693 - R523 818 (Level 10)

**CENTRE**

Head Office

**REQUIREMENTS**

Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification with five (5) years of working experience in the human settlements development or a Senior Certificate with eight (8) years working experience in the human settlements development. Ability to work under pressure for extended periods of time. Good report writing, presentation and project management. Knowledge of PFMA, Treasury Regulations and other applicable prescripts. Must have a valid driving licence. Skills and Competencies: Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, report writing, negotiation, networking, interpersonal relations and computer literacy.

**DUTIES**

Facilitate and co-ordinate housing development activities for upgrading and eradication of informal settlements. Interact with BNG pilot projects and participate in site visits. Render support in facilitating technical task team and project steering committee meetings. Facilitate and promote collaboration of BNG projects with both internal and external stakeholders. Co—ordinate funding allocations for social and economic amenities, MIG and bonded housing projects. Strengthen and support capacity of municipalities in housing development projects. Facilitate project initiation and implementation strategies.

**ENQUIRIES**

Mr M. Cimela at 043 711 9774

**POST 42/151**

**SENIOR PROVISIONING ADMINISTRATIVE OFFICER BID ADMINISTRATION REF NO: ECDHS10/10/2018**

Purpose: To provide bid administrative and secretarial services

**SALARY**

R299 709 - R353 043 (Level 08)

**CENTRE**

Head Office

**REQUIREMENTS**

Formal Qualifications: A three year degree/diploma/NQF level 6 relevant qualification in Logistics/Purchasing Management/Public Administration with three years working experience in the relevant field or Senior Certificate with seven years working experience in the relevant field. Knowledge and understanding of the bid administration and procurement procedures. Good communication skills (verbal and written). Computer literate. Ability to work in a team. Ability to meet deadlines. Skills and Competencies: Knowledge of procurement procedures and
bid administration. Good communication, supervisory, personal effectiveness skills. Client orientated and customer focussed.

**DUTIES**: Perform secretarial function in the Bid Evaluation Committee. Prepare all bid documentation for the committee. Ensure that the venue is secured for the committee. Take minutes in the evaluation committee. Compile bid documentation. Obtain the masterlist and shortlist of the bid document. Check if terms of reference are attached. Verify if the bid was submitted before closing date. Ensure that all bid forms received are registered at the closing of bid. Compile recommendation on Bid Evaluation Committee. Provide reasons on elimination and shortlisting of Service Providers. Write letters of acceptance to the Service Provider who won the bid.

**ENQUIRIES**: Mr M. Cimela at 043 711 9774

**APPLICATIONS**: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1043, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho.

**FOR ATTENTION**: Mnikelo Mbangi

**CLOSING DATE**: 02 November 2018

**NOTE**: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference. Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

**MANAGEMENT ECHELON**

**POST 42/152**: CHIEF DIRECTOR: PROVINCIAL LEGAL SERVICES REF NO: OTP 01/10/2018

**SALARY**: R1 189 338 - R1 422 012 per annum (Level 14)

**CENTRE**: Head Office (Bhisho)

**REQUIREMENTS**: An LLB degree; at least 10 years appropriate post qualification litigation/advisory experience; Admission as an advocate or attorney; A minimum of 5 years' experience as a senior manager (SMS level) in a provincial or national government department. Code. B Driver's license. Experience in constitutional law and administrative law will be advantageous. competencies/skills: Legal research and drafting skills; Litigation skills; management skills, including people management and empowerment; programme/ project management, policy formulation, financial management skills; presentation skills; leadership skills; dispute resolution; ability to work under pressure; mentoring skills; communication skills; computer literacy; valid driver’s license. Ability to provide operational and strategic direction and leadership; excellent interpersonal & communication skills (written & verbal); problem solving and analysis and knowledge management and innovation skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able
to work under stressful situations and have the ability to maintain high levels of confidentiality.

**DUTIES**: Reporting to the Deputy Director General: Institutional Development Support and Integrity Management, the successful incumbent will be responsible to: Provide expert legal support services to the Premier and EXCO; Facilitate compliance to the constitutional and legislation requirements. Province constitutional support to the Premier and Members of the Executive Council. Facilitate compliance with PAJA and PAIA. Facilitate training in departments on above legislation. Provide legislative drafting and support services to the Premier and Provincial departments. Scrutinize and certify draft bills of all provincial departments with regard to their constitutionality and drafting form and style; Check bills scrutinised by the State Law Advisers before their certification and implement quality control measures; Draft legal opinions for all provincial government departments; provide legal advice on legislation. Provide litigation services and Labour Law support to the provincial departments including building legal capacity within the provincial administration. Manage litigation for and against provincial government department; provide guidance and advice to state law advisers; build legal capacity within all Provincial departments. Manage contractual legal compliance. Draft contracts and agreements and facilitate adherence to good corporate governance and compliance with legal framework. Manage the Office of the Chief State Law Advisor and ensure effective management of the Provincial Legal Services Unit including planning and budgeting, performance management, reporting, risk management and implementation of finance and supply-chain management protocols and prescripts.

**ENQUIRIES**: can be directed to Mr. M. Mbangi Tel No: 040 609 6432/6424
ANNEXURE U

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

APPLICATIONS

: Posted to: Head: Public Works and Infrastructure, P.O. Box 7551, Bloemfontein, 9300 or Applications that are hand delivered must be brought to the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, OR Tambo House, St. Andrews Street, Bloemfontein.

CLOSING DATE

: 02 November 2018

NOTE

: Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications, driver’s license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applicants received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

MANAGEMENT ECHELON

POST 42/153

: CHIEF FINANCIAL OFFICER REF NO: PWI 18/02

SALARY

: R1 189 338 per annum (Level 14) (An all-inclusive package). The remuneration package consists of a basic salary (70%), the Employer contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner’s allowance and medical aid assistance.

CENTRE

: Bloemfontein

REQUIREMENTS

: An appropriate postgraduate tertiary qualification in Accounting or Financial Management with proven managerial experience; Extensive knowledge of and experience in Public Service financial management; Excellent written and verbal communication skills; Driver license (code 8); Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract, Competency Assessment, and Financial Disclosure.

DUTIES

: Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, the interpretation thereof and the rendering of technical advice to the Accounting Officer; Ensuring that the financial resources and assets of the Department are utilized effectively and economically to realize the objectives of the Strategic Plan; Ensuring that all conditional grants and donor funds where appropriate are properly managed and financial reports prepared; Provide technical advice to Line Managers to ensure the equitable allocation, maintenance and effective utilization of resources in line with the Strategic Objectives of the Department, legislative imperatives and good governance arrangements; Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements; Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring, evaluation, early warning and timeous corrective action; Assist the Accounting Officer by applying cost benefit analysis principles assuring value for money; Oversee the budgetary process
within the Department, exercise budgetary control and provide at a strategic level early warning arrangements; Develop and facilitate the implementation of the Supply Chain Management System arrangements; Develop and facilitate the implementation of the Supply Chain Management System consistent with legislative and other good governance arrangements; Oversee the preparation and submission of the annual financial statements and liaison with the Auditor-General in this regard; Assist with the implementation of the Division of Revenue Act; Liaise with the relevant role-players within the three spheres of government in the financial environment regard transversal financial and related corporate governance matters.

ENQUIRIES: Ms G. Brown, Head of Department Tel No: 051-4923909
NOTE: 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.

OTHER POST

POST 42/154 CHIEF CONSTRUCTION PROJECT MANAGER GRADE A (PROFESSIONAL): PROJECT MANAGEMENT UNIT (PMU) REF NO: PWI 18/16 (X2 POSTS)

SALARY: R991 281 – R1 133 427 per annum (OSD) Grade A (An all-inclusive package). The remuneration package consists of the basic salary, the Government’s Employee Pension Fund and flexible portion, which may be structured in terms of the rule for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, housing allowance and medical aid assistance.

CENTRE: Bloemfontein
REQUIREMENTS: Applicants must be in possession of an undergraduate NQF level 6 qualification in the Built Environment and a minimum of 6 years’ experience in the Construction environment. Compulsory Registration with the SACPMP as a Professional Construction Project Manager. A valid driver’s license. Competencies: Programme and project management, Project management skills, principles and methodologies, Project and professional judgment, Computer-aided engineering and project applications, Project design and analysis knowledge, Project operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Legal and operational compliance, Research and development, Creating high performance culture, Technical consulting, Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness Communication, Computer skills, People management, Planning and organizing, Conflict management, Negotiation skills, Change management.

DUTIES: Oversee the implementation of projects. Project Design and analysis effectiveness. Maintain project operational effectiveness. Planning and execution of in-house planned projects and manage the planning and execution of projects where consultants are appointed. Evaluate construction activities to ensure that consultant designs are executed and performed to acceptable standards and investigate cause on non-compliance. Approve fee accounts of consultants and payments of final accounts of consultants and payments of final accounts to contractors of engineering services. Check tender documents for inviting tenders recommended contractors or professional engineers on the roster of consultants and perform other admin work. Oversee that legal and environmental requirements are adhered to and provide advice guidance to personnel, consultants and contractors regarding the implementation of all relevant acts, working procedures and construction methods. Attend meetings with client departments of projects in a planning stage and site meetings during the execution of projects. Train and oversee candidate construction project managers to ensure their registration as professional.

ENQUIRIES: Mr. Stan Diakos, Tel No: 051 – 4923811
DEPARTMENT OF TREASURY

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

APPLICATIONS
Applications, quoting the relevant reference, should be forwarded as follows: The Head of Department: Provincial Treasury, Private bag x20537, Bloemfontein, 9300 or deliver by hand to Mr. IB Pheello in Room 426(b), 4th floor, Fidel Castro Building, Cnr. Markgraaf and Miriam Makeba Streets, Bloemfontein.

FOR ATTENTION
Mr. IB Pheello, Fidel Castro Building, Tel No: (051) 405 5069

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 curriculum vitae as well as certified copies of qualifications and identity document. Applications must clearly indicate the reference number of the Shared Audit Committee that is being applied for on the covering letter of their applications. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/ or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 1 month of the closing date, they must accept that their applications were unsuccessful.

OTHER POST

POST 42/155
SHARED AUDIT COMMITTEE: DEPARTMENTS OF SOCIAL DEVELOPMENT AND SPORTS, ARTS, CULTURE & RECREATION REF NO: SAC 01/2018

SALARY
Remuneration: Shared Audit Committee sitting (inclusive of preparation): Member Audit Committee sitting – R 1 784.00 per hour, and Ad-hoc meeting – R 310.00 per hour.

CENTRE
Bloemfontein

REQUIREMENTS
A relevant post-graduate degree or equivalent qualification with a minimum of five years experience in any of the following fields: Accounting / Auditing / Social Sciences. The candidates should be independent and knowledgeable of the status of their positions as members. A candidate should be a registered member of a professional body, with six years experience serving in an audit or similar committee. Applicants should possess the skills required for the Shared Audit Committee applied for. Members should have the necessary level of financial literacy. The following will be an added advantage: Integrity, dedication, understanding of public sector business and controls, good communication skills, inquisitiveness and independent judgment. Only non-government persons will be considered.

DUTIES
The role and responsibility of the Shared Audit Committee and consequently its membership will be clearly outlined in the Shared Audit Committee’s Charter and will be aligned with the provisions of Chapter 3 of the Treasury Regulations and Public Sector Internal Audit Framework (PSIAF). The Shared Audit Committee will report to the relevant Executive Authority and Accounting Officer within the respective departments of the Shared Audit Committee arrangement. The Shared Audit Committee shall meet at least four (4) times per financial year and additional meetings may be arranged if a need is identified based on the required oversight responsibilities.

ENQUIRIES
Mr. M A Maqabe Tel No: (051) 405 5265/3481

NOTE
In terms of section 76(4) and 77 of the Public Finance Management Act (PFMA) read with Chapter 3 of the Treasury Regulations, applications are hereby invited
from interested independent and suitably qualified experts to serve on the Shared Audit Committee for a period of three (3) years until 28 February 2021.
ANNEXURE V

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. For assistance with online applications visit the following centres: 78 Fox Street, Marshalltown or Maponya Mall.

CLOSING DATE
02 November 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 have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. Disabled people are encouraged to apply. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

OTHER POSTS

POST 42/156
DEPUTY DIRECTOR: AGRICULTURAL ECONOMICS REF NO: REFS/003256
Chief Directorate: Agriculture
Directorate: Agricultural Economics and Marketing

SALARY
R826 053 per annum (all inclusive package)

CENTRE
Johannesburg

REQUIREMENTS
Grade 12 and Appropriate (NQF level 8) qualification or equivalent with Economics and/or Agricultural Economics as major subjects. Minimum of 6 years’ relevant experience required. Valid driver’s License. Competencies: Computer skills, Statistical skills (high level of analysis of the trends, and forecasting of challenges), Advanced negotiation skills, Working knowledge of economic and financial (advanced) analytical techniques, and Advanced communication/presentation skills.

DUTIES
Continuous in-depth study/research of developments/patterns/trends in a specific agricultural environment (e.g. resources, production, marketing, reform, macroeconomics, farm management, agricultural business, international trade and investment, business support, rural development etc.) Manage the analysis/identification of economic questions/challenges in a specific environment/situation pertaining to legislation/strategy/policy initiatives/interventions. Manage the application, adaptation and/or development of models in order to reflect the current situation and/or forecast/project possible scenarios. Manage and undertake the implementation of trade and investment initiatives, negotiations and policies. Manage the supervision of advice to internal and external stakeholders on the impact of forecasts for decision-making, initiatives and/or interventions within a specific environment. Manage the development, monitoring and evaluation of business plans. Establish and maintain a network with economic/agricultural analysis institutions.

ENQUIRIES
Ms. Baba Terblanche, Tel No: 011 240 3090
FOR ATTENTION
Ms Margaret Digoro Tel No: (011) 240 3097 – Recruitment

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COMMUNITY STATE VETERINARIANS REF NO: REFS/003267 (X10 POSTS)

Chief Directorate: Vets Services
Directorate: Animal Health and Advisory Services

SALARY: R697 011 per annum (all-inclusive salary package which can be structured according to an individual needs)

CENTRE: Themba Animal Clinic (X4 Posts)
Germiston (X2 Posts)
Vereeniging (X2 Posts)
Randfontein (X2 Posts)

REQUIREMENTS: Grade 12 plus Bachelor Degree (NQF Level 7) in BVSc or BVMCH qualification. 1-2 years’ relevant experience of compulsory community service. Candidates who are about to finish their Compulsory Community Service can also apply. Registration with South African Veterinary Council. Valid driver’s License. Competencies: Computer Literacy. Knowledge and understanding of Veterinary acts (Meat and Animal Health acts and related regulations, certification procedures). Understanding of hygiene systems and disease control schemes. Demonstrable interest in Community and Livestock Farmer Development through the veterinary profession. Good administrative, written and verbal communications skills. Good networking skills.

DUTIES: Running of ambulatory veterinary services including mobile clinical veterinary services in townships and informal settlements (vaccination of pets, treatment, sterilization, etc.). Running of clinical services and Preventative Animal Health support aimed at improvement of Livestock production and management for emerging and small-scale farmers. Development and implementation of educational, technical and business skills transfer and livestock value chain improvement programs for small scale livestock farmers. Conducting educational and awareness activities to targeted communities on veterinary public health matters. Biosecurity: Assist with the conducting of pig and poultry compartment inspections. Participation in disease surveillance programs for controlled diseases and any other livestock disease of importance. Mentorship and Support of newly qualified CCS veterinarians placed in the department. Organizing and participation in departmental veterinary awareness programs. Mentorship and supervisory responsibilities for administrative and para-veterinary professional staff.

ENQUIRIES: Mr Rassy Rasemetse, Tel No: 011 240 3083
FOR ATTENTION: Ms Thilivhali Mashau Tel No: (011) 240 3096 – Recruitment

DEPARTMENT OF HEALTH

OTHER POSTS

HEAD OF CLINICAL DEPARTMENT (MEDICAL) REF NO: HCD/CMJAH/00001/10/18
Directorate: Orthopaedics Department

SALARY: R2 054 577 Total Package per annum (Excluding Commuted Overtime)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Appropriate qualifications that allows for registration with the HPCSA as a medical Specialist or Sub-specialty in Orthopaedics with a minimum of 3 years’ experience as a specialist after registration with HPCSA. Appropriate teaching and learning skills. Demonstrable research skills. Good managerial skills. Qualification in management and leadership.

DUTIES: Provide strategic leadership in the Orthopaedics department and input in the provincial and cluster matters relating to improving orthopaedics services in Gauteng Province. Manage human financial resources and collaborate with other relevant multidisciplinary teams. Attend and contribute to University, Hospital and all relevant meetings to improve clinical core, teaching and research. Provide in-patient and out-patient services to the Orthopaedics department. Organise and conduct clinical services in Orthopaedics at CMJAH. Be involved in outreach programmes within the cluster. Organise and provide lecturers and bedside teaching to under and post-graduate students. Organise, monitor and report on research. Monitor and evaluate junior staff performance on a regular basis. Attend
appropriate meetings at the Hospital and University where required. Perform all administrative duties of the Department.

**ENQUIRIES**
Dr. Mi. Mofokeng Tel No: 011 488 3710 or 4812

**APPLICATIONS**
Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

**NOTE**
The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of I.D and Qualifications 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**
02 November 2018

**POST 42/159**
HEAD OF CLINICAL UNIT REF NO: HCU/CMJAH/00002/10/18
Directorate: Paediatrics and Child and Child Health

**SALARY**
R1 643 352 (All Inclusive Package)

**CENTRE**
Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**
Appropriate qualification that allows registration with the (HPCSA) as Medical Specialist in a normal specialty or in Paediatrics, HPCSA registration as Medical Specialist in a normal specialty or in a recognized sub-specialty (paediatrics-Cardiology, Neurology, neurodevelopment and pulmonology). A Minimum of 3 years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in a normal specialty or Sub-Specialty, Experience in undergraduate and postgraduate teaching and involvement in research will be of advantage. Knowledge and Skills: Assessment, diagnosis and management of patient within the registered field. Understanding of basic Human resource matters including labour relations. Knowledge of legislative prescripts governing public service and child health. Managerial and problem solving skills.

**DUTIES**
Offer comprehensive, quality care to patients. Effectively manage administrative functions. Optimally supervise, instruct and train junior personnel, including Registrars and fellows. Provide Clinical governance and oversight in the respective unit/s. render outreach and support services to other levels of care in the CMJAH cluster. Monitor and develop improvement plans regarding clinical output, new services and cost containment strategies. After hours, duties will be part of the package. Management and patient duties are not restricted to the sub-specialty. Participate in academic activities at undergraduate and postgraduate level as required, including outside the Department. Participate in continuing medical education, as by the Health Professions Council of South Africa.

**ENQUIRIES**
Dr. Mi. Mofokeng Tel No: 011 488 3710 or 4812

**APPLICATIONS**
Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

**NOTE**
The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of I.D and Qualifications 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**
02 November 2018

**POST 42/160**
MEDICAL SPECIALIST (INTERNAL MEDICINE)

**SALARY**
Grade 1: R1 051 368 – R1 115 874 per annum Ref No: MEDSPEC/FERH/01/10/18
Grade 2: R1 202 112– R1 275 885 per annum Ref No: MEDSPEC/FERH/02/10/18
Grade3: R395 105– R1 744 191 per annum Ref No: MEDSPEC/FERH/03/10/18

**CENTRE**
Far East Rand Hospital

**REQUIREMENTS**
Appropriate qualification that allows registration with HPCSA as a medical specialist in the internal medicine. Proof of current registration.
**DUTIES**: The incumbent will be responsible for interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors. Willing to do commuted overtime.

**ENQUIRIES**: Dr PS Lobo Tel No: 011 812 8546

**APPLICATIONS**: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE**: Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

**CLOSING DATE**: 02 November 2018

**POST 42/161**: MEDICAL OFFICER GRADE 1-3 (OBS & GYNEA, ANAESTHETICS, SURGERY AND ORTHOPAEDICS)

**Directorate**: Medical

**SALARY**: Grade 1: R780 612 – R840 942 per annum Ref No: MO/FERH/0002/10/18
Grade 2: R892 551 – R975 945 per annum Ref No: MO/FERH/0002/10/18
Grade 3: R1 035 831 – R1 295 025 per annum Ref No: MO/FERH/0002/10/18

**CENTRE**: Far East Rand Hospital

**REQUIREMENTS**: MBchb or recognised equivalent qualification. Registered with HPCSA as a medical practitioner and post community service medical practitioner. Proof of current registration.

**DUTIES**: The incumbent will be responsible for interview, investigate, diagnose and oversee the treatment of patient. Supervising junior doctors (undergraduate’s students, interns and community service doctors). Willing to do commuted overtime.

**ENQUIRIES** : Dr PS Lobo, Tel No: 011 812 8546

**APPLICATIONS**: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

**NOTE**: Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

**CLOSING DATE**: 02 November 2018

**POST 42/162**: MEDICAL OFFICER GRADE 1-3

**Directorate**: Clinical Services

**SALARY**: Grade 1: R780 612 per annum Ref No: CCRC MED 09/01/18
Grade 2: R892 551 per annum Ref No: CCRC MED 09/01/18
Grade 3: R1 035 831 per annum Ref No: CCRC MED 09/01/18

**CENTRE**: Cullinan Care and Rehabilitation Centre

**REQUIREMENTS**: Basic Medical Degree (MBBCh or equivalent). Appropriate qualification that allows registration with the HPCSA as a General Medical Practitioner and must be post community service. Proof of current registration. Working experience in the field of HIV/AIDS, TB and STI management.

**DUTIES**: Provision of HIV/AIDS Program including ART and treatment of opportunies infections. Implementation of MMC program. Provide medical health and support
to patients in wards. Assist with in-service training of nursing personnel. Attendance of relevant administrative meetings like mortality meetings, near miss meetings, completing MEDICO legal documents timeously e.g. Death certificate. Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standard - (norms and standards). Rendering of after-hour services during weekends and over the weekends. Participate in infrastructure improvement and policy development. Performing any delegated work as ma be assigned from time to time. Must be willing to do commuted overtime. Patients; referrals for further investigations. Facilitate serious adverse events. Participate in the multidisciplinary team and manage the clinical unit. Participation in hospital committees such as risk management and occupation Health and Safety.

ENQUIRES:
Mr. JJ Ngcobo Tel No: 012 734 7000 x 250

APPLICATIONS:
Applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.

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 are found, services will be terminated with immediate effect. The Institution reserves the right not to fill the post.

CLOSING DATE:
02 November 2018

POST 42/163:
ASSISTANT MANAGER NURSING SPECIALTY STREAM REF NO: ASTMAN/CMJAH/00005/10/18

Directorate: Nursing in the Operating Theatre Complex

SALARY:
R581 826 per annum (plus benefits)

CENTRE:
Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS:
Basic R425 qualification (diploma/degree in nursing) that allows Registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the duration of 1 year, accredited with SANC in the relevant speciality. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.

DUTIES:
Deliver a service in operating theatres to ensure service delivery on a 24 hour basis. Will be required to do call within the discipline and with hospital sit-ups as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to work under pressure to meet patient care standards within the discipline. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Relieve the Nursing Services Manager in her/his absence.

ENQUIRIES:
Mr. B.R. Ditshwane, Tel No: (011) 488 4821

APPLICATIONS:
Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

NOTE:
The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications 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**
02 November 2018

**POST 42/164**
ASSISTANT MANAGER NURSING SPECIALTY STREAM (CTD) REF NO: ASTMAN/CHJAH/00006/10/18
Directorate: Central Teaching Department

**SALARY**
R581 826 per annum (plus benefits)

**CENTRE**
Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**
Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. A post basic nursing qualification1 year, in the relevant specialties. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience in the relevant specialty after obtaining the 1 year Post Basic Qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Nursing Education qualification and computer literacy will be added advantage to implement and coordinate on-the-job staff development/training of permanent staff.

**DUTIES**
Post basic students and basic students. Coordination of orientation and induction of all new staff in the institution. Coordination of nursing department’s training and compiling of yearly teaching programme. Liaising with affiliate training institutions. Promotion of quality nursing care in line with National Core standards. Participation in institution’s Quality committee. To ensure that nursing is practiced safely and ethically. Demonstrate ability to integrate knowledge, skills and attitudes of staff in line with the National Core Standards. Good organising and planning skills.

**ENQUIRIES**
Ms. A. Tshitereke Tel No: (011) 488 3787

**APPLICATIONS**
Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

**NOTE**
The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications 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**
02 November 2018

**POST 42/165**
ASSISTANT MANAGER NURSING SPECIALTY STREAM REF NO: ASTMAN/CMJAH/00007/10/2018
Directorate: Obstetrics & Gynaecology Nursing Department
This is a re-advertisement, candidates who previously applied for the post are welcome to re-apply

**SALARY**
R581 826 per annum (plus benefits)

**CENTRE**
Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**
Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. A post basic nursing qualification1 year, accredited with SANC in the relevant specialty. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the 1 year Post Basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable at management level. Computer literacy will be added advantage.
DUTIES: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices. Relieve the Nursing Services Manager in her/his absence.

ENQUIRIES: Ms O Khumalo, Tel No: 011 488 3633

APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications 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: 02 November 2018

POST 42/166: ASSISTANT MANAGER NURSING (GENERAL STREAM) REF NO: ASTMAN/CMJAH/00003/10/18

Directorate: Nursing Department for Night Duty

This is a re-advertisement, candidates who previously applied for the post are welcome to re-apply

SALARY: R532 449 per annum

CENTRE: Charlotte Maxeke Johannesburg Academic 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 minimum of 8 years’ appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management level.

DUTIES: To supervise comprehensive, quality nursing care programmes as a member of the multi-disciplinary team according to the identified needs of the patient based on scientific principles. Manage effectively the utilization and supervision of resources and assist in recruitment and conducting of interviews. Develop nursing policies and procedures to enhance quality nursing care and management. Ensure effective implementation of the HR and SCM policies in line with the strategic and operational plans of the institution. Active involvement in hospital committees and teams e.g. quality assurance. Take extra-mural assignments as may be delegated by the Nursing Service Manager or CEO. Assist in career planning and development of nursing staff. Conduct clinical audits at the wards and implement quality systems to correct identified service challenges.

ENQUIRIES: MS. A. Tshitereke Tel No: (011) 488-3787
Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of I.D and Qualifications 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: 02 November 2018

POST 42/167: OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: OPSMAN/CMJAH/00004/10/18
Directorate: Nursing Division: Ophthalmology Clinic (Area 266)
This is a re-advertisement, candidates who previously applied for the post are welcome to re-apply

SALARY: R532 449 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Basic R425 qualification (diploma / degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing in Ophthalmology qualification of the duration of 1 year, accredited with SANC in Nursing. Have a minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC IN General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualifications in Ophthalmology. Computer literacy will be added advantage.

DUTIES: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on Service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES: Ms. A. Ramoshu Tel No: (011)488 3360

APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of I.D and Qualifications 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: 02 November 2018
POST 42/168: OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: OPSMAN/CHMJAH/00008/10/18
Directorate: Critical Care Unit

SALARY: R532 449 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification with a duration of at least 1 year, accredited with SANC in the relevant specialty. Have a minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience in the specific specialty. Computer literacy will be added advantage.

DUTIES: To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multidisciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the Nursing Manager in her absence.

ENQUIRIES: Ms D.A Ramoshu, Tel No: 011 488 3360
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of I.D and Qualifications 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: 02 November 2018

POST 42/169: OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: OPSMAN/CMJAH/00009/10/18
Directorate: Paediatric & Mental Health departments
This is a re-advertisement, candidates who previously applied for the post are welcome to re-apply

SALARY: R532 449 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Basic R425 qualification (diploma/degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification with a duration of at least 1 year, accredited with SANC in the relevant specialities. Have a minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5
years of the period referred to above must be appropriate / recognizable experience in the specific specialty after obtaining the 1 year Post Basic qualification in the relevant specialty. Computer literacy will be added advantage.

**DUTIES**

To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the Nursing Manager in her absence.

**ENQUIRIES**

Ms. A. Tshitereke Tel No: (011) 488 3787

**APPLICATIONS**

Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

**NOTE**

The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications 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**

02 November 2018

**POST 42/170**

CHIEF DIAGNOSTIC RADIOGRAPHER

**CENTRE**

Charlotte Maxeke Johannesburg Academic Hospital

**SALARY**

R440 982 per annum plus benefits

**REQUIREMENTS**

Appropriate qualification that allows registration with the health Profession council of South Africa (HPCSA) in Diagnostic Radiography. A minimum of 3 years appropriate experience in Diagnostic Radiography after registration with the HPCSA post community service. Knowledge of public hospital settings will be added advantage.

**DUTIES**

Manage a section in the Radiography department with associated functions. Participate in providing 24-hour radiographic services in the hospital. Report to and advise the Assistant Director Diagnostic on departmental matters. Participate in departmental meetings. Develop the protocols of the section, ensure implementation for continuous service. Ability to supervise, develop, train and monitor the performance of the employees under his/her care and support staff in all aspects of service delivery. Ensure staff is developed, trained and assessed on different x-ray modalities. Order stock, control and replenish adhering to minimums and maximums. Ensure that the recommended maintenance service and Quality Assurance of the X-Rays equipment’s are performed when required. Operate the section in line with operational plan of the department. Ensure adherence, compliance and implementation of Batho Pele Principles, National Core Standards, Quality Assurance and other Public Service legislations, policies and acts. Manage conflict and implement corrective/disciplinary procedure and all
other governing departmental policies. Ability to complete procuring and repairing documents. Strategically coordinate and delegate departmental activities and resources to achieve maximum productivity. Manage the workflow in the section where allocated. Ensure timeous submission of monthly statistics, sectional expenditure, incidents as they occur, provide reports of employees supervised, risks experienced and mitigate where possible, to the manager. Participate in tender specification process. Ensure safety and security of patients, staff and all resources, account to the assets for the section and record their movements. Communicate with colleagues and other stakeholders respectfully. Ensure professionalism in Perform standby and locking up duties. Ability to address issues of staff attitudes and other related issues of conflict. Must be a team player within the department and institution. Perform duties necessary in keeping with the job description and allowing self for growth as a manager.

ENQUIRIES
Ms S. P. Rapoho Tel No: 011 488 3088

APPLICATIONS
Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

NOTE
The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of I.D and Qualifications 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
02 November 2018

POST 42/171
OPERATIONAL MANAGER
Directorate: Nursing

SALARY
Grade 1: R420 318 – R473 067 per annum Ref No: OPSMAN/FERH/0001/10/18
Grade 2: R487 266 – R548 436 per annum Ref No: OPSMAN/FERH/0001/10/18

CENTRE
Far East Rand Hospital

REQUIREMENTS
Basic nursing diploma/degree with seven (7) years’ experience as a Professional nurse and registered with South African Nursing Council (SANC). Leadership, wide experience in nursing in the clinical setting and good managerial skills are required.

DUTIES
The incumbent will be in charge of the unit, the overall supervision of all nursing activities in the unit. The provision of the holistic high quality nursing care will be his/her responsibility. The planning and organization of all outpatient clinics and their smooth running is critical. Coordinations of all interventions by the members of the health team in this regard is also critical. The incumbent will also be expected to perform managerial duties as an Operational Manager according to the delegation by the management team within the hospital.

ENQUIRIES
Ms I.R Masilela, Tel No: 011 812 8317

APPLICATIONS
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE
Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE
02 November 2018
POST 42/172: CLINICAL PROGRAMME COORDINATOR – INFECTION CONTROL REF NO: CLPRCO/STDH/10/18
Directorate: Nursing Administration

SALARY: R420 318 – R473 067 per annum (Plus benefits)
CENTRE: Sizwe TD Hospital
REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional nurse. A minimum of 7 years’ appropriate experience in nursing after registration as a Professional nurse with SANC in general nursing. At least 3 years’ experience in infection control. Infection control certificate will be an added advantage. Computer and communication skills. Ability to analyze infection control report. Knowledge of infection control, waste management regulations and policies guidelines and legislative framework theory and ethics practice.

DUTIES: Facilitate, Co-ordinate and review National, Provincial and Regional legislation regarding infection control, waste management policies and protocols and monitoring thereof. Implementation and maintain an effective Hospital infection control surveillance systems in alignment with the infection control policies. Monitor the utilization of Financial, Human and material resources. Promotion of awareness, develop and monitor implementation of infection prevention and control, waste management standards operating procedures (SOP’s) for the institution, conduct training. Compile monthly, quarterly and annual infection control and waste management reports. Ensure that nosocomial infection and outbreaks are investigated, managed and reported. Ensure compliance with infection prevention and control and waste management policies. Develop and monitor an ongoing hand washing hygiene improvement in the Hospital. Assist in quality and OHS matters within the institution. Represent infection prevention control and waste management in other meetings as required. Participate in some committees as delegated.

APPLICATIONS: Applications can be posted to: HR Manager, Sizwe Tropical Disease Hospital, Private Bag X, Sandringham, 2131 or hand delivered at Sizwe Tropical Disease Hospital, Cnr Club and Modderfontein road, Sandringham.
ENQUIRIES: Mrs. BM Rikhotso Tel No: 011 531 4304/4300
NOTE: Applications must be submitted on a Z83 form with CV, certified copies of ID and qualifications.
CLOSING DATE: 02 November 2018

POST 42/173: OPERATIONAL MANAGER
Directorate: Nursing

SALARY: Grade 1: R420 318 – R473 067 per annum Ref No: OPSMAN/FERH/10/18
Grade 2: R487 266 – R548 436 per annum Ref No: OPSMAN/FERH/10/18
CENTRE: Far East Rand Hospital
REQUIREMENTS: Basic nursing diploma/degree with seven (7) years’ experience as a Professional nurse and registered with South African Nursing Council (SANC). Leadership, wide experience in nursing in the clinical setting and good managerial skills are required.

DUTIES: The incumbent will be in charge of the unit, the overall supervision of all nursing activities in the unit. The provision of the holistic high quality nursing care will be his/her responsibility. The planning and organization of all outpatient clinics and their smooth running is critical. Coordination of all interventions by the members of the health team in this regard is also critical. The incumbent will also be expected to perform managerial duties as an Operational Manager according to the delegation by the management team within the hospital.

APPLICATIONS: Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.
ENQUIRIES: Ms I.R Masilela Tel No: 011 812 8317
APPLICATIONS: Applications must be submitted on Z83 form, CV, certified copies ID and qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The
Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE : 02 November 2018

POST 42/174 : PROFESSIONAL NURSE- OPERATING THEATRE SPECIALTY (X5 POSTS)
Directorate: Nursing

SALARY : Grade 1: R362 559– R420 318 per annum Ref No: PROF/ FERH/10/18
Grade 2: R445 917– R548 436 per annum Ref No: PROF/ FERH/10/18

CENTRE : Far East Rand Hospital

REQUIREMENTS : Basic nursing Diploma/Degree accredited with South African Nursing Council (SANC), plus post basic qualifications in nursing operating theatre accredited by SANC. Must have Four (4) years’ experience as a Professional nurse and One (1) year post basic experience in operating theatre accredited by SANC.

DUTIES : Provision of optimal, holistic specialized theatre nursing care within the set standards, professional and legal framework; promotion of scientific high-quality nursing care that is cost effective and efficient. Will be a shift leader, planning, organising, coordinating and supervising all activities of the team.

ENQUIRIES : Ms I.R Masilela Tel No: 011 812 8317

APPLICATIONS : Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE : Applications must be submitted on Z83 form, CV, certified Copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE : 02 November 2018

POST 42/175 : LECTURER GRADE 1: (PND1) REF NO: LECT/CMJAH/000010/10/18
Directorate: Clinical Teaching Department (Nursing)

SALARY : R362 559 per annum (Plus Benefits)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification in Nursing Education registered with the SANC. A minimum of 4 years’ appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, with proof of current registration with SANC. The ability to apply computer technology and programmes. Added advantages: Additional post basic qualification in oncology nursing, critical care, orthopaedic and trauma nursing. Good communication, supervisory, report writing and presentation skills will be added advantage. Ability to work in a team and under pressure. Have passion for teaching.

DUTIES : To implement and coordinate on-the-job staff development/ training of permanent staff, post basic students and basic students. Responsible for orientation and induction of all new staff in the area. Assist with training needs in other areas when needed. To ensure that nursing is practiced safely and ethically. Demonstrate ability to integrate knowledge, skills and attitudes of staff in line with the National Core Standards. Good organising and planning skills.

ENQUIRIES : Ms. A. Tshitereke Tel No: (011) 488 3787

APPLICATIONS : Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.
NOTE: The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V., certified copies of I.D and Qualifications 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: 02 November 2018

POST 42/176: PROFESSIONAL NURSE- OPERATING THEATRE SPECIALTY (X5 POSTS)
Directorate: Nursing

SALARY:
Grade 1: R362 559– R420 318 per annum Ref No: PROFNUR/FERH/01/10/18
Grade 2: R445 917– R548 436 per annum Ref No: PROFNUR/FERH/01/10/18

CENTRE: Far East Rand Hospital

REQUIREMENTS:
Basic nursing Diploma/Degree accredited with South African Nursing Council (SANC), plus post basic qualifications in nursing operating theatre accredited by SANC. Must have Four (4) years’ experience as a Professional nurse and One (1) year post basic experience in operating theatre accredited by SANC.

DUTIES:
Provision of optimal, holistic specialized theatre nursing care within the set standards, professional and legal framework; promotion of scientific high quality nursing care that is cost effective and efficient. Will be a shift leader, planning, organising, coordinating and supervising all activities of the team.

ENQUIRIES:
Ms I.R Masilela, Tel No: 011 812 8317

APPLICATIONS:
Applications should be submitted at HR Department, Far East Rand Hospital, Private bag X50, Springs, 1560 or hand delivered at: Hospital Road, New State Area, Springs.

NOTE: Applications must be submitted on Z83 form, CV, certified copies ID and Qualifications to be attached. A curriculum vitae with detailed description of duties and names of two referees who are previous supervisors. You have to be contacted within Three (3) months after the closing date if applicant suitable. It is the applicant responsibility to have foreign qualifications evaluated by SAQA. The Gauteng Department of Health supports the appointment of persons with disabilities. Suitable candidates will be subjected to Occupational Health and Safety (OHS) Medical Surveillance as required in the Hazardous Biological Agents (HBA) and Hazardous Chemical Substance (HCS) Regulations within the OHS Act 85 of 1993.

CLOSING DATE: 02 November 2018

POST 42/177: CLINICAL NURSE PRACTITIONER (PN-B1) REF NO: CLNURPRAC/SDHS/003/1018 (X6 POSTS)
Directorate: Sedibeng District Health Services

SALARY: R362 559 per annum (plus benefits)

CENTRE: Sedibeng District Health Services

REQUIREMENTS:
A basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse plus a Post-Basic (Primary Health Care) Nursing qualification with duration of at least 1 year accredited with SANC in terms of Government Notice No R212 in the relevant specialty. A minimum of 4 year’s appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Person Profile: Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation skills and team work skills, self-motivated and goal orientated, analytical and solution orientated, ability to thrive well under pressure, ability to efficiently communication to technical and nontechnical personnel at varies levels in the organization.

DUTIES: Ensure the provision of effective and efficient patient care. Demonstrate an understanding of nursing legislation and related ethical nursing practice within Primary Health Care environment. Perform clinical nursing in accordance with scope of practice and nursing standards as determined the Department of Health for Primary Health Care. Promote quality of nursing care as direct by professional
scope of practice and standard as determine for Primary Health Care facility. Provide relevant health information to health care users to assist in achieving optimal care. Demonstrate basic understanding of HR, Financial policies and practices. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, Strength of National core standards and idea clinic.

ENQUIRIES: Ms. E. Monamodi Tel No: (016) 950 6002
APPLICANTS: Quoting the relevant reference number, direct applications to The HR Manager- Sedieng DHS: Private Bag X023 Vanderbijlpark 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department. 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 (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Failure to submit all the requested documents will result in the application not being. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability.

CLOSING DATE: 02 November 2018
POST 42/178: MEDICAL PHYSICIST INTERN REF NO: MEDPHY/CMJAH/000012/10/18
Directorate: Medical Physics
SALARY: R336 795 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Honours degree in Physics or Medical Physics. Must be a South African citizen, good communication skills, willing and able to work flexible hours, Registration with HPCSA as a Medical Physicist Intern will be required upon resuming employment. Ability to engage in self-study and self-motivated. Professional and mature attitude towards the clinical environment.
DUTIES: The incumbent will be required to undergo the HPCSA-accredited medical physics intern training programme of the Charlotte Maxeke Johannesburg Academic Hospital and Wits, undergo supervised clinical training in the radiation oncology, nuclear medicine, and radiology medical physics, as well as the radiation protection aspects of the disciplines. The incumbent will be required to dedicate themselves fulltime in this capacity and to complete the internship programme after (2 years to maximum 4 years). A portfolio of competencies must be developed during the internship according to the requirements of the HPCSA to serve as evidence of training and a Board assessment will be in temporary capacity through CMJAH.
ENQUIRIES: Mr L Ntombela Tel No: (011) 488-6494
APPLICANTS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.
NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications 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: 02 November 2018
POST 42/179: SPEECH THERAPIST/ SPEECH THERAPIST & AUDIOLOGIST
Directorate: Allied
SALARY: Grade 1: R300 828 - R342 357 Ref No: SPEECH/TRH/01/10/2018
Grade 2: R352 707 - R403 302 Ref No: SPEECH/TRH/02/10/2018
Grade 3: R415 482 - R504 219 Ref No: SPEECH/TRH/01/10/2018
CENTRE: Tshwane Rehabilitation Hospital
REQUIREMENTS: Tertiary qualification in Speech Therapy/Speech Therapy and Audiology. Current registration with Health Professionals Council of South Africa. Knowledge related to clinical practice. Relevant experience in the field. Professional competence and knowledge in the application of Clinical theory practice, ethics in health care, current clinical literature, current protocols as well as current health policies. Clinical assessment and management of in and out-patients skills. Computer literacy. Ability to work within a team (clinical and none clinical staff members, interdisciplinary team approach) and eager to contribute towards the development of Speech Therapy services.

DUTIES: Render effective patient centred Speech therapy and Audiology service for in and out-patients in adherence to scope of practice and health protocols. To work with colleagues, relieve as and when the need arise, and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in mini research projects of the institution.

APPLICATIONS: Applications must be sent directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0001.

ENQUIRIES: Ms M Mabokela Tel No: (012) 354 – 6033

NOTE: The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in accordance with the Employment Equity target of the department. People with disability are encouraged to apply. NB: Successful candidate will be subjected to a pre-employment medical surveillance conducted by the Occupational Health & Safety Nurse.

CLOSING DATE: 02November 2018

POST 42/180: DIETICIAN (PRODUCTION) GRADE 1: REF NO: CCRC/DIET/01/10/18
Directorate: Dietician

REQUIREMENTS: Interested candidates should have a BSc/B. Degree in Dietetics, i.e. a 4-year integrated or 3/4-year +1-year postgraduate degree. Currently registered with the HPCSA as a Dietician. Driver’s license is an advantage. Knowledge of and experience in implementing the integrated nutrition programme. Sound knowledge of nutrition for people with HIV/AIDS and TB. Excellent counselling skills. Sound knowledge of clinical theory, practice, and ethics relating to the delivery of Dietetics services within a hospital setting. Knowledge of current Health and Public Service legislation, regulations and policies. Good communication skills (verbal and written), computer skills (e.g. Microsoft Office), good interpersonal skills. Ability to work in a multi-disciplinary team and in a changing environment and under pressure.

DUTIES: To provide Dietetics services to patients. Effectively render optimal, cost effective and evidence based nutritional care in a Public setting according to the department’s quality and financial targets. To perform and complete administrative functions including report writing and provide relevant statistics to support the effective smooth running of the Dietetics department. To assist with the development and implementation of departmental strategic, financial and operational plans. To ensure departmental standards are maintained. Participate in the training of the Dietetics students. Provide appropriate, relevant and cost-effective input in the food service provision to patients. To apply nutritional practices. To assist with the ongoing development of clinical guidelines, policies and procedures. Assist with management of the food service unit.

ENQUIRIES: Ms. NM Nkosi Tel No: 012 734 7000 x 270

APPLICATIONS: Applications must be hand delivered to: Cullinan Care and Rehabilitation Centre, HR Department, Zonderwater Road, Cullinan or posted to: Cullinan Care and Rehabilitation Centre, Private Bag X1005, Cullinan, 1000.
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 are found, services will be terminated with immediate effect. The Institution reserves the right not to fill the post.

CLOSING DATE: 02 November 2018

POST 42/181: PROFESSIONAL NURSE (GENERAL NURSING) REF NO: PROFNUR/SDHS/001/10/18 (X3 POSTS)
Directorate: Sedibeng District Health Services

SALARY: R241 903 per annum (plus benefits)
CENTRE: Sedibeng District Health Services
REQUIREMENTS: A basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with SANC as a professional nurse. Registration with SANC as a professional nurse and proof of current registration. Additional requirement is NIMART training with experience in ART patients' management including knowledge in the HAST 90-90-90 strategy. Person Profile: Excellent time management, organizational skills, communication skills, good listening skills, people management skills, Presentation skills and team work skills. Self-motivated and goal orientated, Analytical and solution orientated. Ability to efficiently communicate to Technical and nontechnical personnel at various levels in the organization.

DUTIES: Ensure the provision of effective and efficient patient care. Demonstrate an understanding of nursing legislation and related ethical nursing practice within Primary Health Care environment. Perform clinical nursing in accordance with scope of practice and nursing standards as determined the Department of Health for Primary Health Care. Promote quality of nursing care as direct by professional scope of practice and standard as determine for Primary Health Care facility. Provide relevant health information to health care users to assist in achieving optimal care. Demonstrate basic understanding of HR, Financial policies and practices. Sign performance contract on annual basis. Take part in Gauteng turnaround strategy, PHC Reengineering, Strength of National core standards and idea clinic.

ENQUIRIES: Ms. E. Monamodi, Tel No: (016) 950 6002
APPLICATIONS: Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS: Private Bag X023 Vanderbijlpark 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83

NOTE: The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability.

CLOSING DATE: 02 November 2018

POST 42/182: ADMINISTRATION CLERK (NUTRITION) REF NO: ADMIN/SDHS/002/10/18 (X2 POSTS)
Directorate: Nutrition

SALARY: R163 563 per annum (plus benefits)
CENTRE: Sedibeng District Health Services
REQUIREMENTS: Grade 10 + 5-10 years’ and relevant experience in Nutrition, Grade 12 Certificate+ 0-5 years’ and relevant experience in Nutrition. Ability to read and write. Good verbal and written communication skills. Ability to verify creches and NGO’s. Ability to maintain and control the supplements using Bin Cards. Team player. Computer literacy (MS Word, Excel, Power Points). Person Profile: Excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to technical and non-technical personnel at various levels in the organization.

DUTIES: Monitoring and evaluating of funded creches on daily basis. Receiving of nutrition supplements from service providers-checking and packing and applying FIFO to prevent expired stock. Verification of applied creches for nutrition funding Maintenance and control of the supplements using Bin Cards. Weekly issuing of
orders stocks from 39 facilities within Sedibeng District including mobile services and Health Posts as well as HAS and NGO’s. Compilation of data in terms of supplements issued, malnutrition case for adults and children, HIV clients and TB. Monitoring and evaluation of stock at facilities. Sign performance contract on annual basis. Take part in Gauteng turnaroud strategy, PHC Reengineering and Establishment of the Sub-District.

**ENQUIRIES**
Ms. M. Leonard Tel No: (016) 950 6168

**APPLICATIONS**
Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS: Private Bag X023 Vanderbijlpark 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

**NOTE**
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 (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Failure to submit all the requested documents will result in the application not being. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability

**CLOSING DATE**
02 November 2018

**POST 42/183**
MATERIAL RECORDING CLERK REF NO: CCRC MAT 08/02/18
Directorate: Procurement

**SALARY**
R163 563 per annum (plus benefits)

**CENTRE**
Cullinan

**REQUIREMENTS**
Grade 12 and National Diploma in Supply Chain Management / Logistics or any other relevant qualification. Must have relevant Procurement experience of 6 – 18 months plus knowledge of PFMA, Treasury Regulations, SCM Policies and Procedure Manual, PPPFA and BBBEE. Practical experience of SRM, SAP R/3will be an added advantage. Must be computer literate. Good communication and customer care skill. Good planning skill plus ability to perform under.

**DUTIES**
Perform logistics related clerical services and support tasks. Open and manage all aspects of the VA11 Tally card as per Provisioning Administration System. Assist in procuring of goods and services / buying if needed according to delegations. Assess price quotations to ensure that they comply with the minimum requirements. Compile of VA7/VA2 or relevant documents for distribution of goods and services to relevant end users in the institution. Expedite any outstanding deliveries due to the institution and attend to any queries emanating from orders and deliveries. Capture invoices on SRM, SAP R/3. Attend to web cycle invoices and to queries relating to outstanding payments. Do a follow-up on Purchase Orders, create and keep proper record of relevant documents/information as per Treasury Regulations for Audit purposes. Compile weekly and monthly report on GRVs done. Reconcile SAP/SRM and ensure a three-way match of documents. To partake in bi-annual stock take. Be able to rotate within supply chain, attend meetings and undergo training when nominated. Execute all work-related instructions as required by the.

**ENQUIRIES**
Mrs. RF Mufamadi Tel No: (012) 734 7000 Ext 235

**APPLICATIONS**
Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X 1005, Cullinan, 1000.

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

**CLOSING DATE**
02 November 2018

**POST 42/184**
ADMINISTRATION CLERK REF NO: ADMCL/ODH/10/2018

**SALARY**
R163 563 per annum (plus benefits)

**CENTRE**
Odi District Hospital

**REQUIREMENTS**
Grade 12 and any recognized Administrative certificate. 1- 2 years relevant experience in Secretarial Office. Good communication (written and verbal), interpersonal, coordination. Reporting, Telephone Etiquette and record
management skills. Ability to handle variety of tasks and work under pressure. Handle confidential matters. Be prepared to work extra hours. Must be computer literate (Ms Office Package and Emails).

**DUTIES**

- Provide secretarial support services to the CEO. Interact with internal and external stakeholders, communicate telephonically and by Email. Keep the CEO's diary up to date. Operate office equipment e.g Scanning and photocopy. Filling of records, minutes taking and handling incoming complaints. Ordering of office stock and perform any other duties as delegated.

**ENQUIRIES**

- Mr. WM Maseko Tel No: (012) 725 2308/09

**APPLICATIONS**

- Applications to be sent to Odi District Hospital, Hand Post and other means of posting delivery to Odi District Hospital, Kilpgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

**FOR ATTENTION**

- Ms J Vilakazi Recruitment Section

**NOTE**

- The hospital reserves the right to check criminal records of a candidate.

**CLOSING DATE**

- 02 November 2018

**POST 42/186**

- **SECRETARY REF NO: SECT/CARLETN/10/2018**

**CENTRE**

- Carletonville Hospital

**REQUIREMENTS**

- Grade 12 Certificate /equivalent with a minimum of 2-3 years experience in office management/ secretariat. Office management Diploma or equivalent qualification with a minimum of 1 year experience as Secretary. Computer literacy i.e. Microsoft package i.e.(Ms Word, MS Excel, MS Outlook and PowerPoint). Good communication skills (written and verbal), interpersonal and Organizational skills, problem solving skills, ability to work independently and under pressure, takeinitiative, ability to handle confidential information. The incumbent should be creative, innovative, flexible and highly motivated and demonstrate positive attitude.

**DUTIES**

- Perform effective secretarial and general administration management of the Office in an effective highly professional manner. Coordinating secretarial and administration function in the C.E.O’s office. Manage diary of the C.E.O. Answer incoming calls and manage all correspondences. Develop efficient and professional document management (filling) system. Ensure office is equipped with necessary equipment and stationary. Coordinate meeting and engagement with internal and external stakeholders and take minutes. Assist with the compilation of monthly reports. Participate on the national core standards.

**ENQUIRIES**

- Mrs. Matandela Tel No: (018) 788 1704
APPLICATIONS: Applications must be submitted at Carletonville Hospital: Corner Falcon & Annan Road or posted to: The HR Directorate, Carletonville Hospital, Private Bag X 2023, Carletonville, 2499.

NOTE: Disabled people are encouraged to apply. Applications must be submitted on a Z83 form, copy of CV, certified copy of ID and Qualification to be attached. The employer reserves the right to fill or not to fill the post. Shortlisted candidates will be subjected to a typing test.

CLOSING DATE: 02 November 2018

POST 42/187: MATERIAL RECORDING CLERK REF NO: CCRC/ MATREC/10/18
Directorate: Procurement

SALARY: R163 563 per annum (all-inclusive package)
CENTRE: Cullinan
REQUIREMENTS: Grade 12 and National Diploma in Supply Chain Management / Logistics or any other relevant qualification. Must have relevant Procurement experience of 6 – 18 months plus knowledge of PFMA, Treasury Regulations, SCM Policies and Procedure Manual, PPPFA and BBBEE. Practical experience of SRM, SAP R/3 will be an added advantage. Must be computer literate. Good communication and customer care skill. Good planning skill plus ability to perform under.

DUTIES: Perform logistics related clerical services and support tasks. Open and manage all aspects of the VA11 Tally card as per Provisioning Administration System. Assist in procuring of goods and services / buying if needed according to delegations. Assess price quotations to ensure that they comply with the minimum requirements. Compile of VA7/VA2 or relevant documents for distribution of goods and services to relevant end users in the institution. Expedite any outstanding deliveries due to the institution and attend to any queries emanating from orders and deliveries. Capture invoices on SRM, SAP R/3. Attend to web cycle invoices and to queries relating to outstanding payments. Do a follow-up on Purchase Orders, create and keep proper record of relevant documents/information as per Treasury Regulations for Audit purposes. Compile weekly and monthly report on GRVs done. Reconcile SAP/SRM and ensure a three-way match of documents. To partake in bi-annual stock take. Be able to rotate within supply chain, attend meetings and undergo training when nominated. Execute all work-related instructions as required by the.

ENQUIRIES: Mrs. RF Mufamadi Tel No: (012) 734 7000 Ext 235
APPLICATIONS: Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X 1005, Cullinan, 1000
NOTE: People with disability are encouraged to apply.
CLOSING DATE: 02 November 2018

POST 42/188: KEYBOARD OPERATING CLERK REF NO: KEYOPSCLERK/SDHS/004/10/18
(X4 POSTS)
Directorate: Sedibeng District Health Services

SALARY: R163 563 per annum (plus benefits)
CENTRE: Health Information Management

DUTIES: Data collection and data capturing from facilities and sub districts. Electronic exporting and to the next level. Liaise with the Provincial Office reDHIS and other related issues. Assist with report generations. Ensure adherence to Provincial Standards. Ensure adequate documentation, filing and back-ups. Be prepared to move within the Districts. Provide facilities with trouble shooting on Tier. Net and related applications. Sign performance contract in annual basis. Take part in the
Gauteng Turnaround Strategy, PHC Reengineering and Establish of the Sub-District.

ENQUIRIES : Ms. M. Leonard, Tel No: (016) 9506168
APPLICATIONS : Quoting the relevant reference number, direct applications to The HR Manager-Sedibeng DHS: Private Bag X023 Vanderbijlpark 1900 or hand deliver at 2nd Floor, Cnr Frikkie Meyer & Pasteur Blvd, HR Managers office.

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department. 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 (3) months old). NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and Z83. Failure to submit all the requested documents will result in the application not being. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability

CLOSING DATE : 02 November 2018

POST 42/189 : MATERIAL RECORDING CLERK (SCM) REF NO: MAT 10/2018 (X3 POSTS)
Directorate: Supply Chain Management

SALARY : R163 563 per annum (Level 05) (plus benefits)
CENTRE : Thelle Mogoerane Regional Hospital
REQUIREMENTS : Grade 12 or equivalent qualifications with 3-5 years’ experience in supply chain management. Computer literate (Ms Word Excel & Power Point). Extensive knowledge of procurement/provisioning administration as per core. Sound knowledge of Procure to Pay (SAP), Supplier Relation Management, PFMA, PPPF, Treasure Instructions and Supply Chain Management policies and guidelines. Knowledge of Stores management will be an added advantage.

DUTIES : Capture authorised requisitions (RLS01) and RLS02) into SRM. Obtain (3) three quotations on items not on contract. Follow-up on captured requisitions for the creation of purchase order. Ensure that valid contracts are properly recorded and filed in the safe place for the purpose of audit trail, avoid goods and services to be rendered without purchase order obtained by the Supplier. Attend to all queries related to captured requisitions and give feedback. Ensure that all captured requisitions are released by the person authorised to do so. Ensure that invoices are captured on receipt of goods and sent to GDF within 48 hours. Resolve web cycle. The incumbent should be flexible to be deployed, rotate within all sections of SCM. Perform other duties as delegated by supervisor.

ENQUIRIES : Ms. N. Ndimande Tel No: 011 590 0232
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, Ground Floor Main entrance (Brown Boxes) and sign in register book or post to Private Bag X01 Alrode

NOTE : Application must be submitted on a Z83 form, obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents. With a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS. Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following Criminal clearance, citizenship, credit records,), Verification of Education qualification by SAQA, Verification of previous employers and verification from the Company Intellectual Property Commission (CPIC). The institution reserves the right not to fill the post

CLOSING DATE : 02 November 2018

POST 42/190 : DRIVER REF NO: CCRC/DRV/10/10/18
Directorate: Transport

SALARY : R136 800 per annum (Level 04) (all-inclusive package)
CENTRE : Cullinan
REQUIREMENTS: Grade 10 and above. 2 Years and above experience as driver, a valid code 10 (C1) Driver’s License with PDP. Knowledge of government fleet and Gauteng Department of Health transport guidelines. Excellent time management and loyalty, ability to work under pressure and good verbal and written communication skills. Be prepared to work shifts, weekends and public holidays. Experience as a messenger will be an added advantage.

DUTIES: Transporting of patients and staff to various institutions. Drive staff members to various places i.e. meetings and workshops. To collect and deliver mail. To collect and deliver medication from medical depot. Record and check the conditions and faults of the vehicle before and after each trip. (Do pre-inspection on daily basis). Report any accidents and dents to the transport officer. Ensure that car tools are in good condition. Report and calculate starting kilometers and the closing kilometers. Update the log book at all times. Ensure that all the petrol cards and keys are kept safe and returned with the log book. Update log sheet and submit all fuel receipts.

ENQUIRIES: Mrs. Mbinga Nancy, Tel No: (012) 734 7059/7000)

APPLICATIONS: Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X 1005, Cullinan, 1000

NOTE: People with disability are encouraged to apply.

CLOSING DATE: 02 November 2018

POST 42/191: DRIVER REF NO: CCRC TRANS 08/01/18

Directorate: Transport

SALARY: R136 800 per annum (Level 04) (plus benefits)

CENTRE: Cullinan

REQUIREMENTS: Grade 10 and above. 2 Years and above experience as driver, a valid code 10 (C1) Driver’s License with PDP. Knowledge of government fleet and Gauteng Department of Health transport guidelines. Excellent time management and loyalty, ability to work under pressure and good verbal and written communication skills. Be prepared to work shifts, weekends and public holidays. Experience as a messenger will be an added advantage.

DUTIES: Transporting of patients and staff to various institutions. Drive staff members to various places i.e. meetings and workshops. To collect and deliver mail. To collect and deliver medication from medical depot. Record and check the conditions and faults of the vehicle before and after each trip. (Do pre-inspection on daily basis). Report any accidents and dents to the transport officer. Ensure that car tools are in good condition. Report and calculate starting kilometers and the closing kilometers. Update the log book at all times. Ensure that all the petrol cards and keys are kept safe and returned with the log book. Update log sheet and submit all fuel receipts.

ENQUIRIES: Mrs. Mbinga Nancy Tel No: (012) 734 7059/7000)

APPLICATIONS: Applications must be hand delivered to the following address: Cullinan Care and Rehabilitation Centre, Zonderwater Road, Cullinan, or posted to Cullinan Care and Rehabilitation Centre, Private Bag X 1005, Cullinan, 1000

NOTE: People with disability are encouraged to apply.

CLOSING DATE: 02 November 2018

POST 42/192: PHARMACIST ASSISTANT (BASIC) GRADE I, II AND III REF NO: PHARM/CMJAH/000013/10/2018

Directorate: Pharmacy Department

SALARY: R115 818 per annum (Plus Benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Grade 12 with English, Biology and Mathematics. Current registration with the SACP study toward a Basic Pharmaceutical Assistant qualification. Basic communication skills (verbal and written). Good interpersonal relation skills, good calculation and computer skills. Excellent team work skills, time management, problem solving, decision making, team building and people’s skills. Highly motivated and enthusiastic to contribute to pharmacy services. The ability to work under pressure.
DUTIES: Assist the Pharmacy team in the running of the Pharmacy including all the 4 satellite pharmacies on the premises. Assist with the control of stock both in ordering, receiving and distribution of finished product of schedule 1 to schedule 5 in accordance with the standard operating procedure and legislation. To assist with the compounding, manipulation or preparation of non-sterile medicine or schedule substances according to a formulae and standard treatment guidelines approved by the responsible Pharmacist. To record all transactions in accordance to the standard operating procedures. Good pharmacy practice as published in the rules of the council must be adhered to at all times. Implementation of the standard operating procedure, good pharmacy practice, norms and standards. Implement and maintain security measures. Ensure proper drug supply management. Contribute to pharmacy planning. Actively participate in administrative duties of the pharmacy. Perform duties assigned by supervisors. Maintain quality standards and other departmental policies.

ENQUIRIES: Ms A Animashahun Tel No: 011 488 3926
APPLICATIONS: Applications should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 10, No. 17 Jubilee Road, Parktown.

NOTE: The Department of Health is committed to the achievement and Maintenance of diversity and equity employment, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V. Certified copies of I.D and Qualifications 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: 02 November 2018

POST 42/193: LAUNDRY AID REF NO: LAUN/ODH/10/2018

SALARY: R96 549 per annum (Level 02) (plus benefits)
CENTRE: Odi District Hospital
REQUIREMENTS: Minimum of standard 8/ grade 10 or Abet Level 4. Experience in laundry services will be an added advantage (proof must be attached). Ability to read and write. Prepare to work under pressure. Prepare to work shifts (night, weekends and public holidays), possess physical demands of the post.

DUTIES: Sorting and counting dirty linen in/from different areas. Prepare and send dirty linen to the service provider. Operate laundry machines and equipment’s. Sluicing and washing dirty linen. Receive clean linen from the service provider. Issuing and delivering of clean linen to relevant department/ areas. Packing clean linen on the shelves. Making follow ups on linen not received back. Cleaning of laundry area. Assist in the process of linen stock taking. Perform any other duties delegated by the supervisor.

ENQUIRIES: Ms MG Sebopela Tel. No: (012) 725 2401
APPLICATIONS: Applications to be sent to Odi District Hospital, Hand Post and other means of posting delivery to Odi District Hospital, Klipgat road, Mabopane, HR Section or posted to: Odi District Hospital, Private Bag X509, Mabopane, 0190.

FOR ATTENTION: Ms J Vilakazi Recruitment Section
NOTE: The hospital reserves the right to check criminal records of a candidate.
CLOSING DATE: 02 November 2018

POST 42/194: CLEANER REF NO: CLEN 10/2018 (X17 POSTS)

Directorate: Support Services

SALARY: R96 549 per annum (plus benefits)
CENTRE: Thelle Mogoerane Regional Hospital
REQUIREMENTS: Grade 10 or ABET and cleaning experience. Possesses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable, possesses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES: Cleaning of Facilities, Offices, toilets, passages and waiting areas. Dust, wash, scrub and polish floors, walls, windows side walls etc. Clean equipments, clean and wash dust bins and remove waste including medical waste and adhere to
Health Waste Management policy. Operate heavy duty cleaning machines. Be able to rotate within the scope of work and assist in laundry duties.

ENQUIRIES : Ms E. Mbele Tel No: 011 390 0365
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, Ground Floor Main entrance (Brown Boxes) and sign in register book or post to Private Bag X01 Alrode
NOTE : Application must be submitted on a Z83 form, obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents. With a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS. Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following Criminal clearance, citizenship, credit records,), Verification of Education qualification by SAQA, Verification of previous employers and verification from the Company Intellectual Property Commission (CPIC). The institution reserves the right not to fill the post

CLOSING DATE : 02 November 2018

POST 42/195 : LAUNDRY WORKER REF NO: LAUD 10/2018 (X2 POSTS)
Directorate: Support Services

SALARY : R96 549 per annum (plus benefits)
CENTRE : Thelle Mogoerane Regional Hospital

APPLICATIONS : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, Ground Floor Main entrance (Brown Boxes) and sign in register book or post to Private Bag X01 Alrode
NOTE : Application must be submitted on a Z83 form, obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents. With a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS. Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following Criminal clearance, citizenship, credit records,), Verification of Education qualification by SAQA, Verification of previous employers and verification from the Company Intellectual Property Commission (CPIC). The institution reserves the right not to fill the post

CLOSING DATE : 02 November 2018

POST 42/196 : PORTER REF NO: PORT 10/2018 (X5 POSTS)
Directorate: Support Services

SALARY : R96 549 per annum (plus benefits)
CENTRE : Thelle Mogoerane Regional Hospital

APPLICATIONS : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, Ground Floor Main entrance (Brown Boxes) and sign in register book or post to Private Bag X01 Alrode
NOTE : Application must be submitted on a Z83 form, obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents. With a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS. Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following Criminal clearance, citizenship, credit records,), Verification of Education qualification by SAQA, Verification of previous employers and verification from the Company Intellectual Property Commission (CPIC). The institution reserves the right not to fill the post

CLOSING DATE : 02 November 2018
stretcher and wheelchairs. Reporting of damaged or broken equipment to the supervisor.

**ENQUIRIES** : Ms L. Tshayingwe Tel No: 011 590 0332

**APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, Ground Floor Main entrance (Brown Boxes) and sign in register book or post to Private Bag X01 Alrode

**NOTE** : Application must be submitted on a Z83 form, obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents. With a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS. Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following Criminal clearance, citizenship, credit records,), Verification of Education qualification by SAQA, Verification of previous employers and verification from the Company Intellectual Property Commission (CPIC). The institution reserves the right not to fill the post

**CLOSING DATE** : 02 November 2018

**POST 42/197** : **STORE ASSISTANT REF NO: STOASS 10/2018**

**Directorate**: Support Services

**SALARY** : R96 549 per annum (plus benefits)

**CENTRE** : Thelle Mogoerane Regional Hospital

**REQUIREMENTS** : Grade 10 or equivalent qualifications. Ability to read and write. Good verbal and written communication skills. Experience in Health department will be an added advantage.

**DUTIES** : Assist with receiving and issuing of stock in the Warehouse. Offload stock from delivery truck and pack the stock per their family group. Check quantity on hand against that one on the issue voucher before delivery can take place and distribute. Issue stock to various departments in the hospital. Assist with bi-annual stock taking. Hand over all signed issued vouchers to the warehouseman immediately after distribution of stock to various departments in the hospital. Deliver urgent stock on demand. Execute any reasonable order given by the person authorized to do so.

**ENQUIRIES** : Ms N. Ndimande Tel No: 011 590 0232

**APPLICATIONS** : Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, Ground Floor Main entrance (Brown Boxes) and sign in register book or post to Private Bag X01 Alrode

**NOTE** : Application must be submitted on a Z83 form, obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents. With a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS. Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following Criminal clearance, citizenship, credit records,), Verification of Education qualification by SAQA, Verification of previous employers and verification from the Company Intellectual Property Commission (CPIC). The institution reserves the right not to fill the post

**CLOSING DATE** : 02 November 2018

**POST 42/198** : **FOOD SERVICE AID REF NO: FOOD 10/2018 (X3 POSTS)**

**Directorate**: Food Service

**SALARY** : R96 549 per annum (plus benefits)

**CENTRE** : Thelle Mogoerane Regional Hospital

**REQUIREMENTS** : Grade 10 Certificate or equivalent qualifications, Good communication skills. Ability to read and write. Be prepared to work under pressure must have sound
interpersonal relations. Good mathematical skills experience in food service will be an added advantage.

**DUTIES**

Perform specific duties regarding the receiving, storage, preparation, cooking, dishing up, delivering and serving of food, snacks and beverages to patient and staff. Load and unloading of food containers/plates from trolley. Cleaning the food service unit and wash crockery, cutlery, utensils. Operate and care for equipment’s. Responsible for general neatness and hygiene with regards to the cleaning tasks. Wear clean appropriate uniform and protective clothing. Work according to duty roster. Act as a messenger when necessary/needed. Perform all general work related to food service as delegated by supervisor. Expected to work in a team. Work shifts and Public holiday.

**ENQUIRIES**

Ms Helen Tagana, Tel No 011 590 0357

**APPLICATIONS**

Applications should be submitted to Thelle Mogoerane Hospital, 12390 Nguza Street Extension 14 Vosloorus, Ground Floor Main entrance (Brown Boxes) and sign in register book or post to Private Bag X01 Alrode

**NOTE**

Application must be submitted on a Z83 form, obtainable from any Public Service Department or on the Internet at www.dpsa.gov.za/documents. With a detailed CV, Certified copies of the ID and Qualifications which must not be more than six months old to be attached. The appointed employee will be subjected to OHS Medical surveillance as required in the HBA regulation within the OHS. Act 85 of 1993. Persons with disability are encouraged to apply. If you do not receive response within three (3) month please accept that your application was not successful. The appointments are subjected to positive outcome obtained from State Security Agency (SSA) to the following Criminal clearance, citizenship, credit records,), Verification of Education qualification by SAQA, Verification of previous employers and verification from the Company Intellectual Property Commission (CPIC). The institution reserves the right not to fill the post

**CLOSING DATE**

02 November 2018

**OFFICE OF THE PREMIER**

**APPLICATIONS**

Can be forwarded to the attention of the Director: Internal HR Management through on the following options: Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Rahima Moosa Street, Newtown, Johannesburg or online on www.gautengonline.gov.za (Please do not send applications to 30 Simmonds street)

**CLOSING DATE**

02 November 2018

**NOTE**

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

POST 42/199 : DEPUTY DIRECTOR: LGBTIQA AND OTHER REF NO: 003256
(12 months contract)
Directorate: Transformation

SALARY : R697 011 - R821 052 all-inclusive package
CENTRE : Johannesburg
REQUIREMENTS : Degree in Social Science/Gender Studies/Public Policy/Post Graduate qualification will be an added advantage. Minimum 3 years’ experience in management and policy work in respect of LGBTIQA and others. Public Sector experience. Customer Management skills, problem solving, communication and analytical skills.
DUTIES : The incumbent’s responsibility will be to promote a human rights-based culture in both government and civil society in respect of LGBTIQA and others. Develop the Provincial Intervention Strategy to respond to and prevent sex and gender-based violence crimes perpetrated against LGBTI persons. Strengthen government’s ability to respond to the needs and specific vulnerability of LGBTI persons and strengthen the capacity of civil society organisations (CSOs) to deliver related services. Guide the development and design of new programmes that will seek to encourage and fast-track integration of LGBTIQA people in the communities. Ensure that GPG departmental policies, strategies and programmes are free from LGBTIQA and other discrimination and promote equality. Ensure LGBTQA and other sectors are reached through awareness raising to increase access to government services through educational programmes in the form of dialogues and workshops. To review and analyse acts, policies and frameworks which promote the rights of LGBTIQA and other focusing on i.e. marriage, paternity, culture, education, health, safety and security, workplace, church and family rejection. To provide strategic leadership in coordinating and facilitating interventions targeting the sector. To provide strategic leadership in coordinating facilitating interventions targeting the sector. To provide strategic leadership in facilitating and establishing partnerships between state and civil society. Lead the review and development of legislative regulations to eliminate discriminatory practices in hospitals, Government Departments and service centres. Oversee the development of media and other awareness campaign that can play a role of sensitising the public on LGBTI and Other and reduce hate crimes.
ENQUIRIES : Ms Gugulethu Mdhluli Tel No: (011) 298 5651/5696

POST 42/200 : DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: 003264
Directorate: Financial Management

SALARY : R697 011 - R821 052 all-inclusive package
CENTRE : Johannesburg
DUTIES : The incumbent will be responsible for management accounting with proper and timeous implementation of the budget circulars. Manage the Departmental MTREF budget process and associated Medium Term Expenditure Committee (MTEC) process. Revenue and Expenditure management and control for the entire Vote (1). IYM and Cash Flow reporting. Prepare the Appropriation Statement inputs into the Annual Financial Statements. Coordinate budget adjustment and MTEF input from Programmes (Branches). Prepare and undertake budget bilateral meetings with all branches. Responsible for initial review of monthly variance reporting. Assist with compilation and distribution of monthly management accounts reports. Coordinate monthly expenditure meetings with programme managers and keeping

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minutes. Manage and drive audit processes with the external auditor. Develop quarterly reports for oversight committees. Assist branches with expenditure planning and forecasting. Responsible for monthly, quarterly and annual cash flow projections for the Department. Assist with management of information systems used in budgeting and reporting. Responsible for integrity of budgeting data and reports. Oversee the capturing of budget data and maintenance of database. Ensure that reporting deadlines are observed regularly and enhance the quality of monthly reports sent to the Provincial Treasury. Establish filing systems. Staff supervision, training, and development. Establish culture of professionalism and inculcate good working ethics.

ENQUIRIES
Ms Gugulethu Mdhluli Tel No: (011) 298 5651/5696

POST 42/201
DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 003262
Directorate: Supply Chain Management

SALARY
R697 011 – R821 052 all-inclusive package

CENTRE
Johannesburg

REQUIMENTS
Bachelor degree or National diploma in Logistics/Financial Management/Purchasing Management with 4-5 years’ experience in Supply Chain Management. Budgeting, financial management and financial administration. Computer literacy, communication, management skills and good interpersonal relations. The ability to work under pressure as well as to meet tight deadlines will be of essence. Knowledge of the Basic Accounting System (BAS), the Public Finance Management Act (PFMA), Government budget procedures, Division of Revenue Act and Treasury Regulations.

DUTIES
The incumbent’s responsibility will to manage and administer the Supply Chain Management sub-directorate at Department level. Provide interface on operational issues between the Office of the Premier and e-Government. Manage and facilitate entire procurement process from users. Manage and execute functions between e-Government and the Office of the Premier in line with the Service Level Agreement. Liaise with managers within the Office of the Premier and e-Government. Evaluate and approve tenders and orders. Manage the financial aspects of contracts between the Office of the Premier and outsiders. Oversee supply management. Compile monthly, quarterly and annual financial reports. Manage and train staff. Develop and maintain effective internal controls within the procurement process. Execute the procurement of goods and services in conformity with delegated powers and all related legislation.

ENQUIRIES
Ms Gugulethu Mdhluli Tel No: (011) 298 5651/5696

POST 42/202
ASSISTANT DIRECTOR: LGBTIQA AND OTHER REF NO: 003266
(12 months contract)
Directorate: Transformation

SALARY
R356 289 – R419 679 per annum

CENTRE
Johannesburg

REQUIMENTS
Degree in Social Science/Gender Studies/Public Policy. Minimum of 2 years’ experience in working with LGBTIQA and other sectors. Good communication, problem solving and policy development skills.

DUTIES
The incumbent’s responsibility will be to support the Directorate in establishing the LGBTI and other desks in the Province. Facilitate the establishment the Gauteng Interdepartmental and Intergovernmental committee on LGBTI and other as well as the LGBTI and other forums. Coordinate research and policy development on issues affecting LGBTI and others and their rights. Facilitate and coordinate LGBTIQA and other awareness and advocacy programmes in the form of dialogues and workshops. Facilitate the development of POA for the Province in consultation with the LGBTIQA and other sectors. Increase skills development for the sector through capacity building. Facilitate and coordinate the review and analyse acts, policies and frameworks which promote the rights of LGBTIQA and other focusing on ie marriage, paternity culture, education, health, safety and security, workplace, church and family rejection. Coordinate the establishment of partnerships between state and civil society. Coordinate quarterly reports from Departments and Municipalities.
ENQUIRIES: Ms Gugulethu Mdhluli Tel No: (011) 298 5651/5696

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS: Gauteng Provincial Department of Health and Social Development, Physical Address: West Rand Region, 16 Human Street, Krugersdorp, 1740

FOR ATTENTION: Mr S Makgorogo

CLOSING DATE: 02 November 2018

NOTE: Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Short listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate for a SMS post will sign an annual performance agreement, complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding this advertised contract position may direct their enquiries to the person as indicated. The Department of Social Development reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

POST 42/203: DATA CAPTURER: WEST RAND DISTRICT OFFICE REF NO: J2/2018 (Contract until 31 March 2019)
Chief Directorate: HIV/AIDS and Burdens of Diseases (Global Fund Project)

SALARY: R136 800 per annum

CENTRE: Krugersdorp, West Rand Region, 16 Human Street


DUTIES: Assist with the capturing of organisations data in the departmental online reporting system. Gather and conduct data quality checks on community based data sets relevant information systems. Assist officials and Community Based Organisations (CBO) with relevant information and training sessions. Maintain and compile weekly, monthly and quarterly statistics reports.
ENQUIRIES : Mr Sam Makgorogo Tel No: 011 950-7782
OTHER POSTS

POST 42/204

MEDICAL SPECIALIST – ANAESTHESIOLOGY (GRADE 1, 2, AND 3) REF NO: GS 60/18 (X2 POSTS)

Component: Anaesthetics

The purpose of the post is to develop advanced anaesthetic skills. The facility to spend 6 months focusing on Paediatric Anaesthesia mostly at Grey’s Hospital, and another 6 months focusing on Critical Care within the first two years of employment will be built into the job description of this post.

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. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital).

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. Incumbents will have to sign the commuted overtime contract form. Rural allowance 18% of basic salary (when posted at Edendale Hospital).

Grade 3: R1 395 105 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. Rural allowance 18% of basic salary (when posted at Edendale Hospital).

CENTRE

Greys Hospital, Pietermaritzburg

REQUIREMENTS

Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA, FCA (SA) or MMed (Anaes). Plus Current or pending registration with HPCSA as a “Specialist anaesthesiologist. Grade 1: Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in Anaesthesiology. Grade 2: Experience: 5 Years appropriate experience as Medical Specialist after registration with HPCSA in Anaesthesia. Grade 3: Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA in Anaesthesiology. Knowledge, Skills, Training and Competency Required: Sound clinical knowledge within the department of Anaesthesiology. Good communication and human relations. Sound knowledge of clinical procedures and protocols within the discipline. Assessment and management of patients. Willingness to rotate through ICU for up to 6 months is essential. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships. It will be possible to proceed to subspecialist training in Critical Care after satisfactory completion of the Critical Care component of this rotation.

DUTIES

To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and to perform duties / functions that fall within the reasonable prescripts of acceptable legislation. Accept responsibility for administration of anaesthesia. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in 16 hours commuted overtime per week, is essential. Commuted overtime hours will be calculated at the rate of 1:1 for time-spent onsite, and at a ratio of 0.3:1 (or as defined in current KwaZulu-Natal Department of Health commuted overtime policy) for offsite hours on call. Overtime work will encompass both Critical Care and Anaesthesia call cover at any of the three hospitals in the PMB metropole. Liaise with other Metropolitan hospitals and Medical School as and when necessary, in consultation with the Head of Department. Supervision of
postgraduate and under graduate training. Participate in postgraduate and other relevant academic / and training programmes. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Assess patients, plan, initiate and supervise medical care management. Ensure the proper and economical use of equipment and other resources. This is a metropolitan post and the incumbent will be expected to be available for work at any of the metropolitan hospitals (Grey’s, Northdale and Edendale). Candidates must remain within 30 minutes of the relevant PMB Hospital during all periods of on call at that hospital.

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Pharmaceutical system as part of NHI Pilot exercise to improve the quality of pharmaceutical services provision. Identification of the training needs coordination and implementation of the training programmes for the personnel involved in provision of pharmaceutical services. Provide ongoing couching and support to all facilities to ensure that all pharmacy personnel remain motivated to work under stressful conditions. Ensure compliance to the National Core Standards (NCS) by all facilities in the district. Development and facilitation of quality improvement project for hospitals and clinics in the district to improve the quality of pharmaceutical care. Development and maintenance of district medicine supply system to ensure an adequate and reliable supply of medicines to all facilities in order to reduce medicine stock outs. Ensuring the sustenance and the functionality of District Pharmacy and Therapeutic Committee as well as committee in all hospitals and community health centres in the district. Monitoring of the pharmaceutical expenditure of the clinics, community health centres and the hospitals to ensure the delivery of cost-effective pharmaceutical services. Ensuring that an equitable and adequate pharmaceutical budget is allocated by actively participating in the district planning committees. Establishment and maintenance of the relationships with communities, other districts, NGO, private sector, etc. Represent pharmaceutical services in various committees in the district.

Preparation of reports on all aspects of the service.

ENQUIRIES : Mrs NM Zuma-Mkhonza Tel No: 033 897 1000
APPLICATIONS : All applications should be forwarded to: The District Director Umgungundlovu Health District, Private Bag X 9124, Pietermaritzburg, 3200 OR Hand Deliver to: 171 Hoosen Hafejee Street (Burg Street), Pietermaritzburg.
FOR ATTENTION : Human Resource Practices
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver’s Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. Preference will be given to African males.

CLOSING DATE : 02 November 2018
POST 42/206 : DEPUTY MANAGER NURSING (LEVEL 1 & 2 HOSPITALS) REF NO: EGUM 11/2018 (X1 POST)

SALARY : Remuneration package R801 918 per annum All-inclusive salary packages (This Inclusive package consist of 70% basic salary and 30% portion that can be structured in term of the applicable rules) Plus 8% Rural Allowance
CENTRE : Institution: E G & Usher Memorial Hospital
Resource Management. Problem Solving Skills. Good communication and interpersonal skills.

**DUTIES**

- Assist in the formulation and implementation of quality improvement plan.
- Establish the strategic direction of the nursing component to ensure alignment with its business plan. To manage and control budget in accordance with PFMA Act no. 1 of 1999 by ensuring effective and efficient control of medical supplies, equipment and miscellaneous store. Effectively manage and utilize Human Resource in the Nursing component. Manage and formulation of policies and procedures for nursing services. Maintain discipline in all labour related issues, grievances in terms of the laid down procedure and policies. Give clear and effective communication to relevant stakeholders, allowing for efficient delivery. Service within the multi-disciplinary approach. Execute duties and functions with proficiency support of the aim and strategic objectives of the Department of Health and perform duties/functions within the prescripts of all applicable legislation.
- Ensure proper planning of leave for supervisees. Ensure effective employee performance management. Identify training needs and implement intervention strategies. Ensure all records are maintained and updated regularly. Conduct clinical audits and develop GIP on identified gaps. Investigation and management of complaints. Mitigation and management of risks/adverse events. Ensure implementation of NCS, IPC and Quality in the nursing component.

**ENQUIRIES**

Ms N BinaseTel 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. 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. 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. NB: due to financial constraints, no S&T will be paid to candidates when attending the interviews.

**CLOSING DATE**

02 November 2018

**POST 42/207**

**MEDICAL OFFICER REF NO: ST45/2018 (X4 POSTS)**

Component: Paediatric & Neonatology

**SALARY**

Grade 1: R780 612 per annum all-inclusive package + a Fixed commuted overtime & 18% Inhospitable Allowance

Grade 2: R892 551 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance:

Grade 3: R1 035 831 per annum all-inclusive package + a fixed commuted overtime & 18% Inhospitable Allowance

**CENTRE**

Stanger Hospital
REQUIREMENTS

Grade 1: A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professions Council of South Africa as a Medical Practitioner. 

Grade 2: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Five (5) years post registration experience as a Medical Practitioner. 

Grade 3: A tertiary qualification (MBCHB or equivalent), A valid registration with the Health Professionals Council of South Africa, Ten (10) years post registration experience as a Medical Practitioner. 

Knowledge, Skills and Experience Required: Knowledge of General management principles of all paediatric and neonatal patients. Good communication skills. Ability to work in a multi-disciplinary team. Resilience and ability to cope with change. Ability to make difference. Performance of Commuted Overtime and a staggered shift system is compulsory and will be worked in the discipline based on the needs of the institution.

DUTIES

Clinical paediatric services including ward rounds, outpatient clinic and emergency department. Participation in the training programme as well as teaching and supervision of junior staff. Participation in departmental audit activities. Conduct Research. Maintain and continuously improve professional and ethical standards. Perform compulsory commuted overtime in line with hospital needs. To provide training for nurses, junior staff, interns and medical students.

ENQUIRIES

Dr AJ Van Lobenstein (Head Clinical Unit) Tel No: 032 437 6000

APPLICATIONS

Applications to be forwarded to: Human Resources Department, The Human resource manager, Stanger Hospital, Private Bag x10609, Stanger 4450

FOR ATTENTION

Mr. S. Govender

NOTE

The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ST 45/2018 .NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE

02 November 2018

POST 42/208

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

Re-Advertisement, those who previously applied must re-apply

SALARY

Grade 1: R780 612 
Grade 2: R892 551 
Grade 3: R1 035 831 

Other Benefits: Plus 13th Cheque, 22% Rural Allowance, Commuted overtime, Medical Aid (Optional) and Home Owners Allowance (employee must meet prescribed requirements).

CENTRE

Umzimkhulu Psychiatric Hospital

REQUIREMENTS

Grade1: Senior Certificate or equivalent qualification, appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. One year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. A Valid Driver’s license, Proof of experience...
Grade 2:
Senior Certificate or equivalent qualification. Appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Professional Council of South Africa (HPCSA) as a Medical Practitioner. Five (05) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner as a Medical Practitioner with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. A valid Driver’s license. Proof of experience endorsed and stamped by Human Resources (Service Certificate).

Grade 3:
Senior Certificate or equivalent qualification, appropriate qualification in the Health Science – MBCHB Degree plus initial registration and current registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. Ten (10) years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. A valid Driver’s license, Proof of experience endorsed and stamped by Human Resources (Service Certificate).

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

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

CLOSING DATE
09 November 2018
POST 42/209
OPERATIONAL MANAGER NURSING PHC [PHC SUPERVISOR] REF NO: STAN 03/2018
Component: Stanger PHC
SALARY
R532 449 per annum other benefits; 8% rural allowance, 13th Cheque, Medical aid optional and Home owner allowance, (Employee must meet prescribed policy)
CENTRE
Ilembe Health District Office
REQUIREMENTS
Grade 12 (Senior Certificate) Standard 10/or (Vocational National Certificate). Degree /Diploma in General Nursing Plus (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Plus, Current registration with SANC as General Nurse and Primary Health Care. Plus A minimum of 9 years appropriate/ recognizable nursing experience after registration as General Nurse of which 5 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Valid Code EB Driver’s license (Code8). Proof of previous and current work experience (certificate/s of service) endorsed and stamped by HR Office must be attached. Knowledge, skills training and competencies required: Good report
writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Ability to provide mentoring, team building, supervisory skills and counseling to her/his supervisees. Good communication, interpersonal relations, counseling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients’ Rights Charter, Labour Relations Act, Grievance Procedures and Finance policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Co-ordination and planning skills. Ability to assist in formulation of patient care related policies.

**DUTIES**: Implementation of Quality Improvement Plan. Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Facilitate that the clinics has functional clinic committees and nurses community participation. Plan and monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance according to EPMDS. Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Facilitate provision of clinical services, educational services and be involved in medical research. Evaluate and monitor compliance with clinical protocols norms and standards within the clinic. Analyze and interpret statistic including PHC Programme indicators. Participate in Operation Sukuma Sakhe Programme. Facilitate the realization and maintenance of Ideal Clinic Programme in the facilities. Support PHC re-engineering by ensuring that outreach teams are functional.

**ENQUIRIES**: Ms. T.M Banda (Deputy District Director: IDHSD) Tel No: 032 437 3500

**APPLICATIONS**: Please forward applications to: The District Director, Ilembe Health District Office, Private Bag X10620, Stanger 4450

**FOR ATTENTION**: Ms. J.L Mhlongo

**NOTE**: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website www.kznhealth.gov.za. Originally signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement. Plus certified I.D Copy, Updated Curriculum Vitae. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. ILE 01/2018.NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post(s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post

**CLOSING DATE**: 09 November 2018

**POST 42/210**: CLINICAL NURSE PRACTITIONER: TRAINER CO-ORDINATOR: HIV/ AIDS

**REF NO**: UMZIN 10/2018

Component: Umzinyathi Health District Office
(3yr contract)

**SALARY**: Grade 1: R362 559 per annum. 13th cheque, Medical aid: Optional, Rural Allowance (on claim basis). Home owner’s allowance: Employee must meet prescribed requirements.

**CENTRE**: Umzinyathi Health District Office

**REQUIREMENTS**: Matric/ Grade 12. Diploma / Degree in Nursing plus 1year post qualification in Primary Health Care. 3-5 years’ experience in nursing after registration as a Professional Nurse. Current registration with SANC as General Nurse. 2 years’ experience in Training of which one year must be at PHC environment. Computer
Literacy – Proof must be provided. Valid Driver’s license. Proof of Work Experience signed by Human Recourse section must be attached. Recommendations: NIMART trained plus 1 years experience after obtaining the certificate. Experience in PHC Training. Experience on HAST Program. Knowledge, Skills and Competencies Required: Report Writing skills. Financial Management skills. Empathy and counseling skills and knowledge. Strong interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sectors. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames. Proven initiative, decisiveness and to acquire new knowledge swiftly.

**DUTIES**: Assess District HAST Training needs and Co-ordinate the development of integrated HAST training plan in the District involving all other stakeholders. Co-ordinate, manage and monitor the implementation of HAST training programmes in the district. Ensure the effective and efficient utilization of resources allocated to the section. Adapt and modify training material to keep it current and maintain interest in the health care message being delivered thereby ensuring buy-in by the audience. Assist programme managers to train community members at outreach relies to further the health practices to the community at large. Translate health care policies as stipulated by provincial programme management into HAST training initiatives. Manage all resources allocated to HAST Training unit. Work closely with program managers, PHC Supervisors, Sub district trainers and other external service providers in addressing the implementation of HAST training plan. Compile monthly, quarterly and annual HAST training reports. Ensure maintenance of quality HAST training in the district.

**ENQUIRIES**: Mrs. S Sibiya Tel No: 034 2999100

**APPLICATIONS**: applications should be forwarded to: The District Manager, Umzinyathi Health District Office, Private Bag X 2052, Dundee, 3000

**FOR ATTENTION**: Ms. M Nkosi

**CLOSING DATE**: 09 November 2018

**POST 42/211**: PROFESSIONAL NURSE SPECIALTY GRADE 1/2: REF NO: HRM 45/2018 (X1 POST)

**Directorate**: Trauma Medical and Surgical (Medical Emergency)

**SALARY**: Grade 1: R362 559 – R420 318 per annum

Grade 2: R445 917 – R548 436 per annum

Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.

**CENTRE**: King Edward VIII Hospital

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

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

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

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

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

CLOSING DATE:
09 November 2018

POST 42/212:
ASSISTANT DIRECTOR (HRM) REF NO: SAP 16/2018

SALARY:
R356 289 - R419 679 per annum (Level 09) plus 13th cheque. Other Benefits: medical aid (optional) Homeowner’s allowance (employee must meet prescribed requirements)

CENTRE:
St Apollinaris Hospital

REQUIREMENTS:

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

ENQUIRIES should be directed to: Miss NPP Hadebe @ (039) 833 8030/8026/8000
APPLICATIONS: Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag X206, Creighton, 3263, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date.

FOR ATTENTION: Human Resources Section
NOTE: Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates. Certificate of service endorsed by Human Resources. Certified Copy of Identity Document. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-Employment Checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security Screening for Criminal Records, Credit Records (Financial, Asset Records, etc), validation/verification of Identity Document (ID), Driver’s Licence, Professional Driving permit (where required), Citizenship/ Permanent Residency, Company Intellectual Property Commission (CIPC) - Business Interests, verification of Educational Qualifications by the South African Qualifications Authority (SAQA), verification of Employment History/references - previous experience from Employers. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively in all levels of all occupational categories in the department “People with disabilities should feel free to apply and the target group in terms of employment equity target for the advertised post is an African male.” The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE: 02 November 2018
POST 42/213: ASSISTANT DIRECTOR: HRM REF NO: CL05/2018
SALARY: R356 289 – R430 389 per annum
CENTRE: Clairwood hospital
REQUIREMENTS: National Senior Certificate (Grade 12) Degree/National Diploma in Human Resource Management/Public Administration/Business Administration/Public Management Plus a minimum of 3-5 years appropriate/recognizable experience in Human Resource Management environment of which three (3) years should be at supervisory level. Proof of current and previous work experience endorsed by Human Resource Department. Recommendation: Unendorsed valid code B driver’s license (code 8), PERSAL Certificates, Computer. Knowledge, skills, training and competencies required: Broad knowledge and understanding of

**DUTIES**
Manage all Human Resource Components i.e., HR Practices, Staff Relations, HR Planning and development and Employee wellness in a manner that the hospital will deliver sustainable, integrated and coordinated services. Promote sound employer-employee relationship and minimize conflict within institution in line with the vision, mission, and core values of the department of Health. Manage day to day functioning of Human Resource Practices in the Hospital in order to ensure that high quality of services is being provided. Ensure that advertising, recruitment, appointment and transfers are in accordance with laid down policies and procedures. Manage day to day functioning of HRD section in Hospital to ensure that high quality of training is being provided. Ensure proper implementations of EPMDs and complication of work place skills plans within the hospital. Participate in the development, implementation, monitoring and reviewing of the skills audit. Oversee and deal with misconduct, discipline and grievance procedures in the hospital in terms of Labour Relations Act. Participate in the development of HR strategies and policies. Attend to staff wellness and ensure that EAP programmes are known within the institution and ensure that occupational health and safety standards are implemented within the institution. Develop Human Resource plan and Equity plan for the Hospital and ensure that they are put into practice. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Plan, monitor and control the use of budget and equipment allocated to Human Resource Component and ensure proper management of risks within the department. Advise managers on all aspects if Human Resource Management, organizational and staffing structures and report arrangements.

**ENQUIRIES**
Mr NBL Gwala-Chief Executive Officer Tel No: 031 451 5180

**APPLICATIONS**
Applications may be sent to: Human Resource Department, Clairwood Hospital, Private Bag X04, Mobeni, 4060 or Hand deliver: 1 Higginson, Mobeni, 4060

**NOTE**
The contents of this Circular Minute must be brought to the attention of all eligible officers and employees on your establishment without delay. Also notify all candidates that qualify for the post in this circular minute even if they are absent from their normal work place. Directions to candidates the following documents must be submitted: Application for Employment form (Z83), obtainable at any Government Department or from website –www.kznhealth.gov.za. Certified copies of educational qualifications, Identity Documents, Curriculum Vitae. The reference number must be indicated in the column provided on the form Z83. Failure to comply with the above instructions will disqualify applicants. Please note that due to a large number of applications received, applications will not be acknowledged. However, should you not received any response after four weeks from closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcomes obtained from NIA to the following checks (security clearance, credits records, qualifications, citizenship and previous experience verifications). This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

**CLOSING DATE**
02 November 2018

**DEPARTMENT OF TRANSPORT**
*The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer*

**APPLICATIONS**
Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.
CLOSING DATE: 02 November 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 42/214: DEPUTY DIRECTOR (DEPUTY CHAIRPERSON: ADJUDICATION)
PROVINCIAL REGULATORY ENTITY (PRE) REF NO: P 32/2018

Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

(3 year fixed term contract)

SALARY: R826 053 per annum (all inclusive remuneration package)
CENTRE: Pietermaritzburg
REQUIREMENTS: An appropriate recognized LLB or equivalent Law Degree and be an admitted Attorney / Advocate; plus A minimum of 3 years’ management experience. - Previous experience in one of the following areas will be an added advantage: Community Services. Legal Field. Financial & Commercial field. Knowledge, Skills, Training and Competencies Required: Knowledge of South Africa Constitution. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Labour Relations Act and Basic Conditions of Employment Act. Knowledge of Community Development and Public Participation.

DUTIES:
Preside over all applications and matters considered by the adjudication committee. Ensure all appeals and litigation matters pertaining to Public Transport Regulatory Services are responded to and attended within stipulated timeframes. Grant, renew, amend or transfer operating licenses as well as conversion of permits for different services. Consider all applications for withdrawal, suspension or amendment of operating licenses and permits (Section 79). Prepare and submit management report on all activities within the scope of work.

ENQUIRIES:
Mrs N Majola Tel No: 033 – 341 9500

FOR ATTENTION:
Mr C McDougall

NOTE:
Employees to serve on the PRE-Adjudication should be impartial in terms of Section 13 of the National Transport Act. 2009 No 5 of 2009 (NLTA). The successful candidate will be required to enter into a Performance Agreement.
Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

APPLICATIONS: Applications for Head Office and Mokopane Laboratory should be forwarded to The Head of Department, Department of Agriculture and Rural Development, Private Bag X9487 Polokwane, 0700 or hand delivered at office 48, floor 2 at 67/69 Biccard Street; Temo Towers; Polokwane.

CLOSING DATE: 09 November 2018 @16h30

NOTE: The successful candidates must be willing to sign an oath of secrecy with the Department. All appointments are subject to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check and security vetting. Applications should be submitted on the prescribed Form Z83 (Obtainable from any Public Service Department or on the Internet at www.gov.za), which must be completed in full, originally signed 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, endorsed academic record/transcript, 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.

MANAGEMENT ECHELON

POST 42/215: DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: LDARD 01/18 (X1 POST)

This post is a re-advert, candidates who applied previously are encouraged to apply

SALARY: R1 005 063 per annum (Level 13) (An all-inclusive remuneration package). The package can be structured according to individual personal needs. The successful
candidate will have to sign an annual performance agreement, annually disclose his/her financial interest and be subjected to Security Vetting.

**CENTRE** : Head Office

**REQUIREMENTS**

Grade 12 certificate plus an undergraduate qualification at (NQF level 7) as recognised by SAQA in Financial Management/Supply Chain Management. A valid driver’s license (Attach copy). Minimum Experience: A minimum of five (5) years relevant experience at a middle/senior management level. Knowledge, Competencies and Skills: Extensive knowledge of PPFA, BBBEE and PFMA, ability to apply Treasury Regulations, Computer proficiency will be tested. Core and Process Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project management, Financial Management, Change Management, Computer Literacy; knowledge management, Services delivery innovation, Problem solving and analysis, Client orientation and customer focus, communication, Public service knowledge, negotiation skills, Policy formulation and analytic thinking and honesty and integrity.

**DUTIES**

Manage the supply chain management directorate of the Department. Manage processes leading to the advertisement of bids e.g. market research, specification committees and ensuring that specifications are in line with good practice. Manage the receiving and evaluation of bids. Provide secretarial functions to the bid adjudication committee. Preparing the appointments of suppliers. Managing performance of subordinates. Managing resources which includes human, financial & assets within the budget of the directorate. Participate in Supply Chain Management fora, ensure compliance with the Supply Chain Management prescripts.

**ENQUIRIES**

Mr Mabula NJ 015 294 3582, Ms Mtswene P 015 294 3395 & Mr. Sepale M.F 015 294 3528

**OTHER POSTS**

**POST 42/216**

**DEPUTY DIRECTOR: PERFORMANCE AND CONTRACT MANAGEMENT REF NO: LDARD 03/18 (X1 POST)**

**SALARY**

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

**CENTRE** : Head Office

**REQUIREMENTS**


**DUTIES**

Manage compliance to SCM Practices. Provide technical advice on contracts. Maintain and update contracts and commitments register. Liaise with National and Provincial Treasury on transversal contracts. Manage the upkeeping and maintenance of records of expenditure on capital and current contracts. Manage the drafting and signing of Service Level Agreement. Manage Contracts and Performance of Contractors. Manage Supply Chain Management records. Manage Human Resources/Staff within the component. Generate requisite reports, participate in Supply Chain Management Contract Management Forums.

**ENQUIRIES**

Mr Mabula NJ 015 294 3582, Ms Mtswene P 015 294 3395 & Mr. Sepale M.F 015 294 3528

**POST 42/217**

**DEPUTY DIRECTOR: BIOLOGICAL ASSET MANAGEMENT REF NO: LDARD 04/18 (X1 POST)**

**SALARY**

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

**CENTRE** : Head Office
REQUIREMENTS : Grade 12 plus a three year Qualification (NQF level 6) in Financial Accounting / Management Accounting or relevant qualification (Accounting level 3 as a major course) as recognized by SAQA. 3-5 years working experience in Asset/Inventory/Biological asset management. Valid driver’s license (attach copy). Knowledge, Skills and Competencies: Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the public service Public finance Management Act, Public Service Regulations, Asset Management Policy, Modified Cash Standards, Inventory Management Frame Work, Labour Relations Act etc. People Management, Financial Management and Time Management. Proven management competencies. Good Communication, problem solving, planning & organizing, leadership skills, Computer literacy (Excel application). Knowledge on Asset management within the Public Sector.

DUTIES : Management of all Biological assets of the Department. Ensure that records of biological assets and inventory details are kept and valued in accordance with the internal asset maintenance policy. Manage the disposal and movement of assets and inventory items. Maintain close quality control over the barcoding and registration of assets and inventory items in the excel register. Make recommendations on slow moving stores items. Manage the Verification of assets and Inventory stock Count on a quarterly basis conducted in the department. Develop and review and ensure compliance to applicable policies and strategies. Generate monthly, quarterly and annual reports. Ensure reconciliation of the trial balance and the ledger account on a monthly basis. Ensure financial statements are compiled correctly and submitted on a quarterly basis. Manage Human Resources/Staff within the unit.

ENQUIRIES : Mr Mabula NJ 015 294 3582, Ms Mtswene P 015 294 3395 & Mr. Sepale M. F 015 294 3528

POST 42/218 : GISCPROFESSIONAL GRADE A REF NO: LDARD 02/18 (X1 POST)


DUTIES : Research, design, develop and implement innovative GISc technology and applications to address the strategic objective of the department. Provide GISc to support institutional decision making. Provide policy making and institutional strategic guidance. Conduct research. Project and Financial Management. Advise on research viability and feasibility. Undertake environmental scanning to understand the problems in the GISc industry and advise accordingly. Develop a plan to respond to the research problem, Compile reports and make relevant proposals. Participate and liaise with relevant bodies and councils on GISc matters.

ENQUIRIES : Mr Mabula NJ 015 294 3582, Ms Mtswene P 015 294 3395 & Mr. Sepale M. F 015 294 3528
ASSISTANT DIRECTOR: FINANCIAL AND MANAGEMENT ACCOUNTING
REF NO: LDARD 05/18 (X1 POST)

SALARY: R356 289 per annum (Level 09)
CENTRE: Capricorn District
REQUIREMENTS: Grade 12 certificate plus NQF level 6 in Financial Management or relevant qualification as recognized by SAQA. 3-5 years' experience in supervision of budget, revenue and expenditure. Persal Literacy (attach copy of results). A Valid driver's licence (attach copy). Knowledge, Skills and Competencies: understanding of BAS, LOGIS and PERSAL. Good understanding of budgeting policies and procedures. Knowledge of Finance policies and practices within applicable GRAP standards, PFMA, Treasury regulations and other various related regulations. Good communication skills, problem skills, report writing, facilitation, coordination, planning and organizational skills. Ability to interact at both strategic and operational level, computer literacy.

DUTIES: Monitor budgeting process within the District. Advice on expenditure trends and coordinate explanations of expenditure variance and provide advice pertaining to financial planning and budgetary allocations as well as on the reporting of financial performance. Facilitate the collection of revenue. Monitoring of salary administration, payroll and third payments. Handling of debts and recover amounts owed to the District. Monitor payments of eligible suppliers. Implement internal control measures and effective management of human and performance within the component.

ENQUIRIES: Mr. Gololo PL 015 632 8627 and Ms. Sebatjane LD 015 632 8609
APPLICATIONS: Applications for Capricorn District should be forwarded to The Director, Department of Agriculture and Rural Development, Private Bag X 28, Chuenespoort, 0745 or hand delivered at Lebowakgomo Government Offices next to Traffic Station-Block 28

ASSISTANT DIRECTOR: FACILITIES AND LEASES MANAGEMENT REF NO: LDARD 06/18 (X1 POST)

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

DUTIES: Provide and maintain office equipment/automation in the Department. Facilitate maintenance and acquisition of office equipment and furniture. Compile and submit reports, manage human resources within the component, conduct needs analysis for office equipments and compile the departmental acquisition plan.

ENQUIRIES: Mr Mabula NJ 015 294 3582, Ms Mtswene P 015 294 3395 & Mr. Sepale M.F 015 294 3528

ASSISTANT DIRECTOR: ACCOUNTING REF NO: LDARD 07/18 (X1 POST)

SALARY: R356 289 per annum (Level 09)
CENTRE: Head Office
REQUIREMENTS: Grade 12 certificate plus NQF level 6 in Financial Accounting or relevant qualification as recognized by SAQA. 3 – 5 years' experience as State Accountant in Bookkeeping / Accounting. Valid driver's license (attach copy). Knowledge, Skills and Competencies: Knowledge of BAS, financial management and basic accounting in the Public Service. Knowledge of the PFMA and Treasury Regulations and MCS guidelines. Good communication skills (verbal and written), problem solving, time management and computer skills (Excel and Word).

DUTIES: Manage and control suspense accounts. Manage daily and monthly bank reconciliations of the PMG account. Prepare annual and quarterly financial statements. Prepare monthly and year-end reports for submission to Provincial Treasury. Monitoring and checking of unpaid transaction in BAS, re-direction or
cancellation of rejected payments. Approval and processing of journal entries on BAS.

ENQUIRIES : Mr Mabula NJ 015 294 3582, Ms Mtwene P 015 294 3395 & Mr. Sepale M.F 015 294 3528

POST 42/222 : ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT REF NO: LDARD 08/18 (X1 POST)

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office
REQUIREMENTS : Grade 12 certificate plus NQF level 6 in Financial Management or relevant qualification as recognized by SAQA. 3 – 5 years’ experience as a State Accountant in Payroll / Salary Management. Valid driver’s license (attach copy). Knowledge, Skills and Competencies: Knowledge of BAS. Knowledge of PERSAL. Knowledge of PFMA and Treasury Regulations. Good communication skills (verbal and written), problem solving, time management. Computer skills (Excel and Word).

DUTIES : Clearing of suspense accounts. Processing of salary related claims and deductions in PERSAL & BAS. Management of garnishees. Control and maintain user profiles on PERSAL. Prepare monthly PERSAL and BAS reconciliation. Conduct staff audit. Management of garnishees and reporting on all inter-departmental claims. Maintain a system of internal controls in the salary section.

ENQUIRIES : Mr Mabula NJ 015 294 3582, Ms Mtwene P 015 294 3395 & Mr. Sepale M.F 015 294 3528

POST 42/223 : VETERINARY TECHNOLOGIST REF NO: LDARD 10/18 (X2 POSTS)

SALARY : R299 709 per annum (Level 08)
CENTRE : Mokopane Laboratory
REQUIREMENTS : Grade 12 plus an undergraduate qualification NQF level 6 in Veterinary Technology as recognised by SAQA. 2-3 years working experience in Veterinary Services. Registration with the South African Veterinary Council as Veterinary Technologist valid for the current year. (Please attach certified copy of certificate and receipt). Knowledge, Skills and Competencies: Proven interpersonal, negotiation & communication skills (verbal & written). Time management. Computer proficiency skills will be tested. Quality assurance, Reproduction, Bacteriology, Parasitology, hygiene survey and Serology.

DUTIES : Render a technical support service to the laboratory veterinarian, which includes: - serological, histological, biochemical and toxicological analysis, as well as the identification of microorganisms, internal and external parasites. Information management. Analyse and interpret laboratory diagnostic tests results. Review and verification of laboratory test results. Participate in the compilation of SOP’s and implementation of approved SOP’s in accordance with the applicable quality management system. Control and maintenance of laboratory equipment, including calibration. Stock control of the relevant diagnostic section.

ENQUIRIES : Mr Mabula NJ 015 294 3582, Ms Mtwene P 015 294 3395 & Mr. Sepale M.F 015 294 3528

POST 42/224 : ARTISAN PRODUCTION GRADE A REF NO: LDARD 09/18 (X1 POST)

SALARY : R179 523 per annum (OSD)
CENTRE : Head Office
DUTIES: To render technical design, production, operation and maintenance services. To provide and maintain office buildings in the Department. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Quality assure serviced and maintained equipment and/or facilities. Provide inputs to the operational plan. Perform administrative and related functions. Compile and submit reports. Keep and maintain job record/register. Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES: Mr Mabula NJ 015 294 3582, Ms Mtswene P 015 294 3395 & Mr. Sepale M.F 015 294 3528

DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE
Department of Public Works, Roads and Infrastructure is an equal opportunity employer with clear employment equity targets. The department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply.

APPLICATIONS: Head Office: applications should be submitted to the acting Head of Department of Public Works, Roads and Infrastructure Private Bag X9490 Polokwane 0700 Or hand delivered to Works Towers Building, No. 43 Church Street, Polokwane, 0699. For Capricorn District: Department of Public Works Roads & Infrastructure, Private Bag 9378, Polokwane, 0700 or hand deliver @ Landros Mare Street next to Correctional Services. For Sekhukhune District: Private Bag X2, Chuenespoort, 0745 or hand deliver to Lebowakgomo Zone A next to Traffic Department. For Mopani District: Private Bag X9576, Giyani 0826 or hand deliver at former Parliamentary Buildings next to LIMDEV offices. For Waterberg District: Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motsoaledi Streets. For Vhembe District: Private Bag X2248, Sibasa, 0970 or hand deliver to Cnr Traffic and SAPS Street (opposite Raluswielo School)

CLOSING DATE: 09 November 2018 at 16:00.

NOTE: Applications must be submitted on form Z83 obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be completed in full, accompanied by certified copies of identity documents, valid driver’s License (where applicable), educational qualifications, and a comprehensive Curriculum Vitae or resumé. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83. Please note: Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must attach certified copies of certificates of evaluation by SAQA. The successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Late applications, emailed or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. Communication will only be with shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.

OTHER POSTS

POST 42/225: SENIOR PROJECT MANAGER REF NO: S4/1/17/2018/01
Directorate: Roads Maintenance

SALARY: R826 053 (Level 12) (all-inclusive package)
CENTRE: Mopani District.
REQUIREMENTS: An undergraduate qualification (NQF level 6/7) in Civil Engineering. Three to four (3 – 4) years at lower/ middle/ supervisory position in the Roads Maintenance environment. A valid driver’s license (Attach a copy)

DUTIES: Manage the re-gravelling of roads and construction of drainage structures. Manage the district road maintenance operations. Manage the implementation of roads maintenance Extended Public Works Programme. Manage resources (human, financial & physical)

ENQUIRIES: Mr. Mzamani Mashibyi/ Mr. Rackson Makondo @ 015 811 4000

POST 42/226: DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: S4/1/17/2018/03
Directorate: Human Resource Management

SALARY: R697 011 per annum (Level 11) (all-inclusive package)
CENTRE: Capricorn District

ENQUIRIES: Mr. Solomon Netshia/ Welhemina Mohale at 015 287 5600

POST 42/227: DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: S4/1/17/2018/04
Directorate: Supply Chain Management

SALARY: R697 011 per annum (Level 11) (all-inclusive package)
CENTRE: Head Office

ENQUIRIES: Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Matome Malemela at 015 284 7606 or Mr. Billy Seleka at 015 284 7663.

POST 42/228: CONSTRUCTION PROJECT MANAGER GRADE A REF NO: S4/1/17/2018/02
Directorate: Construction & Maintenance

SALARY: R679 338 per annum (all-inclusive), as per OSD
CENTRE: Mopani District

ENQUIRIES: Mr. Mzamani Mashibyi/ Mr. Rackson Makondo @ 015 811 4000
<table>
<thead>
<tr>
<th>POST 42/229</th>
<th>ASSISTANT DIRECTOR: LAND MANAGEMENT REF NO: S4/17/2018/05</th>
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<tbody>
<tr>
<td><strong>Directorate:</strong> Property and Facilities</td>
<td></td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R444 693 per annum (Level 10)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Capricorn District</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An undergraduate NQF Level 06 as recognized by SAQA. Minimum of 2 - 3 years' experience in Property and facilities. A valid Driver's licence (attach a copy).</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Manage district asset register. Manage disposal and transfer of state properties. Manage land acquisition and vesting. Manage office allocation. Implement operational plan / business plans of the directorate. Provide resources (human, financial, &amp; physical)</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr. Solomon Netshia/ Welhemina Mohale at 015 287 5600</td>
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<tr>
<th>POST 42/230</th>
<th>ASSISTANT DIRECTOR EPWP: PLANNING AND SUPPORT REF NO: S4/17/2018/06</th>
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<tbody>
<tr>
<td><strong>Directorate:</strong> Extended Public Works Programme</td>
<td></td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R444 693 per annum (Level 10)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Head Office, Polokwane</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An undergraduate NQF Level 06 qualification as recognized by SAQA. Minimum of 2 – 3 years' experience in Administration. A valid Driver's licence (attach a copy).</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Provide sector coordination. Facilitate formation of cooperatives. Monitor and implement internal EPWP projects. Implement operational/ business plan of the directorate. Provide resources (human, financial, &amp; physical).</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Matome Malemela at 015 284 7606 or Mr. Billy Seleka at 015 284 7663.</td>
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<tr>
<th>POST 42/231</th>
<th>DEPUTY PROJECT MANAGER: ROADS MAINTENANCE REF NO: S4/17/2018/07</th>
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<tbody>
<tr>
<td><strong>Directorate:</strong> Inspectorate Programme</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R444 693 per annum (Level 10)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Capricorn District</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An undergraduate qualification (NQF Level 6) in Civil/ Survey Engineering as recognized by SAQA. 2 - 3 years supervisory experience in the Roads Inspection environment. A valid driver’s license (Attach a copy).</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Manage visual assessment of roads and drainage structures. Provide maintenance expertise. Monitor and implement the Service Delivery Improvement Programme. Implement operational/ business plan of the directorate. Provide resources (human, financial, &amp; physical).</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms. Welhemina Mohale/ Mr Solomon Netshia @ 015 287 5600</td>
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<tr>
<th>POST 42/232</th>
<th>CONTROL WORKS INSPECTOR: MAINTENANCE INSPECTION REF NO: S4/17/2018/08</th>
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<tbody>
<tr>
<td><strong>Directorate:</strong> Inspectorate Programme</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>R444 693 per annum (Level 10)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Waterberg District</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An undergraduate qualification (NQF Level 06) in Building environment as recognized by SAQA and Registration as an Engineering Technician. 2 - 3 years supervisory experience in the maintenance inspection. A valid driver's license (Attach a copy).</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Manage inspectorate. Facilitate, co-ordinate and control the implementation of new work, repair and renovation and maintenance. Ensure that the relevant project documentation for new and existing structures is compiled. Manage the activities of contractors and consultants. Provide extended Public Works Programme. Supervise the performance and conduct of works inspectors.</td>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Mr. Phineas Makomene/ Ms. Palesa Hlaole @ 014 718 3000</td>
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</table>
POST 42/233 : ASSISTANT DIRECTOR: EPWP MONITORING REF NO: S4/1/17/2018/09 (X2 POSTS)  
Directorate: Extended Public Works Programme

**SALARY** : R444 693 per annum (Level 10)  
**CENTRE** : Head Office  
**REQUIREMENTS** : An undergraduate NQF Level 06 qualification as recognized by SAQA. Minimum of 2 - 3 years’ experience in Administration. A valid Driver’s licence (attach a copy).  
**DUTIES** : Monitor implementation of departmental EPWP projects. Manage EPWP Data Hub. Implement operational business plan of the Directorate. Provide resources (human, financial & physical)  
**ENQUIRIES** : Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Matome Malemela at 015 284 7606 or Mr. Billy Seleka at 015 284 7663.

POST 42/234 : CHIEF ARTISAN GRADE A REF NO: S4/1/17/2018/11  
Directorate: Construction and Maintenance Management

**SALARY** : R356 646 – R418 062 per annum (as per OSD)  
**CENTRE** : Vhembe District  
**REQUIREMENTS** : An undergraduate NQF Level 4/5/6 in Construction and Maintenance as recognized by SAQA. Appropriate Trade Test Certificate. Ten years post qualification experience required as an Artisan/Artisan Foreman. A valid driver’s license (Attach a copy).  
**DUTIES** : Manage technical services. Manage administrative and related functions. Financial Management, People management. Maintain and advance expertise.  
**ENQUIRIES** : Mr. Frank Mavhungu/ Ms Elisabeth Morovhi @ 015 963 3790

POST 42/235 : ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: S4/1/17/2018/10 (X2 POSTS)  
Directorate: Corporate Services

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Waterberg District (X1 Post)  
**CENTRE** : Capricorn District (X1 Post)  
**REQUIREMENTS** : An undergraduate NQF Level 06 qualification as recognized by SAQA. Minimum of 2 - 3 years’ experience in HR and corporate services environment. Knowledge of PERSAL system will an added advantage (Attach results). A valid Driver’s license (attach a copy).  
**DUTIES** : Manage human resource provisioning services. Manage conditions of services. Manage leave matters. Manage human resources development services. Manage and facilitate Labour Relations. Implement operational business plan of the Directorate. Provide resources (human, financial & physical).  
**ENQUIRIES** : For Waterberg District: Mr. Phineas Makomene/ Ms. Palesa Hlaole @ 014 718 3000  
for Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia @ 015 287 5600

POST 42/236 : HEAD: ROAD MAINTENANCE (COST CENTRE MANAGER) REF NO: S4/1/17/2018/12  
Directorate: Roads Management Programme

**SALARY** : R356 289 per annum (Level 09)  
**CENTRE** : Capricorn District  
**REQUIREMENTS** : An undergraduate NQF level 5 qualification in Civil Engineering as recognized by SAQA. 2 - 3 years supervisory experience in the Roads Maintenance environment. A valid driver’s license (Attach a copy).  
**DUTIES** : Manage roads maintenance operations. Manage heavy roads construction and maintenance plant and equipment. Provide stakeholder relations. Implement roads maintenance Expanded Public Works Programme. Implement operational/ business plan of the directorate. Provide resources (human, financial, & physical).  
**ENQUIRIES** : Ms. Welhemina Mohale/ Mr Solomon Netshia @ 015 287 5600

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Directorate: Property & Facilities Management

SALARY : R299 709 per annum (Level 08)
CENTRE : Capricorn District
REQUIREMENTS : An undergraduate NQF Level 06 qualification as recognized by SAQA. Minimum of 1 - 2 years’ experience in Property & Facilities Management. A valid Driver’s licence (attach a copy).
DUTIES : Provide district asset register. Provide disposal and transfer of state properties. Conduct & facilitate the process of land acquisition. Provision of office accommodation to provincial departments, district and local municipalities. Provide resources (human, financial & physical).
ENQUIRIES : Ms. Welhemina Mohale/ Mr Solomon Netshia @ 015 287 5600

POST 42/238 : SENIOR ADMINISTRATIVE OFFICER: LEASE & MUNICIPAL MANAGEMENT REF NO: S4/1/17/2018/14
Directorate: Property & Facilities Management

SALARY : R299 709 per annum (Level 08)
CENTRE : Waterberg District
REQUIREMENTS : An undergraduate qualification NQF Level 06 as recognized by SAQA. Minimum of 1 - 2 years’ experience in Property & Facilities Management. Valid Driver’s licence (attach a copy).
ENQUIRIES : Mr. Phineas Makomene/Ms. Palesa Hlaole @ 014 718 3000

POST 42/239 : MAINTENANCE OPERATIONS SPECIALIST REF NO: S4/1/17/2018/15
Directorate: Roads Maintenance

SALARY : R299 709 per annum (Level 08)
CENTRE : Sekhukhune District
REQUIREMENTS : An undergraduate qualification NQF Level 05 in Civil Engineering as recognized by SAQA. 1 year experience in roads construction maintenance environment. A valid Driver’s licence (attach a copy).
DUTIES : Coordinate the development of road construction/ maintenance business plan. Provide support and monitor the implementation of the road construction/ maintenance business plan. Conduct capacity building. Provide stakeholder relations.
ENQUIRIES : Ms. Constance Makalela/ Mr. Malema Mathabatha @ 015 632 8300

POST 42/240 : CHIEF WORKS INSPECTOR REF NO: S4/1/17/2018/16
Directorate: Construction & Maintenance Management

SALARY : R299 709 per annum (Level 08)
CENTRE : Vhembe District
REQUIREMENTS : An undergraduate NQF Level 06 qualification in Building environment as recognized by SAQA and Registration as an Engineering Technician. N3 certificate and appropriate Trade Test Certificate. A valid driver’s license (Attach a copy).
DUTIES : Identify needs and requirements of new works and repairs through the investigation of customer and new services. Render an inspection services of work done on new projects and existing structures. Manage activities of contractors on project sites. Provide extended Public Works Programme. Supervise the performance and conduct of works inspectors.
ENQUIRIES : Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790

POST 42/241 : ARTISAN FOREMAN GRADE A: PLASTERING SERVICES REF NO: S4/1/17/2018/17 (X2 POSTS)
Directorate: Construction & Maintenance Management

SALARY : R286 500 – R326 055 per annum (as per OSD)
CENTRE: Mopani District

REQUIREMENTS: Undergraduate NQF level 1, AET/ABET level 4 as recognised by SAQA. Appropriate Trade Test Certificate in plastering / Bricklaying. Five (05) years post qualification as an Artisan. A valid driver’s license (Attach a copy).


ENQUIRIES: Mr. Mzamani Mashibyi/ Mr. Rackson Makondo @ 015 811 4000


SALARY: R286 500 – R326 055 per annum (as per OSD)

CENTRE: Vhembe District

REQUIREMENTS: Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA. Appropriate Trade Test Certificate in Carpentry. Five (05) years post qualification as an Artisan. A valid driver’s licence (Attach a copy).


ENQUIRIES: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790


SALARY: R286 500 – R326 055 per annum (as per OSD)

CENTRE: Vhembe District

REQUIREMENTS: Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA. Appropriate Trade Test Certificate. Five (5) years post qualification as an Artisan. A valid driver’s licence (Attach a copy).


ENQUIRIES: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790

POST 42/244: ADMINISTRATIVE OFFICER: EPWP & CORPORATE SERVICE REF NO: S4/1/17/2018/20

SALARY: R242 475 per annum (Level 07)

CENTRE: Head Office

REQUIREMENTS: Undergraduate NQF level 5 as recognized by SAQA. Undergraduate NQF level 5 in Management Assistant or Secretarial Certificate will be an added advantage. Computer literacy.

DUTIES: Provide a secretarial / receptionist support service to the manager. Render administrative support services. Provide support to manager regarding meetings. Support the manager with the administration of the manager’s budget. Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES: Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Matome Malemela at 015 284 7606 or Mr. Billy Seleka at 015 284 7663.

POST 42/245: ADMINISTRATIVE OFFICER: BIDS MANAGEMENT REF NO: S4/1/17/2018/21

SALARY: R242 475 per annum (Level 07)

CENTRE: Mopani District

REQUIREMENTS: An undergraduate NQF Level 05 as recognized by SAQA. Knowledge / Experience in Supply Chain environment will be an added advantage. Valid Driver’s licence (attach a copy).

DUTIES: Render bids evaluation services. Provide and monitor the evaluation process. Present to BAC.

ENQUIRIES: Mr. Mzamani Mashibyi/ Mr. Rackson Makondo @ 015 811 4000
POST 42/246 : LABOUR RELATIONS OFFICER REF NO: S4/1/17/2018/22
Directorate: Corporate Services

SALARY : R242 475 per annum (Level 07)
CENTRE : Head Office
REQUIREMENTS : An undergraduate NQF Level 06 qualification as recognised by SAQA. Knowledge / experience in Labour Relations will be an added advantage. A valid driver’s licence (attach a copy).
ENQUIRIES : Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Matome Malemela at 015 284 7606 or Mr. Billy Seleka at 015 284 7663.

Directorate: Corporate Services

SALARY : R242 475 per annum (Level 07)
CENTRE : Capricorn District
REQUIREMENTS : An undergraduate NQF level 06 qualification in Human Resources as recognized by SAQA. Knowledge / experience in Human Resources will be an added advantage. A valid driver’s license (attach a copy).
ENQUIRIES : Ms. Welhemina Mohale/ Mr Solomon Netshia @ 015 287 5600

POST 42/248 : PERSONNEL PRACTITIONER: HUMAN RESOURCES DEVELOPMENT REF NO: S4/1/17/2018/24
Directorate: Corporate Services

SALARY : R242 475 per annum (Level 07)
CENTRE : Head Office
REQUIREMENTS : An undergraduate NQF Level 06 qualification in HR as recognised by SAQA. Knowledge / experience in Human Resources will be an added advantage. A valid driver’s licence (attach a copy).
DUTIES : Provide personnel training services. Provide learnerships and internships. Provide departmental bursary scheme mentorship and scholarship programme.
ENQUIRIES : Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Matome Malemela at 015 284 7606 or Mr. Billy Seleka at 015 284 7663.

POST 42/249 : ADMINISTRATIVE OFFICER: RECORDS MANAGEMENT REF NO: S4/1/17/2018/25
Directorate: Corporate Services

SALARY : R242 475 per annum (Level 07)
CENTRE : Head Office
REQUIREMENTS : An undergraduate NQF Level 06 qualification in HR as recognised by SAQA. Knowledge / experience in Records Management will be an added advantage. A valid driver’s licence (attach a copy).
ENQUIRIES : Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Matome Malemela at 015 284 7606 or Mr. Billy Seleka at 015 284 7663.

POST 42/250 : ADMINISTRATIVE OFFICER: RISK MANAGEMENT REF NO: S4/1/17/2018/26
Directorate: Risk Planning & Management

SALARY : R242 475 per annum (Level 07)
CENTRE: Head Office
REQUIREMENTS: An undergraduate NQF Level 06 qualification in as recognised by SAQA. Knowledge / experience in Risk Management will be an added advantage. A valid driver’s licence (attach a copy).
DUTIES: Implement the risk management strategies and plans. Conduct risk assessment on departmental objectives. Conduct risk education and awareness. Provide administrative support services.
ENQUIRIES: Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Matome Malemela at 015 284 7606 or Mr. Billy Seleka at 015 284 7663.

POST 42/251: ADMINISTRATIVE OFFICER: OFFICE SERVICES REF NO: S4/1/17/2018/27
Directorate: Corporate Services
SALARY: R242 475 per annum (Level 07)
CENTRE: Head Office
REQUIREMENTS: An undergraduate NQF Level 06 qualification as recognised by SAQA. An undergraduate NQF level 6 qualification in Public Administration will be an added advantage. A valid driver’s licence (attach a copy).
ENQUIRIES: Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Matome Malemela at 015 284 7606 or Mr. Billy Seleka at 015 284 7663.

POST 42/252: ARTISAN PRODUCTION GRADE A: PLASTERING SERVICES REF NO: S4/1/17/2018/28 (X3 POSTS)
Directorate: Construction and Maintenance Management
SALARY: R179 523 - R199 242 per annum (as per OSD)
CENTRE: Vhembe District (X2 Posts)
REQUIREMENTS: Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA. Appropriate Trade Test Certificate in carpentry. A valid driver’s licence (Attach a copy).
ENQUIRIES: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790

POST 42/253: ARTISAN PRODUCTION GRADE A: CARPENTRY SERVICES REF NO: S4/1/17/2018/29 (X3 POSTS)
Directorate: Construction and Maintenance Management
SALARY: R179 523 - R199 242 per annum (as per OSD)
CENTRE: Vhembe District (X2 Posts)
REQUIREMENTS: Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA. Appropriate Trade Test Certificate in painting. A valid driver’s licence (Attach a copy).
ENQUIRIES: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790

POST 42/254: ARTISAN PRODUCTION GRADE A: PAINTING SERVICES REF NO: S4/1/17/2018/30 (X2 POSTS)
Directorate: Construction and Maintenance Management
SALARY: R179 523 - R199 242 per annum (as per OSD)
CENTRE: Vhembe District (X2 Posts)
REQUIREMENTS: Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA. Appropriate Trade Test Certificate in painting. A valid driver’s licence (Attach a copy).
ENQUIRIES: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790
POST 42/255: ARTISAN PRODUCTION GRADE A: PLUMBING SERVICES REF NO: S4/1/17/2018/31 (X3 POSTS)
Directorate: Construction and Maintenance Management

SALARY: R179 523 - R199 242 per annum (as per OSD)
CENTRE: Vhembe District (X1 Post)
Sekhukhune District (X1 Post)
Waterberg District (X1 Post)

REQUIREMENTS: Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA. Appropriate Trade Test Certificate in plumbing. A valid driver’s licence (Attach a copy).


ENQUIRIES: For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790
For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha @ 015 632 8300
For Waterberg District: Mr. Phineas Makomene/ Ms. Palesa Hlaole @ 014 718 3000

POST 42/256: ARTISAN PRODUCTION GRADE A: ROADS MECHANICAL REF NO: S4/1/17/2018/32 (X1 POST)
Directorate: Construction and Maintenance Management

SALARY: R179 523 - R199 242 per annum (as per OSD)
CENTRE: Waterberg District

REQUIREMENTS: Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA. Appropriate Trade Test Certificate. A valid driver’s licence (Attach a copy).


ENQUIRIES: Mr. Phineas Makomene/ Ms. Palesa Hlaole @ 014 718 3000.

POST 42/257: ARTISAN PRODUCTION GRADE A: ELECTRICAL SERVICES REF NO: S4/1/17/2018/33 (X1 POST)
Directorate: Construction and Maintenance Management

SALARY: R179 523 - R199 242 per annum (as per OSD)
CENTRE: Waterberg District

REQUIREMENTS: Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA. Appropriate Trade Test Certificate. A valid driver’s licence (Attach a copy).


ENQUIRIES: Mr. Phineas Makomene/ Ms. Palesa Hlaole @ 014 718 3000.

POST 42/258: REGISTRY CLERK: RECORDS MANAGEMENT REF NO: S4/1/17/2018/34
Directorate: Corporate Services

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

REQUIREMENTS: Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA. Computer literacy.

DUTIES: Provide registry counter services. Handling of incoming and outgoing Correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and disposal.

ENQUIRIES: Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Matome Malemela at 015 284 7606 or Mr. Billy Seleka at 015 284 7663.

POST 42/259: ACCOUNTING CLERK FINANCE MANAGEMENT REF NO: S4/1/17/2018/35 (X3 POSTS)
Directorate: Financial Management

SALARY: R163 563 per annum (Level 05)
CENTRE: Head Office (X1 Post)
Vhembe District (X2 Posts)
REQUIREMENTS: Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA. Computer literacy.

DUTIES: Render financial Accounting transactions. Perform salary administration support services. Perform bookkeeping support services.

ENQUIRIES: Ms. Magdeline Mokonyane at 015 284 7353 or Mr. Matome Malemela at 015 284 7606 or Mr. Billy Seleka at 015 284 7663, For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790

POST 42/260: OFFICE ATTENDANT REF NO: S4/1/17/2018/36 (X3 POSTS)
Directorate: Roads Maintenance

SALARY: R163 563 per annum (Level 05)
CENTRE: Capricorn District (X1 Post)
Sekhukhune District (X1 Post)
Vhembe District (X1 Post)

REQUIREMENTS: Undergraduate NQF level 4, AET/ABET level 4 as recognized by SAQA. Computer literacy.

DUTIES: Handle Human resources matters. Perform auxiliary services for the Roads maintenance centre. Handle transport matters.

ENQUIRIES: For Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia @ 015 287 5600
For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha @ 015 632 8300
For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790

POST 42/261: DRIVER OPERATORS REF NO: S4/1/17/2018/37 (X6 POSTS)
Directorate: Roads Maintenance

SALARY: R163 563 per annum (Level 05)
CENTRE: Waterberg District (X4 Posts)
Mopani District (X2 Posts)

REQUIREMENTS: Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA. Construction Plant Operator certificate). Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA, with a minimum of 2 years’ experience in roads maintenance. Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA, with a minimum of 5 years’ experience in roads maintenance. Valid code 10 (C1) with Public Drivers Permit.

DUTIES: Operating heavy construction plant and equipment. Maintenance of heavy construction plant and equipment. Perform administration duties.

ENQUIRIES: For Waterberg District: Mr. Phineas Makomene/ Ms. Palesa Hlaole @ 014 718 3000
For Mopani District: Mr. Mzamani Mashibi/ Mr. Rackson Makondo @ 015 811 4000.

NOTE: Employees who are on Grader Operator Skills Programme/ qualification are encouraged to apply.

POST 42/262: DRIVER REF NO: S4/1/17/2018/38 (X9 POSTS)
Directorate: Roads Maintenance

SALARY: R136 800 per annum (Level 04)
CENTRE: Sekhukhune District (X4 Posts)
Vhembe District (X2 Posts)
Mopani District (X2 Posts)

REQUIREMENTS: Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA. Construction Plant Operator certificate). Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA, with a minimum of 2 years’ experience in roads maintenance. Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA, with a minimum of 5 years’ experience in roads maintenance. Valid code 10 (C1) with Public Drivers Permit.

DUTIES: Core driver functions. Secondary messenger services.

ENQUIRIES: For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha @ 015 632 8300
Directorate: Corporate Services

SALARY: R136 800 per annum (Level 04)
CENTRE: Waterberg District
REQUIREMENTS: Undergraduate NQF Level 4 qualification AET/ ABET/ NCV level 4 as recognised by SAQA.
DUTIES: Render switchboard services. Maintain switchboard system.
ENQUIRIES: Mr. Phineas Makomene/ Ms. Palesa Hlaole @ 014 718 3000

POST 42/264: TRADESMAN AID II: PLASTERING REF NO: S4/1/17/2018/40 (X9 POSTS)
Directorate: Maintenance

SALARY: R115 437 per annum (Level 03)
CENTRE: Capricorn District (X5 Posts)
Sekhukhune District (X1 Post)
Mopani District (X1 Post)
Vhembe District (X2 Posts)
REQUIREMENTS: Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA. Computer literacy.
ENQUIRIES: Ms. Welhemina Mohale/ Mr. Solomon Netshia @ 015 287 5600
For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha @ 015 632 8300
For Mopani District: Mr. Mzamani Mashibyi/ Mr. Rackson Makondo @ 015 811 4000
For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790

POST 42/265: TRADESMAN AID II: PAINTING REF NO: S4/1/17/2018/41 (X2 POSTS)
Directorate: Construction Maintenance

SALARY: R115 437 per annum (Level 03)
CENTRE: Mopani District
REQUIREMENTS: Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.
ENQUIRIES: Mr. Mzamani Mashibyi/ Mr. Rackson Makondo @ 015 811 4000

POST 42/266: TRADESMAN AID II: PLUMBING REF NO: S4/1/17/2018/42 (X4 POSTS)
Directorate: Maintenance

SALARY: R115 437 per annum (Level 03)
CENTRE: Capricorn District (X2 Posts)
Mopani District (X1 Post)
Vhembe District (X1 Posts)
REQUIREMENTS: AET/ABET level 4 (or NQF level 1) qualification.
ENQUIRIES: Ms. Welhemina Mohale/ Mr. Solomon Netshia @ 015 287 5600
For Mopani District: Mr. Mzamani Mashibyi/ Mr. Rackson Makondo @ 015 811 4000
For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790

POST 42/267: TRADESMAN AID II: CARPENTRY SERVICES REF NO: S4/1/17/2018/43 (X4 POSTS)
Directorate: Maintenance

SALARY: R115 437 per annum (Level 03)
CENTRE : Mopani District (X1 Post)
Vhembe District (X3 Posts)

REQUIREMENTS : Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.
ENQUIRIES : For Mopani District: Mr. Mzamani Mashibyi/ Mr. Rackson Makondo @ 015 811 4000
For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790

POST 42/268 : TRADESMAN AID II: PROPERTY AND FACILITIES REF NO: S4/1/17/2018/44
Directorate: Maintenance

SALARY : R115 437 per annum (Level 03)
CENTRE : Sekhukhune District

REQUIREMENTS : Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.
ENQUIRIES : Ms. Constance Makalela/ Mr. Malema Mathabatha @ 015 632 8300

POST 42/269 : TRADESMAN AID II: ELECTRICAL SERVICES REF NO: S4/1/17/2018/45 (X2 POSTS)
Directorate: Construction & Maintenance

SALARY : R115 437 per annum (Level 03)
CENTRE : Capricorn District (X1 Post)
Vhembe District (X1 Post)

REQUIREMENTS : Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.
ENQUIRIES : For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790
For Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia @ 015 287 5600

POST 42/270 : TRADESMAN AID II: MECHANICAL WORKSHOP REF NO: S4/1/17/2018/46 (X3 POSTS)
Directorate: Roads Maintenance

SALARY : R115 437 per annum (Level 03)
CENTRE : Capricorn District (X1 Post)
Waterberg District (X1 Post)

REQUIREMENTS : Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.
ENQUIRIES : For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790
For Capricorn District: Ms. Welhemina Mohale/ Mr Solomon Netshia @ 015 287 5600
For Waterberg District Mr. Phineas Makomene/ Ms. Palesa Hlaole @ 014 718 3000.

POST 42/271 : TRADESMAN AID II: PHALABORWA ROADS REF NO: S4/1/17/2018/47
Directorate: Roads Maintenance

SALARY : R115 437 per annum (Level 03)
CENTRE : Mopani District

REQUIREMENTS : Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.
ENQUIRIES : Mr. Mzamani Mashibyi/ Mr. Rackson Makondo @ 015 811 4000

Directorate: Roads Maintenance

SALARY : R115 437 per annum (Level 03)
CENTRE : Vhembe District
REQUIREMENTS: Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.


ENQUIRIES: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790

POST 42/273: TRADESMAN AID II: TZANEEN STORES REF NO: S4/1/17/2018/49
Directorate: Financial Management

SALARY: R115 437 per annum (Level 03)
CENTRE: Mopani District
REQUIREMENTS: Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.
DUTIES: Keep and issue stores material. Maintain the office buildings.
ENQUIRIES: Mr. Mzamani Mashibyi/ Mr. Rackson Makondo @ 015 811 4000

POST 42/274: GROUNDSMAN REF NO: S4/1/17/2018/50 (X3 POSTS)
Directorate: Property and Facilities

SALARY: R96 549 per annum (Level 02)
CENTRE: Mopani District (X1 Post)
Sekhukhune District (X1 Post)
Vhembe District (X1 Post)
REQUIREMENTS: Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.
DUTIES: Maintain premises and surroundings. Maintain the garden. Maintain the gardening equipment and tools.
ENQUIRIES: For Mopani: Mr. Mzamani Mashibyi/ Mr. Rackson Makondo @ 015 811 4000
For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790
For Sekhukhune District: Ms. Constance Makalela/ Mr. Malema Mathabatha @ 015 632 8300

POST 42/275: CLEANER REF NO: S4/1/17/2018/51 (X3 POSTS)
Directorate: Property and Facilities

SALARY: R96 549 per annum (Level 02)
CENTRE: Mopani District (X1 Post)
Vhembe District (X2 Posts)
REQUIREMENTS: Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.
DUTIES: Provision of cleaning services. Keep and maintain cleaning materials and equipment.
ENQUIRIES: For Mopani: Mr. Mzamani Mashibyi/ Mr. Rackson Makondo @ 015 811 4000
For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790

POST 42/276: STORES ASSISTANT REF NO: S4/1/17/2018/52 (X6 POSTS)
Directorate: Finance (Asset Management)

SALARY: R96 549 per annum (Level 02)
CENTRE: Vhembe District (X5 Posts)
Waterberg District (X1 Post)
REQUIREMENTS: Undergraduate NQF level 1, AET/ABET level 4 as recognized by SAQA.
DUTIES: Perform general assistant work.
ENQUIRIES: For Vhembe District: Mr. Frank Mavhungu/ Mr Elizabeth Murhovhi @ 015 963 3790
For Waterberg District: Mr. Phineas Makomene/ Ms. Palesa Hlaole @ 014 718 3000
ANNEXURE Y

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

APPLICATIONS: All applications should be directed to: The Head of Department OR Private Bag X 11285 Nelspruit; 1200, Hand delivered to: Building No 3 Government Boulevard, Riverside Park Ext 2, and Nelspruit 1200

FOR ATTENTION: Ms Gugu Nkosi, Mr Michael Mlangeni or Mr Emmanuel Makokoropo

CLOSING DATE: 02 November 2018 (at 14h00 sharp) all applications received after the closing date and time will NOT be entertained. Apply as early as possible to avoid disappointments, please.

NOTE: Application should be submitted on Z83 form obtainable from any public services Department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae. Please quote the CORRECT references on your form and where possible the station/Centre where the post is. Please note: one application form per post. No faxed applications will be accepted. NB: Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 3 months. In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection should be submitted on Z83 form obtainable from any public services department and should be accompanied by certified copies of qualifications, ID/passport and curriculum vitae. Please quote the references on your form and where possible the station/centre where the post is. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are requested to apply and indicate such in their application forms). N.B. those officials who applied and interviewed for the above post are required to re-apply.

ERRATUM: Kindly note that the post of Medical Officer GR 1 with Ref No: MPDOH/OCT/18/05 advertised in Public Service Vacancy Circular 40 dated 05 October 2018, the salary scale should be: R780 612 per annum (OSD requirements) (Depending on the years of experience in terms of relevant OSD) and please note that rural allowance at Impungwe Hospital is not payable. Kindly note that the post of Administrative Officer (HPV Grant) with Ref No: MPDOH/OCT/18/30 advertised in Public Service Vacancy Circular 40 dated 06 October 2018, the requirements should read as follows: A basic qualification (diploma/degree in Accounting or, Commerce or Statistics or an equivalent qualification. Three (3) years experience working with finances.

OTHER POSTS

POST 42/277: MANAGER: COMMUNICABLE DISEASE CONTROL [GR 1] REF NO: MPDOH/10/18/34 (Re-Advertisement)

SALARY: R815 169 – R904 719 per annum OSD depending on qualifications and experience

CENTRE: Provincial Office-Nelspruit

REQUIREMENTS: A degree in health related field or equivalent qualification. Proof of current registration with any Health Professional Body of South Africa. At least three (3) to five (5) years’ experience in Management Services preferably in communicable disease control programme. An Honours or Master’s degree in Public Health will be an added advantage. Extensive knowledge of prevention and control of emerging and re-emerging infectious diseases. Ability to coordinate multi-disciplinary and sectoral activities. Knowledge and understanding of the District Health System, including District hospitals and Community Based Health Services. Knowledge of policies on communicable disease strategies. Knowledge and experience of financial and human resource management applicable to the Public

**DUTIES**: Develop, implement, monitor and evaluate policy guidelines for communicable diseases. Facilitate the implementation of the infection control practices and early warning system. Develop protocols and standard operating procedures (SOPs) for epidemic – prone communicable disease. Coordinate the control of disease outbreaks in the province. Able to conduct research to inform policies. Ensure capacity building of personnel at all levels, as well as public education. Facilitate new partnership for prevention and control of communicable diseases. Provide accurate information to Senior Managers and other stakeholders for evidence- based decision. Undertake general management of the resources of the Sub- directorate. Liaise with districts, other Government departments, national role- players and the private sector to facilitate the control, monitoring and evaluation system for epidemic-prone communicable diseases. Develop strategic and operational plans for the programme.

**ENQUIRIES**: Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**NOTE**: Short listed candidates will need to undergo a competency assessment.

**POST 42/278**: ASSISTANT DIRECTOR: MEDICAL ORTHOTIC AND PROSTHETIC (MOP) WORKSHOP MANAGER (GRADE 1) REF NO: MPDOH/10/18/34

**SALARY**: R489 429 – R543 195 per annum (OSD) depending on qualifications and experience.

**CENTRE**: Ermelo hospital MOP

**REQUIREMENTS**: A degree/Diploma in Medical Orthotic and Prosthetic, registration with HPCSA. Minimum of 5 years’ experience as a Chief Medical Orthotics and Prosthetist. A degree/diploma in management will be added advantage. A valid driver’s license is a requirement: (code EB). Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Extensive interpersonal skills, ability to negotiate with different stake holders, skills in facilitation and program management, computer literacy and report writing skills and Innovative thinking.

**DUTIES**: Manage, coordinate and develop of MOP services at Institutional and District level. Implement the program according to the National norms and standards. Monitor and evaluate service delivery and report accordingly. Support outreach services to areas where there are no services. Supervise personnel and students allocated to the workshop. Ensure availability of stock for the manufacture and issuing of medical orthotic and prosthetic devices. Coordinate all trainings and Continued Professional Development activities at the institution.

**ENQUIRIES**: Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 42/279**: PRINCIPAL PERSONNEL OFFICER [PMDS] REF NO: MPDOH/OCT/18/35

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

**CENTRE**: Provincial Office, Nelspruit

**REQUIREMENTS**: Grade 12 certificate plus ten 5 years’ experience in HR or Degree or Diploma in Public Administration / Management plus 3 years’ experience in HR. Certificates in Persal training will be an added advantage. Knowledge of the Performance Management system. Good working knowledge of PERSAL and all functions relating to PMDS. Driver’s License and willingness to travel. Microsoft Excel, Word and PowerPoint. Knowledge of Public Service prescripts and legislations relating to PMDS. Must have analytical skills. Good, organizing, interpersonal, presentation and communication skills. Ability to work in a team as well as
independently. Ability to deal with confidential matters. Ability to plan and implement a project according to project management principles.

**DUTIES**

The successful candidate will be responsible for the following functions: Facilitate the implementation of the performance management system in the Department. Monitor compliance on the performance management and development system and generate reports on the PMDS. Conduct training sessions on PMDS. Provide PMDS support to the employees. Implement payment of performance bonus awards, notch Progression for Non-OSD and OSD Employees. Maintain the PMDS data base systems and PERSAL reporting function on PMDS. Coordinate and facilitate the implementation of moderation processes for Non SMS members at all levels.

**ENQUIRIES**

Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087

**POST 42/280**

HEALTH INFORMATION OFFICER REF NO: MPDOH/OCT/18/36
(Re-advertisement)

**SALARY**

R242 475 per annum (Level 07) plus benefits

**CENTRE**

Mmamethake Hospital

**REQUIREMENTS**

Grade 12 plus a minimum of 5 years’ experience working with DHIS or Degree/ Diploma in Statistic or Information Management. Advanced computer literacy. Presentation and data analysis skills. Advanced computer literacy. Presentation and data analysis skills. Good communication skills. Extensive knowledge in Health Information systems. Ability to work under pressure. Knowledge of public health indicators and data elements. Advance knowledge in management of registers and all relevant source documents. Knowledge of data quality assessment tools and methods. Skills in data consolidation, verification and validation process. Valid driver’s license.

**DUTIES**

Conduct database management of DHIS and other relevant systems. Conduct sub-district data submission meetings. Consolidate sub-district data from all sources/ system and data submission to the next level. Support DHIS version updates and workshops relating to new versions. Support implementation of National and Provincial Health Information.

**ENQUIRIES**

Glory Mokone Tel No: 013 766 3340; Dolly Khoza Tel No: 013 766 3087
ANNEXURE Z

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF FINANCE

The North West Department of Finance is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

APPLICATIONS: Applications should be forwarded to: The Director: Human Resource Management, North West Department of Finance, Private Bag X2060, Mmabatho 2735, marked for attention: JM Moheta, K Chuma, O Kgomanyane or N Marengwa, 2nd Floor, Garona Building.

CLOSING DATE: 02 November 2018 at 16H00

NOTE: Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, qualifications, skills, competencies and knowledge). These must be supported by certified copies of educational certificates and Identity Document. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Incomplete applications will not be considered. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department. Appointment of successful candidates will be strictly subject to the result/outcome of Personnel Suitability Checks. Failure to comply with the above requirements will result in the disqualification of the application. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. Applications should be submitted on time. Applications received after the closing date will not be accepted. 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 committee 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 competency assessment tools. Women are encouraged to apply for SMS posts.

MANAGEMENT ECHelon

POST 42/281: DIRECTOR: SCM POLICIES, MONITORING AND EVALUATION, AND CAPACITY BUILDING
Chief Directorate: Provincial SCM
Directorate: SCM Policies, Monitoring and Evaluation, and Capacity Building

SALARY: R1 005 063 – R1 183 932 per annum (Level 13) (all inclusive salary package)

CENTRE: Mmabatho

REQUIREMENTS: As a minimum a Bachelor Degree or Advanced Diploma in SCM/ Public Administration, coupled with at least 10 years relevant experience of which at least five years should preferably be in the Public Sector SCM environment and with a minimum of five years middle management/senior management experience. A valid Code 08 driver/s license. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the Public service such as: SA Constitution, PFMA and related regulations, PPPFA and its regulations, BBBEE and its Codes of Good Practice and Charters, National Treasury Instructions/ Practice Notes/Circulars and Guidelines, CIDB Prescripts, Skills Development Act and Other SCM Related Prescripts. Working knowledge must include M’S: Excel, Word and PowerPoint. Extensive knowledge of Supply Chain Management and all its elements. Self-driven and motivated. Facilitation and presentation skills. Good communication (written and verbal) skills. Good research, analytical and innovative. Good managerial/ leadership skills. Prepared to work irregular hours and under pressure without supervision.
DUTIES:
Manage Coordination of Provincial inputs for National Treasury SCM prescripts.
Manage the Development of Provincial SCM Policies, Manage the Development of Provincial SCM Norms and Standards, Manage the Research of best practices for continuous improvement of SCM System, Provide advice, guidance and support on implementation of SCM Policy, Norms and Standards, Manage the Development of Provincial SCM Control Frameworks, Manage the Monitoring of adherence to SCM Control Frameworks, Manage the analysis and reporting on SCM Compliance Provide Technical Support, Manage Evaluation of interventions on SCM System, Manage the Establishment and overseeing of Governance Mechanisms. Manage the Development and Implementation Provincial SCM Capacity; Building Strategy; Manage Coordination of SCM Professionalization in the Province; Manage Coordination of SCM Education, Training and Development; Manage the provision of In-House Training.

ENQUIRIES:
Mr. H Mashao Tel No: 018- 3884225/4

POST 42/282:
DEPUTY DIRECTOR: DEPARTMENTAL INTERNAL CONTROL
Chief Directorate: Financial Management Services
Sub Directorate: Departmental Internal Control

SALARY:
R697 011 – R821 052 per annum (Level 11) (all inclusive salary package)

CENTRE:
Mmabatho

REQUIREMENTS:
As a minimum a National Diploma or Advanced Certificate in Financial Management/Auditing or equivalent qualification (NQF Level 6) with auditing as a major subject. Minimum of eight (8) years relevant experience in a public financial administration, auditing environment, or risk management environment of which two (4) years should be at junior management level. A valid driver’s license Knowledge of Public Finance Management Act, Treasury Regulations, Public Sector Financial Management Systems, Supply Chain Management Framework, Public Sector processes and the Public Service Act/ Regulations. Understanding of Public Sector Risk Management Framework and COSO Framework of Internal Control. Applicants should have the following skills: Report writing, Facilitation skills, Investigation/auditing skills, Time management, People management and empowerment, Project management, Problem solving and analysis, Excellent verbal and communication skills, Computer literacy.

DUTIES:
Develop and maintain a written compliance policy, which sets out and communicates the department’s commitment, philosophy, and approach to compliance, as well as what is expected of all employees. Facilitate the review, and assess and monitor implementation of all the departmental policies as well as financial/ HR delegations. Evaluate and make recommendations for enhancement/improvement of departmental processes/ checklists/ systems/ templates and participate in the development and monitoring the implementation of internal control systems. Manage the facilitation of assurance services including the facilitation of the Auditor – General regularity audit and Internal Audit processes. Liaise with responsible managers on any audit matters that require attention. Manage the coordination of the implementation of audit recommendations. Monitor records retention and filing is performed. Monitor the completeness, accuracy and validity of internal controls relating to processed transactions. Put systems in place to prevent and detect unauthorised, irregular and fruitless and wasteful expenditure. Perform adhoc reviews.

ENQUIRIES:
Mr. R Soofie Tel No: (018) 388 3266

POST 42/283:
DEPUTY DIRECTOR: FISCAL POLICY ANALYSIS
Chief Directorate: Macro-Economic Analysis and Fiscal Policy
Directorate: Fiscal Policy Management

SALARY:
R697 011 – R821 052 per annum (Level 11) (all inclusive salary package)

CENTRE:
Mmabatho

REQUIREMENTS:
As a minimum a National Diploma or Advanced Certificate in Finance/ Economics/ Accounting/ Budget or equivalent NQF 6 qualification. Eight (8) years’ relevant experience in government budgeting of which a minimum of 4 years must be at

**DUTIES**: Coordinate the preparation and consolidation of revenue budget inputs from departments for inclusion in the Provincial Budget Statement. Ensure the coordination, evaluation and compile of monthly and quarterly revenue reports. Critically analyse revenue collection for inclusion in the IYM monthly reporting. Monitor the daily and monthly revenue collection in order to detect any possible variances and report accordingly. Prepare written reports on achievements and challenges relating to departmental revenue collection. Manage and ensure the implementation of Provincial Revenue Enhancement Strategy (PRES). Ensure that departments review the tariff structures annually as well as maximisation of provincial revenue envelope. Ensure that provincial revenue policies and procedures are revised annually. Perform other administrative duties within the Directorate.

**ENQUIRIES**: Ms. B Pule Tel No: (018) 388 5369

**POST 42/284**: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT
Chief Directorate: Municipal Financial Management
Directorate: Molema and Mompati District Management

**SALARY**: R697 011 – R821 052 per annum (Level 11) (all inclusive salary package)

**CENTRE**: Mmabatho

**REQUIREMENTS**: As a minimum a National Diploma or Advance Certificate in Finance/ Economics/ Accounting/ Budget/ Municipal Finance/ Supply Chain Management or equivalent NQF 6 qualification. Eight (8) years relevant experience in Public Sector of which two (2) years in local government and four (4) years on a supervisory/junior management level. Extensive knowledge of the Municipal Finance Management Act, Municipal Systems Act and Municipal Structures Act. An in-depth understanding of Municipal Supply Chain Process and Regulations. Knowledge of Municipal and Government operation. Computer literacy, planning, organising, financial analysis and report writing skills. The ability to facilitate workshops, give training and presents policies. The ability to produce written material such as reports.

**DUTIES**: Support the implementation of Supply Chain Management reforms in all delegated municipalities and to play an oversight role. Ensure compliance with the MFMA and all related SCM framework by municipalities. Set complimentary standards within the parameters as set by the National Treasury and the relevant SCM frameworks. Assist with the coordinating and managing the established of functional municipal supply chain management structures. Provide guidance on the development and implementation of procurements plans. Monitor and report on policy outcomes. Analyse information from municipalities and compile reports for stakeholders. Access and identify capacity gaps. Provide technical assistance and training with regard to SCM in all delegated municipalities. Assist and advice on improving the supply chain management function within municipalities. Monitor, Evaluate and report on compliance with Supply Chain Management Regulatory Framework. Support the Director in the management and operations of the Directorate.

**ENQUIRIES**: Ms. L Nengovhela Tel No: (018) 388 1852

**POST 42/285**: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT
Chief Directorate: Municipal Financial Management
Directorate: Bojanala and Kaunda District Management

**SALARY**: R697 011 – R821 052 per annum (Level 11) (all inclusive salary package)

**CENTRE**: Rustenburg
**REQUIREMENTS**: As a minimum a National Diploma or Advance Certificate in Finance/ Economics/ Accounting/ Budget/ Municipal Finance/ Supply Chain Management or equivalent NQF 6 qualification. Eight (8) years relevant experience in Public Sector of which two (2) years in local government and four (4) years on a supervisory/junior management level. Extensive knowledge of the Municipal Finance Management Act, Municipal Systems Act and Municipal Structures Act. An in-depth understanding of Municipal Supply Chain Process and Regulations. Knowledge of Municipal and Government operation. Computer literacy, planning, organising, financial analysis and report writing skills. The ability to facilitate workshops, give training and presents policies. The ability to produce written material such as reports.

**DUTIES**: Support the implementation of Supply Chain Management reforms in all delegated municipalities and to play an oversight role. Ensure compliance with the MFMA and all related SCM framework by municipalities. Set complimentary standards within the parameters as set by the National Treasury and the relevant SCM frameworks. Assist with the coordinating and managing the established of functional municipal supply chain management structures. Provide guidance on the development and implementation of procurements plans. Monitor and report on policy outcomes. Analyse information from municipalities and compile reports for stakeholders. Access and identify capacity gaps. Provide technical assistance and training with regard to SCM in all delegated municipalities. Assist and advice on improving the supply chain management function within municipalities. Monitor, Evaluate and report on compliance with Supply Chain Management Regulatory Framework. Support the Director in the management and operations of the Directorate.

**ENQUIRIES**: Ms. L Nengovhela Tel No: (018) 388 1852

**POST 42/286**: ASSISTANT DIRECTOR: ICT USER SUPPORT
Directorate: Information Management
Sub Directorate: Information Technology Services

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

**CENTRE**: Mmabatho

**REQUIREMENTS**: As a minimum a National Diploma or Advanced Certificate in an Information Technology field or equivalent NQF 6 qualification. Industry certificates A+, N+, Server +, MCSE would be added advantage. Six (6) years experience in Desktop and Network administration of both software and hardware. A valid driver’s license. Knowledge of infrastructure and application virtualization technologies and solutions. Working knowledge of networking and server operating system architecture. Reliability in ensuring network security and data protection of confidential information. Working knowledge of ITIL, COBIT and IT Project Management methodologies. Good working strengths within the technical team to achieve best results. Ability to troubleshoot technical problems and report generation. Ability to lead and adapt to change. Experience and ability to setup and maintain all Microsoft windows operating system platforms. Experience with Windows server 2008-2016 including Microsoft Azure, Active Directory, and Group Policy. Experience with Novell GroupWise and MicroFocus. Experience with Backup and Recovery design, implementation, operation, optimization and disaster recovery. Strong project management skills with focus on delivering under tight timelines with limited resources. Ability to interact with stakeholders at all levels. Experience and proven ability to communicate technical issues to non-technical audience. Ability to communicate innovative ideas and receptive to suggestions. Innovative, Creative, Analytical, Negotiation skills, ability to asses and evaluate information, ability to resolve conflict, decision-making driven, solution driven.

**DUTIES**: Provide both physical and telephonic 3rd line ICT support for helpdesk on transversal systems (WALKER, PERSAL, BAS, Pro-quote) and system peripheral operations. Facilitate management of ICT continuity in line with business contingency plans. Perform impact analysis with new application system and databases and monitor load levels on systems. Facilitate management of infrastructure and operational security to ensure protection of financial information. Maintain systems configuration and adherence to set standards. Provide inputs and oversee
monitoring of information technology policy in respect of networks, servers, internet and workstation devices. Ensure networks planning and that systems run at all times and that backups and restores are performed. Provide leadership/managerial support to the unit.

ENQUIRIES
Mr. G. Mohaule Tel No: (018) 388 4393

POST 42/287
ASSISTANT DIRECTOR: ASSET MANAGEMENT
Directorate: Provincial Asset Management

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

CENTRE
Mmabatho

REQUIREMENTS
As a minimum a National Diploma/Advance Certificate in Finance/Accounting/Asset Management or equivalent NQF 6 qualification. Six (6) years’ experience in either private or public sector asset management. A valid driver’s license is a necessity and must be able to drive. Knowledge of the Public Finance Management Act (PFMA), Modified cash standard (MCS), Generally recognized accounting practice (GRAP), Accounting manual for departments (AMD), asset and inventory management framework, Treasury Regulations and GIAMA (Government Immovable Asset Management Act). Must have an in-depth knowledge of financial management and systems, the framework for Asset, inventory, and risk management, Supply Chain Management, financial management processes. Experience in any enterprise wide asset and inventory management system will be an added advantage. The candidate must have a working knowledge of a computer spreadsheet (Microsoft Excel), word processor, presentations, the ability to communicate at all levels, and report writing skills. Ability to work independently and within a team. Ability to facilitate workshops, provide training, present policies, and produce written policies. Must have interpersonal, communication, management, report writing, research and analytical skills. Must have the ability to work under pressure, conduct financial analysis, and prepare reports and proposals.

DUTIES
The incumbent will be responsible to coordinate and monitor the implementation of Asset Management strategies by provincial departments and public entities and ensure such strategies comply with regulatory framework, and keep abreast with new developments. Monitor the application of provincial asset management policies by departments and public entities. Provide technical support on the application of the standards of Generally Recognised Accounting Practice (GRAP) to Provincial Public Entities and Provincial Legislature. Provide technical support on the application of the modified cash standards and assist provincial departments with the preparations and planning for the transition from modified cash to modified accrual on Asset Management. Provide technical support to provincial departments and public entities on asset planning and budgeting, acquisitions, finance leases, asset disposal, transfers, redundant and loss management for the North West Province. Prepare monthly and quarterly reports for senior management. Assist departments on accounting and reporting for immovable assets and facilitate the section 42 transfers between user departments and the Department of Public Works and Roads. Monitor the adherence to Legislative framework and prescripts regarding assets. Monitor the provincial procedural guidelines and policies regarding assets. Coordinate and provide training and support on asset management. Monitor the implementation of loss control system in the Provincial Departments. Ensure that provincial departments adhere to regular asset management reporting requirements by preparing, analysing and submitting periodic reports. Monitor that provincial departments perform and manage asset physical verification processes. Analyse provincial departmental asset audit reports, and ensure that all exceptions are investigated and corrected. Perform generic management functions.

ENQUIRIES
Mr. O Mduli Tel No: (018) 388 3231
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<tr>
<th>POST 42/288</th>
<th>ASSISTANT DIRECTOR: SCM POLICY NORMS</th>
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<td>Chief Directorate: Provincial SCM</td>
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<td>Directorate: SCM Policies, Monitoring and Evaluation, and Capacity Building</td>
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<td>Sub-Directorate: SCM Policies and Capacity Building</td>
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<td>SALARY</td>
<td>R356 289 – R419 679 per annum (Level 09)</td>
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<td>CENTRE</td>
<td>Mmabatho</td>
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<td>REQUIREMENTS</td>
<td>As a minimum a National Diploma/Advance Certificate in Finance/ SCM/ Public Administration or equivalent NQF 6 qualification. Six (6) years' experience of which three (3) years must be on supervisory level. Three (3) years functional experience in policy development. A valid Code 08 driver's license. Sound and in-depth knowledge of relevant prescripts, application of resources as well as understanding of legislative framework and variety of work ranges and procedures governing the Public service such as: SA Constitution, PFMA and related regulations, PPPFA and its regulations, BBBEE and its Codes of Good Practice and Charters, National Treasury Instructions/ Practice Notes/Circulars and Guidelines, CIDB Prescripts, Skills Development Act and Other SCM Related Prescripts. Working knowledge must include MS: Excel, Word and PowerPoint. Extensive knowledge of Supply Chain Management and all its elements. Self-driven and motivated. Facilitation and presentation skills. Good communication (written and verbal) skills. Good research, analytical and innovative. Good managerial/ leadership skills. Prepared to work irregular hours and under pressure without supervision.</td>
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<td>DUTIES</td>
<td>Develop SCM Policy, Norms and Standards. Research and develop provincial SCM Policy, Norms and Standards; Analyze and identify gaps in relation to Instruction Notes; Support the setting of procurement targets for local economic development (LED) in line with inputs from relevant stakeholders. Ensure continuous Improvement of the SCM System. Research, analyze, review and improve SCM policies, norms and standards as informed by National and Provincial priorities. Provide Advice, Guidance and Support on Implementation of SCM Policy, Norms and Standards. Coordinate and conduct training on SCM Policy, Norms and Standards; Provide advice and guidance to departments and Entities on SCM policy, norms and standards.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr. H Mashao Tel No: (018) 3884225/4</td>
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<tr>
<th>POST 42/289</th>
<th>ASSISTANT DIRECTOR: DISTRICT STAKEHOLDER MANAGEMENT (BOJANALA &amp; KAUNDA DISTRICT SUPPORT) (X2 POSTS)</th>
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<td>Chief Directorate: Provincial SCM</td>
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<td>Directorate: SCM Client Support &amp; Strategic Procurement</td>
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<td>Sub-Directorate: SCM Stakeholder Management (Bojanala &amp; Kaunda District Support)</td>
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<td>SALARY</td>
<td>R356 289 – R419 679 per annum (Level 09)</td>
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<td>CENTRE</td>
<td>Rustenburg</td>
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<tr>
<td>REQUIREMENTS</td>
<td>As a minimum a National Diploma/Advance Certificate in SCM/ Public Administration or equivalent NQF 6 qualification. Six (6) years’ experience of which three (3) years must be on supervisory level. At least 2 years should preferably be in a Government SCM Outreach environment. Knowledge and understanding of Supply Chain Management processes, including Supply Management Regulatory Framework is a must. The incumbent must have a working knowledge of a Computer Spread Sheet, Word Processor and PowerPoint. Strong Leadership, Managerial, Communication, Research and Analytical, Module Designing, Presentation and Facilitation, as well as Conceptual skills. Background on implementing and rendering Community Outreach Programs is a must. Since this post involves extensive travelling to all the Districts in the Province, A valid driver’s license is a must.</td>
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<td>DUTIES</td>
<td>Implement, facilitate, manage and conduct Outreach Workshops on government procurement, especially aimed at the previously disadvantaged businesses, SMMEs and rural communities. Facilitate supplier’s access to the Government procurement processes. Conduct research on supplier skills development opportunities. Build partnership between Government and suppliers in order to achieve job creation. Provide Tender advisory services to Departments, suppliers</td>
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and communities. Update the Departmental website about outreach programs and workshops. Create partnerships with different stakeholders for supplier empowerment opportunities.

ENQUIRIES : Ms. Seipati Leshomo Tel No: (018) 388 4226

POST 42/290 : ASSISTANT DIRECTOR: STRATEGIC SOURCING
Chief Directorate: Provincial SCM
Directorate: SCM Client Support & Strategic Procurement
Sub-Directorate: SCM Strategic Procurement

SALARY : R356 289 – R419 679 per annum (Level 09)
CENTRE : Mmabatho

REQUIREMENTS : As a minimum a National Diploma/Advance Certificate in SCM/ Public Administration or equivalent NQF 6 qualification. Six (6) years’ experience in Supply Chain Management environment of which three (3) years must be on supervisory level. The incumbent must have the ability to interpret and apply policies, analytical and innovative thinking, research skills, report writing skills, presentation skills, computer skills etc. Sound knowledge of relevant prescripts (both Supply Chain Management and Human Resource) eg. Legislative framework, and all other laws such as South African Constitution, PFMA, PPPFA and its regulations, BBBEE and its codes of good practice and charters, National Treasury instruction notes, circulars and guidelines, CIBD prescripts and other related directives.

DUTIES : Develop Supply Chain Management compliance monitoring and evaluation templates/checklists. Monitor Supply Chain Management processes and procedures against relevant legislation and prescripts. Facilitate the submission of reports on Supply Chain Management performance. Analyse Supply Chain Management data to identify unacceptable trends, issues and weaknesses. Monitor the establishment of bid committees, facilitate the vetting/clearance of all Supply Chain practitioners and bid committee members etc.

ENQUIRIES : Mr Goitseone Tong Tel No: (018) 388 4223

POST 42/291 : ASSISTANT DIRECTOR: MUNICIPAL ACCOUNTING & REPORTING
Chief Directorate: Municipal Financial Management
Directorate: Bojanana and Kaunda District Management

SALARY : R356 289 – R419 679 per annum (Level 09)
CENTRE : Rustenburg

REQUIREMENTS : As a minimum a National Diploma or Advanced Certificate Finance/ Economics/ Accounting/ Budget/ Municipal Finance or equivalent NQF 6 qualification. Six (6) years relevant experience in Municipal Finance. A valid driver’s licence. Extensive knowledge of the Municipal Finance Act, Municipal Systems Act, Municipal Structures Act and other legislation that governs local government. Knowledge of Municipal and Government operations. Knowledge of Management Processes. Computer literacy, planning, organising, financial analysis and report writing skills. The ability to facilitate workshops, give training and present policies. The ability to produce written material such as reports.

DUTIES : Oversee the implementation of municipal accounting reforms in line with accounting standards. Provide technical support and training to municipal officials. Analyse information from municipalities and compile reports for stakeholders. Identify capacity needs of municipalities and develop intervention strategies. Promote sound financial management practices by municipalities. Support the Unit Manager in the management and operations of the Unit.

ENQUIRIES : Ms. L Nengovhela Tel No: (018) 388 1852

POST 42/292 : ASSISTANT DIRECTOR: BUDGET MANAGEMENT
Chief Directorate: Budget and Public Finance Management
Directorate: Budget Management

SALARY : R356 289 – R419 679 per annum (Level 09)
CENTRE : Mmabatho

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REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate Finance/ Economics/ Accounting/ Budget or equivalent NQF 6 qualification. A Bcomm Degree will be an added advantage. Six (6) years relevant experience in government budgeting. A valid driver’s licence. Conversant with PFMA, Treasury Regulations and the Divisions of Revenue Act; effective oral and writing skills; strong analytical skill; conversant with Vulindlela/ Basic Accounting Systems; computer literacy in Microsoft Word, Excel and Powerpoint; competency in evaluating written reports; report writing skills.

DUTIES: Support the Unit to co-ordinate and evaluate the MTEF budgets submissions during the planning phase and final stage of the MTEF budgets. Support the Manager during Medium Term Expenditure Meetings with relevant information for respective departments and compile a report. Assist in attending to queries raised by the departments. Contribute to National Treasury information for publication: by verifying numbers in the Estimates of Provincial Revenue Expenditure and other provincial treasury's publications, assist with formatting documents (tables), presentations including charts for analysis. Evaluate and analyse the Strategic and Annual Performance Plans and submit a report. Engage with departments on the expenditure deviations versus performance. Ensure that the budget loaded in the financial systems reconciles with the Estimates of Provincial Revenue and Expenditure and the Appropriation Act. Monthly and quarterly performance assessments of provincial departments and public entities’ performance information to improve alignment of their stated objectives towards the desired provincial socio-economic outcomes according to their Strategic and Annual Performance Plans. Evaluate virement submissions and advise accordingly.

ENQUIRIES: Mr L Sidumo or Mr E Abrahams Tel No: (018) 388-3709/ 2227

POST 42/293: ASSISTANT DIRECTOR: DATA MANAGEMENT
Chief Directorate: Budget and Public Finance Management
Directorate: Public Finance and Data Management

SALARY: R356 289 – R419 679 per annum (Level 09)
CENTRE: Mmabatho

REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate in Financial Management, Information System, Information Technology or Programming. A minimum of six (6) years working experience in government financial modelling, financial data manipulation, models development; financial management and reporting. Conversant with PFMA, Treasury Regulations Divisions of Revenue Act and the Budget Process; effective oral and writing skills; strong analytical skill; conversant with Vulindlela/ Basic Accounting Systems; high level computer literacy in Data modeling systems, Visual Basic, Macros, Microsoft Word, Excel and Powerpoint; competency in evaluating written reports; report writing skills.

DUTIES: Prepare analysis tools to analyse budget inputs and update analysis tools with recent data; Prepare analysis tools and tables for monthly reporting; Assist in development and maintenance of financial and reporting models; Assist with formatting documents (tables) / presentations including inserting tables / charts for analysts; Assist in preparation of tools used during annual MTEC discussions, benchmark/ post benchmark engagements; Provide technical support in drafting of annual provincial budget guidelines in line with budget reforms and budget formats; Maintain databases in line with provincial budget reforms and budget formats; Provide data with regard to the provincial adjusted estimates process, preliminary to final provincial MTEF allocation; Consolidation of budget inputs of departments for contribution to the tabling of provincial Estimates of Provincial Revenue and Expenditure and the Appropriation Act; Provide financial management support to the departments in respect of planning, budgeting, reporting application of relevant legislations, policies and other financial processes; Maintain and ensure proper managements of financial records.

ENQUIRIES: Ms B Moalosi Tel No: (018) 388-3999
POST 42/294: ASSISTANT DIRECTOR: INFRASTRUCTURE MANAGEMENT
Chief Directorate: Budget and Public Finance Management
Directorate: Infrastructure Management
Sub-Directorate: Infrastructure Performance

SALARY: R356 289 – R419 679 per annum (Level 09)
CENTRE: Mmabatho
REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate in Financial Management or equivalent NQF 6 qualification. A qualification in Project Management will be an added advantage. Six (6) years relevant experience in Financial and non Financial analytical and/ or related field. The incumbent must have analytical and innovative thinking abilities. Planning, project and time management abilities. Report writing, workshop presentation and facilitation, research and coordination skills.

DUTIES: Analyse and provide any statistics related to the rollout of the Infrastructure Delivery Improvement Programme (IDIP) in all NW Provincial Departments; Analyse compliance of departments to infrastructure procurement processes to alleviate bottlenecks for quality improvement within the infrastructure departments and provide reports; Analyse and provide statistics for any activities related to the implementation of the new framework “toolkit” and development of best practice guidelines on infrastructure procurement and delivery management; Analyse and provide statistics in support of the oversight, planning and provision of written reports on field trips and site monitoring; Provide a database and statistics for recordkeeping of departmental organizational design models and departmental capacitation plans for optimal infrastructure delivery in North West; Analyse the impact of any training initiatives based on the Capacitation plan; Provide information and statistics of impact contributors to improve integrated planning and budgeting; Provide information and statistics that might reflect indicators contributing to challenges around Infrastructure spending or delivery; Provision of information to improve planning, budgeting and expenditure; Strengthen the provision of credible information and statistics from Infrastructure Information systems (NEIMS; asset registers etc.) used for improved integrated planning; Monthly and Quarterly analysis and reporting on the infrastructure and maintenance expenditure, infrastructure performance and delivery of provincial departments through Infrastructure Reporting Model (IRM) and other prescribed models.

ENQUIRIES: Mr. M. Daantjie Tel No: 018-388 3500

POST 42/295: ASSISTANT DIRECTOR: RISK MANAGEMENT
Directorate: Provincial Risk Management

SALARY: R356 289 – R419 679 per annum (Level 09)
CENTRE: Mmabatho
REQUIREMENTS: As a Minimum a Degree/National Diploma or an Advanced Certificate in Accounting/Internal Audit/Risk Management or equivalent NQF 6 qualification with 5 years experience in Public Sector Risk Management or Internal Audit, of which 3 years must be on supervisory level. Preference will be given to applicants with Public Sector Risk Management experience. Good understanding and knowledge of Public Sector Risk Management Framework, PFMA, Treasury Regulations and other related prescripts. Good verbal and written communication, interpersonal and analytical skills. Knowledge and understanding of risk management practices, development of guidelines and standards at different management levels. Advanced computer literacy with a working knowledge of computer spreadsheets (Microsoft Excel), word processors and presentations. The ability to facilitate workshops, provide training, and present and produce written policies. The ability to work under pressure, conduct financial analysis, and prepare reports and proposals.

DUTIES: Build risk management capacity, monitor and assess the implementation of risk management and enforce the PFMA and other relevant prescripts. Develop and facilitate the implementation of effective risk management. Establish, implement and maintain an appropriate risk management strategy, policy and procedure. Build risk management capacity. Ensure effective response to corporate
accountability and risk management goals. Review the risk management literatures/documents and provide inputs for improvements. Co-ordinate the following within the Provincial Departments, Provincial Legislature and Public Entities: Development of risk management and fraud prevention policies and strategies; Establishment and maintenance of Risk Management Committees; Maintenance of information sharing and peer to peer learning platforms; Facilitation of risk assessments and development of risk registers; Provision of risk management training; Development of quarterly risk management progress reports.

ENQUIRIES: Mr. K Mahila Tel No: (018) 388 3091

POST 42/296: SENIOR ADMINISTRATION OFFICER (SCM)
Chief Directorate: Provincial SCM
Directorate: SCM Client Support & Strategic Procurement
Sub-Directorate: SCM Stakeholder Management

SALARY: R299 709 – R353 043 per annum (Level 08)
CENTRE: Mmabatho/ Rustenburg:
Molema & Mopmati District Support (X1 Post)
Bojanala & Kaunda District Support (X1 Post)

REQUIREMENTS: As a minimum Matric with at least six (6) years experience in the Supply Chain Database Administration environment OR National Diploma/Advance Certificate in Supply Chain/ Financial Management with four (4) years experience. A tertiary qualification will be an added advantage. Introductory Training in Supply Chain Management field, as well as advanced knowledge of the CSD (Central Supplier Database) system is a must. The incumbent must have a working knowledge of a Computer Spreadsheet and Word processor. Facilitation skills, presentation skills, good Interpersonal and Customer Relations, as well as the ability to interpret and explain and to communicate registration and SCM processes to suppliers. Extensive travelling throughout the Province is anticipated.

DUTIES: Provide training and support to Departmental CSD Users and suppliers. Maintenance of the Supplier Database. Liaising with National treasury on CSD verification issues. Mentor and assist suppliers to register on CSD. Provide tender advisory services to suppliers and SCM Practitioners. Conduct Community Outreach Programs on government procurement processes and CSD Registration, especially aimed at the previously disadvantaged businesses, SMMEs and rural communities. Distribute the Provincial Tender Bulletin to suppliers and rural communities during Outreach Programs

ENQUIRIES: Ms. Seipati Leshomo Tel No: (018) 388 4226

POST 42/297: BUDGET ANALYST
Chief Directorate: Budget and Public Finance Management
Directorate: Public Finance & Data Management
Sub-Directorate: Data Management

SALARY: R299 709 – R353 043 per annum (Level 08)
CENTRE: Mmabatho

REQUIREMENTS: As a minimum a National Diploma or Advanced Certificate in Financial Information System, Information Technology or Programming or equivalent NQF 6 qualification. Four (4) years relevant experience. Acquainted with government financial modelling, financial data manipulation, financial management and reporting, infrastructure performance monitoring and reporting in terms of the PFMA, DoRA and Treasury Regulations; Conversant with PFMA, Treasury Regulations and the Divisions of Revenue Act; effective oral and writing skills; strong analytical skill; conversant with Vulindlela/ Basic Accounting Systems; competency in evaluating financial reports.

DUTIES: Prepare analysis tools to analyse budget inputs. Update analysis tools with recent data. Assist to develop budget tools in line with National treasury’s requirements / guideline. Assist in consolidation of budget inputs of departments. Assist in development and maintenance of models. Pre-loading of budget templates with data. Assist to check and verify if the expenditure items are correctly categorised according to their economic classifications, Assist to provide financial
management support to the departments in respect of planning, budgeting, reporting application of relevant legislations, policies and other financial processes. Maintain and ensure proper managements of financial records.

ENQUIRIES : Ms B Moalosi Tel No: (018) 388-3999

POST 42/298 : PERSONAL ASSISTANT
Chief Directorate: Financial Management (Office of the CFO)

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

CENTRE : Mmabatho

REQUIREMENTS : Grade 12 with four (4) years relevant experience OR a National Diploma/ Advanced Certificate in Office Management/ Secretarial with two (2) years relevant experience rendering a support service to Senior Management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organisational skills. Good people skills. A high level of reliability. Written communication skills. The ability to act with tact and discretion. The ability to do research and analyse documents and situations. Good grooming and presentation skills. Management and motivation. Knowledge of the relevant legislation/policies/prescripts and procedures governing the unit and Public Service. Basic knowledge of financial administration/bookkeeping will be an added advantage.

DUTIES : Provide a secretarial/receptionist support service to the Chief Director. Manage phone calls. Perform advanced typing work. Record engagements of the Chief Director. Compile realistic schedules of appointments. Render administrative support services. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Respond to enquiries received from internal and external stakeholders. Draft documents as required. File documents for the Manager. Collect, analyse and collate information requested by the Manager. Clarify instructions and notes on behalf of the Manager. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the Chief Director. Manage the leave register and telephone accounts for the unit. Handle the procurement of items for the office. Obtain necessary signatures on documents. Provide support to the Chief Director regarding meetings. Scrutinise documents to determine actions/information required for meetings. Collect and compile all necessary documents for the Manager. Record minutes/decisions and communicate to relevant role-players, and follow up on progress made. Prepare briefing notes for the Manager. Coordinate logistical arrangements.

ENQUIRIES : Mr. R Soofie Tel No: (018) 388 3266

DEPARTMENT OF SOCIAL DEVELOPMENT

The North West Department of Social Development is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

APPLICATIONS : Complete application forms and supporting documents, quoting the relevant reference number, should be forwarded to the Human Resources Management, Department of Social Development, Private Bag X6, Mmabatho 2735 / hand delivered to Provident House Building, University Drive and Provident Streets, Mmabatho, 2735. All applications should reach the Department by 15h30 on the closing date. Applications received after the closing date will not be accepted

CLOSING DATE : 12 November 2018

NOTE : Applications must be on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, educational qualifications, skills, competencies and knowledge). All educational qualifications will be verified, and they must be certified copies of the original educational certificates. Certified copy of the Identity Document or National Identity Card must be attached as well. The date on certifying stamp must not be older than 3 months. If an applicant wishes to withdraw his or her application, it must be done in writing and addressed to the
Acting Head of Department. Under no circumstances will the Department accept required application documents through facsimile or e-mail. The shortlisted candidates will be subjected to the personnel suitability check, competency assessment, as well as a technical test prior or during the interview. Incomplete applications will not be considered. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. We will only communicate with candidates to be invited for interviews. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointment of position(s).

MANAGEMENT ECHELON

POST 42/299 : HEAD OF DEPARTMENT REF NO: SD/4/11/18

SALARY : R1 446 378 – R1 629 348 per annum (Level 15) (All-inclusive remuneration package) plus a 10% non-pensionable Head of Department Allowance. The all-inclusive remuneration package consists of a basic salary inclusive of the State’s contribution to the Government Employees Pension Funds and a flexible portion that may be structured according to personal needs within the framework.

CENTRE : Provincial Office, Mmabatho

REQUIREMENTS : A relevant undergraduate qualification (NQF Level 7) and a postgraduate qualification (NQF Level 8) as recognised by SAQA. 8-10 years’ experience at senior management services level and knowledge of the Social Development sector. A valid driver’s licence. Competencies: Strategic capability and leadership skills. Programme and project management skills. Strong financial management skills. Change management. Problem-solving and conflict management skills. People management and empowerment skills. Client orientation and customer focus. Communication. Honesty and integrity. Change management. Knowledge management. Networking and presentation skills Computer skills.

DUTIES : Provide strategic leadership and management support to the Office of the Executive Authority. Provide strategic leadership and management support to the core Social Development programmes of the Department. Provide strategic leadership and management support to Corporate Services and Financial Management programmes of the Department. Provide strategic leadership and operational support to the District Management system. Liaise with and account to Government oversight structures. Liaise with key departmental partners. Develop and maintain social contact with the service beneficiaries of the Department.

ENQUIRIES : Ms Dipuo Mokgoro-Ramosime Tel No: (018) 388-2293/2989

NOTE : The successful candidate will be expected to sign a performance agreement as well as an employment contract after assumption of duty.
ANNEXURE AA

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

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

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

ERRATUM: Kindly note that the post of Principal of Nursing College (Single Nursing Campus) advertised in Public Service Vacancy Circular 41 dated 12 October 2018, the closing date has been extended to 02 November 2018.

OTHER POSTS

POST 42/300 : MEDICAL SPECIALIST GRADE 1 TO 3 (SUB-SPECIALTY: PAEDIATRIC HAEMATOLOGY/ONCOLOGY)

SALARY: Grade 1: R1 220 154 per annum
          Grade 2: R1 395 105 per annum
          Grade 3: R1 525 458 per annum
          (A portion of the package can be structured according to the individual's personal needs).

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 Medical Specialist (Sub-specialty) in Paediatric Haematology/Oncology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist (Sub-specialty) in Medical Oncology (Paediatrics) or Clinical Haematology (Paediatrics). Experience: Grade 1: None after registration with the HPCSA as Medical Specialist (Sub-specialty) in Paediatric Haematology/Oncology. Grade 2: A minimum of 5 years' appropriate experience as a Medical Specialist (Sub-specialty) after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist (Sub-specialty) in Paediatric Haematology/Oncology. Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist (Sub-specialty) after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist (Sub-specialty) in Paediatric Haematology/Oncology. Inherent requirement of the job: Willingness to work overtime as per operational requirements, as a 24-hour service is required in the haematology/oncology unit throughout the year. Competencies (knowledge/skills): Post specialisation experience in all aspects of clinical paediatric haematology/oncology. Ability to work as part of a multi-disciplinary team, and experience with tumour board meetings. An interest in designing protocols relevant to Africa. An interest in and experience with the management of bleeding disorders and haemolytic disorders. An interest in and experience with comprehensive palliative and psycho-social care. An interest in and/or experience with brain tumour management. An interest in and/or experience with stem cell transplantation. Experience with Access databases and one or more Statistics packages. Experience with oncology research and research supervision.

DUTIES: Assessment and management at a tertiary health care level of all paediatric haematology and oncology problems. Responsible for patient care in the haematology/oncology unit and supervision of junior staff. Responsible for organising and running weekly tumour board meetings. Teaching and training of under- and postgraduate students in paediatrics and paediatric haematology/oncology. Participate in relevant research in paediatric haematology/oncology. Participate in established outreach programmes to the hospitals of the Southern/Eastern Cape.

ENQUIRIES: Prof A Davidson Tel No: (021) 658-5297, email: alan.davidson@uct.ac.za
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. “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: 02 November 2018

POST 42/301: MEDICAL SPECIALIST GRADE I TO 3 (PUBLIC HEALTH)
Directorate: Health Impact Assessment

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

CENTRE: This is a post on the joint establishment of the University of Cape Town and the Western Cape Department of Health (Based at Head Office, Cape Town)

REQUIREMENTS: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Specialist in Public Health. Registration with a professional council: Current registration with the HPCSA as a Medical Specialist in Public Health. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Public Health. Grade 2: A minimum of 5 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Public Health. Grade 3: A minimum of 10 years’ appropriate experience as Medical Specialist after registration with the HPCSA (or recognised foreign Health Professional Council in respect of foreign qualified employees) as Medical Specialist in Public Health. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Insight into public health policies and programmes. Excellent knowledge of epidemiological principles. Advanced analytical and problem solving skills. Good interpersonal, managerial skills, communication and presentation skills. Computer literacy. Ability to conduct independent research and report research findings to a professional and non-professional audience. Either MMed in Public Health or FCPHM or both.

DUTIES: Provide technical support for the co-ordination of and reporting on public health surveillance. Recommend and support public health interventions that could contribute to a reduction in the burden of disease. Provide technical support for policy development. Capacity development in public health competencies. To provide formal supervision to one or more public health registrars within the programme and informal support for the registrar teaching within the programme. Academic activities consistent with the mandate of the University for research, teaching and social responsiveness including teaching a module on non-communicable diseases epidemiology.

ENQUIRIES: Dr Juliet Evans Tel No: (021) 483-6858

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.

CLOSING DATE: 02 November 2018

POST 42/302: OPERATIONAL MANAGER NURSING (SPECIALTY)
Chief Directorate: Metro Health Services

SALARY: R532 449 per annum

CENTRE: Lentegeur Hospital
**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1-year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Ensure that clinical nursing practice rendered by the nursing team and promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate a good understanding of HR and financial policies and practices. Word and Excel literacy, Knowledge of FBUs functions and management (ability to work collaboratively within FBUs). Appropriate/recognisable experience working within the Psychiatric Services.

**DUTIES**

Effective and efficient coordination, supervision and controlled unit management. Ensure the provision of optimal, holistic and specialised nursing care within the set standards and a professional/legal framework. Effectively manage the initiation, utilisation and supervision of all resources and the execution of quality care and sound financial management. Co-ordinate the provisioning of effective training and research to maintain professional growth, ethical standards and self-development. Provide effective support to nursing services and hospital management by managing the hospital after hours, when the need arises.

**ENQUIRIES**

Ms BL McKay, Tel No: (021) 370 -1248 / D. Lotz, Tel No: (021) 370 -1340

**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.

**CLOSING DATE**

09 November 2018

**POST 42/303**

**SECURITY AND RISK MANAGER**

**SALARY**

R356 289 per annum

**CENTRE**

Tygerberg Hospital, Parow Valley

**REQUIREMENTS**


**DUTIES**

Ensure that all security officers and security guards maintain a sense of responsibility. Good human relations integrity, zeal/dedication and image of Tygerberg Hospital. Maintain discipline of all uniforms staff. Draft policies, manage and instructions as required. Ensure at that all security staff members know, understand and implement security instructions policies and manuals. Ensure proper shift changes and shift leaders are fully briefed. Ensure handover certificates complete. Ensure effective key control. Conduct security training need assessment. Ensure security staff registrations and that all security staff has clearance. Conduct performance assessment and evaluation of all staff and conduct security awareness initiatives and programmes. Ensure effective contract assessment. Investigate security incidents, trends including behaviour trends. Interact with all agencies and HET’s on site and with law enforcements agencies.

**ENQUIRIES**

Mr P Wolfaardt, Tel No: (021) 938-4138

**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.

**CLOSING DATE**

02 November 2018
POST 42/304: SYSTEM CONTROLLER
Chief Directorate: Emergency and Clinical Support Services

SALARY: R299 709 per annum
CENTRE: Forensic Pathology Service, U2 Building, Tygerberg
REQUIREMENTS: Minimum educational qualification: Appropriate three-year National diploma/degree in Information Management/Systems or related qualification. Experience: Appropriate experience in System Administration. Comprehensive training, working experience and knowledge of Electronic Content Management Systems. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel within Forensic Pathology facilities and to work overtime. Good meeting and presentation skills and the ability to liaise between different parties at senior management level. Competency in desktop support. High level computer competency in Microsoft Office Suite.

DUTIES: Manage the Electronic Content Management System. Support Information and operational management with regard to statistical and/or reporting from the systems. Provide technical support for ICT processes within the Directorate. Train, develop and provide end-user support.

ENQUIRIES: Mr M Vismer Tel No: (021) 928-1510
APPLICATIONS: The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.
NOTE: Candidates may be subjected to a psychometric evaluation before appointment. No payment of any kind is required when applying for this post.
CLOSING DATE: 02 November 2018

POST 42/305: CASE MANAGER
Chief Directorate: Metro Health Services

SALARY: R299 709 per annum
CENTRE: Wesfleur Hospital
REQUIREMENTS: Minimum educational qualification: A health related qualification registrable with the Health Profession Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management or Medical Aid environment. Competencies (knowledge/skills): Knowledge of the Uniform Patient Fees Schedule, Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Aid Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e. the Chronic Disease List (CDL) and the Diagnostic Treatment Pairs (DTP). Knowledge of and experience in ICD 10 codes assigned and the ability to link patient diagnosis with procedure codes. Knowledge of RAF and other state departments. Ability to work with MS Excel and Web-based Programmes (medical aids). Excellent written and verbal communication in at least two of the three official languages of the Western Cape.

DUTIES: Responsible for the management and implementation of Case Management policies, protocol and procedures in the hospital. Perform operational Case Management functions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments and the provision of quotes. Provide support to the hospital Fees Department in terms of follow-up of outstanding medical scheme and state department balances, account queries and provide quotations to H2, H3 and Foreign patients. Assist with EDI rejections to ensure timeous submission of medical scheme invoices. Assist Hospital Management in the distribution of Quality Client Care and compilation of statistical reports.

ENQUIRIES: Ms Z Van Schoor Tel No: (021) 571-8040
APPLICATIONS: The Medical Manager: Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.
FOR ATTENTION: Mr D Hlongwane
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 02 November 2018
POST 42/306: PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: WELLNESS)
West Coast District

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

CENTRE:
Swartland Primary Health Care (Stationed at Malmesbury CDC)

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

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

ENQUIRIES:
Ms H van der Westhuizen, Tel No: (022) 482-2729

APPLICATIONS:
The Director: West Coast District Office, Private Bag X15, Malmesbury, 7300 or PG Nelson Street, Malmesbury.

FOR ATTENTION:
Mr E Sass

NOTE:
No payment of any kind is required when applying for this post. A detailed CV indicating your relevant work experience is required. Shortlisted candidates will be required to do a practical computer exercise. “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:
02 November 2018

POST 42/307: ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
Eden District

SALARY:
R163 563 per annum

CENTRE:
Mossel Bay Hospital

REQUIREMENTS:
Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or
equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA’s) of the post. Experience: Appropriate experience with a Computerised System. Appropriate experience in Procurement environment and warehousing. Extensive experience in Excel and mathematical analysis. Inherent requirement of the job: Physically fit and able to perform the tasks (must be able to lift heavy items). Competencies (knowledge/skills): Computer literacy (Windows/Word/Excel and Outlook). Good written and verbal communication skills in at least two of the three official languages of the Western Cape.

DUTIES:
- Management of Warehouse according to regulations. Report regularly to supervisor regarding compliance and assist with the preparation of inputs for the interim and annual financial statements (inventory).
- Perform system functions pertaining to warehousing and perform monthly stocktake and assistance with IFS & AFS stocktake processes. Perform the duties of procurement of goods to the warehouse, capturing quotations and authorisation of PA’s. Execute compliance control related to Supply Chain Management/Finance and handle queries in all aspects within the Supply Chain Management Department. Assist with all general tasks within the Supply Chain Management and Finance Department and Supervision.

ENQUIRIES: Mr J Boshoff, Tel No: (044) 604-6105
APPLICATIONS: The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
CLOSING DATE: 09 November 2018
POST 42/308: TRADESMAN AID
Chief Directorate: Metro Health Services

SALARY: R96 549 per annum
CENTRE: Helderberg Hospital, Khayelitsha Eastern Sub-structure
REQUIREMENTS: Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in a hospital or health environment will be advantageous. Inherent requirements of the job: Willingness to work overtime. Physically able to perform the duties required. Valid (B/EB) driver’s licence. Competencies (knowledge/skills): Knowledge of the application of the requirements of the Machinery and Occupational Health and Safety Act. Ability to optimally utilise allocated resources such as tools and materials. The ability to read, write and converse in at least two of the three official languages of the Western Cape. Strict adherence to the Occupational Health and Safety Act.

DUTIES: Complete and efficient execution of instructions which include amongst other, general maintenance. Assist with engineering projects, maintenance and repairs, installations and alterations and the planning thereof. Assist handyman/artisans in the performance of their duties. Exercise control over tools, equipment and materials.

ENQUIRIES: Mr A Joubert, Tel No: (021)850-4750
APPLICATIONS: The Chief Executive Officer: Helderberg Hospital, Private Bag X2, Somerset West, 7130.
FOR ATTENTION: Mr A Joubert
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 09 November 2018
POST 42/309: CLEANER
Eden District

SALARY: R96 549 per annum
CENTRE: Alma CDC, Mossel Bay Sub-District
REQUIREMENTS: Minimum educational qualification: Basic numeracy and literacy. Experience: Appropriate experience as a cleaner in a Health Facility. Experience with the use of cleaning equipment, materials and detergents. Infection control and occupational health and safety experience. Inherent requirement of the job: Willingness to work overtime when required. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape.
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<tr>
<th><strong>DUTIES</strong></th>
<th>Provide a clean and hygienic environment in and outside the health care facility to prevent the spread of infection. Plan and organise cleaning of facility with available resources. General cleaning and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows and walls). Ensure that cleaning equipment (i.e. polisher and scrubbing machines, mops, brooms and buckets) are clean after usage and securely stored. Actively involved in infection control, occupational control and occupational health and safety activities.</th>
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<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms M Manuel, Tel No: (044) 604-6106</td>
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<td><strong>APPLICATIONS</strong></td>
<td>The District Manager: Eden District Office, Private Bag X6592, George, 6850.</td>
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<td><strong>FOR ATTENTION</strong></td>
<td>Ms S Pienaar</td>
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<tr>
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