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

APPLICATIONS: Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0001. Faxed and emailed applications will not be considered. Applications should also be submitted online at www.ejob.gov.za and it should be accompanied by a comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications, Identity and valid driver’s license (where driving/travelling is an inherent requirement of the job).

CLOSING DATE: 19 March 2019

NOTE: 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 form Z.83 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 duration of appropriate experience and three reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. 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. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.

OTHER POSTS

POST 08/49: DEPUTY DIRECTOR: HIV/ AIDS, TB AND STI MANAGEMENT PROGRAMME

REF NO: DPSA19/004

Purpose: To provide policy frameworks and provide support in HIV/AIDS, TB and STI prevention, management, care and support within the Public Service.

(This is a Re-Advertisement. Those who previously applied need not to re-apply)

SALARY: R826 053 per annum (Level 12) (An all-inclusive remuneration package). Annual progression up to maximum salary of R973 047 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consist of a basic salary, the state’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal need within a framework.

CENTRE: Pretoria

REQUIREMENTS: An appropriate B Degree or equivalent qualification (at EQF level 7). At least 3 years’ appropriate experience in Employee Health and Wellness environment in the Public Service. Knowledge of Employee Health and Wellness Strategic Framework, Public Service Regulations, Public Service Act. Sound understanding of the DPSA Strategy, HIV/AIDS, TB and STI and, Wellness; Health and Productivity Policy and SHEROQ Management. Knowledge of Employee Health and Wellness of the National Strategic Plan on HIV&AIDS, STI and TB. Strategic thinking, Project Management, Financial Management, good interpersonal relations, Team Leadership, Conflict Management and Methodologist, written and verbal communication, analytical, managing interpersonal conflict and resolving problems and policy development skills. Ability to apply technology communication and information management. Ability to work in a collaborative environment with key stakeholder. Computer literacy, a valid driver’s license. Skills in decision-making, people management and be able to conduct research and write report.
**DUTIES**: Provide support to Departments on the Implementation of Employee Health and Wellness Strategic framework, Conduct Systems monitoring audit and provide feedback. Provide support to Senior Managers on SANAC related matters regarding the management of HIV in the workplace. Documenting and synthesizing inputs from Public Participation process/ consultation with SANAC stakeholders in government, business, trade unions and civil society organizations. Development of project plan with activities, time frames and budget on the National HIV&AIDS and TB Management Capacity Development Plan. Consolidate reports from the National and Provincial departments and submit to the SANAC and Presidency on a quarterly basis. Provide activities within the Chief Directorate. To conduct need-based capacity building for the implementation of EHW policies and programmes. Monitor and evaluate the Implementation of HIV/AIDS, TB and STI programmes in the public service. Monitor EHW compliance standards, analyse the reports and provide feedback to departments. Be able to travel extensive across the provinces.

**ENQUIRIES**: Mr. Robert Foromo Tel No: 012 336 1579

**POST 08/50**: **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DPSA/19/005**

Job Purpose: To manage the sub-directorate, develop, review and implement financial management systems and procedures on planning, budgeting and reporting.

**SALARY**: R697 011 per annum (Level11) (An all-inclusive remuneration package). Annual progression up to maximum salary of R821 053 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of basic salary, the state’s contribution to the Government Employee Pension Fund and a flexible portion that may be structure according to personal need within a framework.

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate qualification at NQF level 7 in Financial Management, Minimum of 3-5 years relevant experience in Financial Accounting at middle management (ASD) level, sound knowledge of Public Service Policy Framework, knowledge of Public Financial Management Act, Treasury Regulation, Practices and Procedures and financial systems, Numerical, financial management and Analytical skills, Planning and organising, Team Leadership, written and verbal communication, client orientation and customer focus, advance knowledge of Persal and Basic Accounting System, computer literacy, Excel, MS Word and PowerPoint.

**DUTIES**: Manage and undertake work related to financial planning, budgeting and reporting. Provide advice and guidance to role players on the use of forecasting methods and tools. Manage the departmental budget process from requesting of information up to submission to National Treasury in relation to the Medium Term Expenditure Framework (MTEF), Adjustment Estimate of National Expenditure (AENE), Estimate of National Expenditure (ENE), roll-overs and virement processes. Perform the role of secretariat to the Departmental Budget Committee. Prepare inputs to the Interim Financial Statements and Annual Financial Statements concerned with expenditure and the appropriation statement. Provide financial inputs to the Departmental Strategic plan, Annual Performance Plan and Annual Report. Manage the sub-directorate Financial Management.

**ENQUIRIES**: Ms. D. Wilsenach Tel No: (012) 336 1339