TO ALL HEADS OF NATIONAL DEPARTMENTS/PROVINCIAL ADMINISTRATIONS/ PROVINCIAL DEPARTMENTS/GOVERNMENT COMPONENTS

PUBLIC SERVICE VACANCY CIRCULAR NO 35 OF 2015

1. Introduction

1.1 The aim of this Circular is not only to distribute advertisements of vacancies to departments and employees throughout the Public Service, but also to facilitate the deployment of employees who are in excess.

1.2 As regards the latter issue, National Departments/Provincial Administrations and Government Components are called upon to give serious consideration during the filling of vacancies to the absorption of employees who have been declared in excess if they apply.

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 National Department/Provincial Administration/Government Component 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 National Department/Provincial Administration/Government Component where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 Applications should be forwarded in time to the advertising department since applications received after the applicable closing date will not be accepted.

2.5 Considering the aim of this Circular (see paragraph 1.1 above), advertisements contained herein are meant for the attention/perusal of serving employees only. Persons not employed in the Public Service may thus not apply for the vacancies advertised in this Circular, except if the relevant department has extended the scope of its recruitment initiative to persons not employed in the Public Service, in which case the relevant vacancy will have been advertised through other means such as the media. (Clarity in this regard can be obtained from the relevant advertising National Department/Provincial Administration/Government Component).

3. Directions to National Departments/Provincial Administrations/Government Components

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.

4 Directions to National Departments/Provincial Administrations/Government Components in which vacancies exist

4.1 Where vacancies have been identified to promote representativeness, the measures contained in Chapter 1, Part III. D2 of the Public Service Regulations, 2001 must be complied with. 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.

4.2 Candidates must be assessed and selected in accordance with the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001
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CIVILIAN SECRETARIAT FOR POLICE

The Civilian Secretariat for Police is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these post. The Secretariat for Police is committed to the achievement and maintenance of diversity and equity employment.

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

CLOSING DATE: 18 September 2015

NOTE: Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver’s license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. If a candidate is short-listed, it can be expected from him/her to undergo a personal interview, writing test and presentation. Short-listed candidates will be subject to a security clearance. The Secretary of Police has the right not to fill the post. All post are based in Pretoria.

OTHER POST

POST 35/01: INFORMATION ANALYST REF NO: CSP/14/2015

SALARY: R196 278 per annum, Level 07

CENTRE: Pretoria

NOTE: National Diploma and Bachelor Degree majoring in maths and/or Statistics, using qualitative and or quantitative methods, One-two years’ experience in data analysis, Code 08 Driver’s License. Key skills: Good communication skills, Ability to work with numbers. Analytical mind which is able to process information logically, Knowledge of government process private business, Ability to run and operate database systems, Good knowledge of computer hardware and software, and ability to learn about new software, Proficient in using analytical tools and instruments for instance Excel, Microsoft Access, and SPSS.

DUTIES: To manage data and generate analysis, To collate data and quality assure data and information received, To develop and maintain implement a Data Warehouse, To develop and maintain electronic and manual information systems, To develop and implement end-user training for systems developed, To participate in M&E oversight visits.

ENQUIRIES: MS D Sambo 012 393 1873/2500
DEPARTMENT OF COMMUNICATIONS

APPLICATIONS: The Director-General, Department of Communications, Private Bag X 745, Pretoria, 0001 for attention Mr S Matshageng or Hand deliver to Tshedimosetso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 18 September 2015

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POSTS

POST 35/02: DEPUTY DIRECTOR: ANALYST PROGRAMMER
Directorate: Information Technology

SALARY: All-inclusive remuneration package R 569 538 per annum
CENTRE: Pretoria

REQUIREMENTS: Qualifications: A relevant Bachelor degree in Computer Science or Information Technology or equivalent qualification. Experience: More than 4 years relevant experience in system development according to the System Development Life Cycle (SDLC). Special Skills needed: PL/SQL, Visual Studio, JavaScript and VB/C# programming, Relational Database concepts and experience in SQL server / Oracle, and MS Access. Web development in html, ASP / ASP.NET, PHP, Linux OS and MySQL. System Analysis, documentation and Problem solving skills. Good logical and analytical thinking. Ability to work independently, under pressure and in a team. Time management and pro-activeness. Fair understanding of project management. Good communication skills (written and oral) and interpersonal, as well as good organizing and planning skills. Facilitation and Training skills. SharePoint Server 2010 Administration, and SharePoint development in desirable

DUTIES: Perform systems analysis, design and development based on user Requirements. Provide user training and support for in-house developed systems. Co-ordinate and assist with the management of external systems development projects with external Service Providers. Work closely with the Director: Information Management and Technology and other team members to provide system solutions. Evaluate, investigate and apply new technologies to enhance Information Management Systems within DoC.

ENQUIRIES: Kgapane Mohale Tel 012 473 0126

POST 35/03: DEPUTY DIRECTOR: INFORMATION TECHNOLOGY
Directorate: Information Technology

SALARY: All-inclusive remuneration package R 569 538 per annum
CENTRE: Pretoria

REQUIREMENTS: A relevant Bachelor degree in Computer Science or Information Technology or equivalent qualification, supported by a MCSE, CCNA. Two to four years relevant IT experience of which at least three should be hands on experience in network and server support and IT security in a Microsoft Windows environment (Domains, Active Directory, Exchange and Data protection). Extensive networking, TCP/IP and DNS experience with knowledge of interfacing with UNIX and Macintosh platforms. Knowledge of Open Source systems and technologies.

ENQUIRIES: ...
Software and a good understanding of security tools, measures and applications are also required. Experience in IT policy formulation and implementation. The person is also expected to have good interpersonal skills, work well within a team and independently, have good problem solving, communications and documentation skills. A valid code 8 drivers license. The incumbent will undergo top secret security clearance.

**DUTIES**
Responsible for the proactive maintenance and support of the LAN and WAN infrastructure. Ensure Availability, Capacity, Log and Security management within the Network, Server and Desktop environment. Oversee the activities of the Server Administrators and related support staff and assist with specialized support. Responsible for the Disaster Recovery Plan, Security and Network related Policy formulation and implementation. Ensure compliance with government wide policy guidelines and requirements and advise on technology trends, direction and best practices. Maintain good working relationships with vendors and service providers while monitoring service level agreements within the environment.

**ENQUIRIES**
Kgapane Mohale Tel 012 473 0126

**POST 35/04**
DEPUTY DIRECTOR: RESEARCH MANAGER e CONTENT
Chief Directorate: Broadcasting Policy

**SALARY**
All-inclusive remuneration package R 569 538 per annum

**CENTRE**
Pretoria

**REQUIREMENTS**
A Recognised Bachelor’s Degree or Diploma or National Diploma qualification in Policy/Business/Public Administration or related field of study. Any post graduate qualification with a research project or research as a module will be an added advantage. Experience of 2-4 years working in an ICT research environment. COMPETENCIES: Knowledge of applicable legislations, norms and standards related to the ICT industry, including the Public Finance Management Act, Treasury Instructions, public Service Act, and Public Service Regulation; Electronic Communication Authority of South Africa Act, ICT Industry, Must have excellent communications skills ( both written and verbal). Strategic management, program and project management, knowledge management, problem solving and analysis, research methodology (qualitative & quantitative), broadcasting and journalism, Broadcasting and Media Policy Research.

**DUTIES**
The successful candidate will conduct quantity and quality research that facilitates the creation, preservation and usage of Local and Digital Content in South Africa. Conduct research on the implementation of Local and Digital Content Policy in South Africa to ensure uptake and usage of content in digital format. Develop interventions that stimulate growth and competitiveness of the Local Content industry in South Africa. Input on e-Content activities to ensure South Africa’s compliance with WSIS declaration of commitments. Draft Local Content policy directives that contribute to the building of nation identity and social cohesion in South Africa. Effectively manage human and financial resources within the e-Content Directorate in line with legislative requirements in order to achieve the strategic objective of the Branch

**ENQUIRIES**
Mr Dimakatso Mashile Tel: 012 473 0414

**POST 35/05**
CHIEF TRAINING OFFICER
Directorate: HRM&D

**SALARY**
R243 747 per annum (excluding benefits)

**CENTRE**
Pretoria

**REQUIREMENTS**
Qualifications: An appropriate Bachelor’s degree/National Diploma, preferably in Human Science or equivalent, with knowledge of government policies, regulations on education and training, bodies and structures that deal with training and skills development, with atleast three years’ experience. Requirements: Good communication, facilitation, interpersonal, planning and budgeting skills. Job knowledge: As part of integrated human resources development strategy, the candidate will be responsible for the execution of the skills development strategy, based on strategic objectives of the department.

**DUTIES**
Coordinate learning programme, facilitate and ensure attendance of the public service induction, Administer the implementation of bursaries, Coordinate implementation of Internship, WIL and Learners, Coordinate and promote the implementation of employee wellness programme, Coordinate reasonable accommodation for employees with disabilities.

**ENQUIRIES**
Koketso Mokou 012 473 0137 or Tlhago Mokate 012 473 0321
POST 35/06 : SENIOR HUMAN RESOURCE PRACTITIONER
Directorate: HRM&D

SALARY : R243 747 per annum (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : Qualifications: A Three degree or equivalent in Human Resources Development and atleast three years relevant experience. Requirements: Good knowledge of Performance Management System in the Public Service, Public Service Act, Public Service Regulations and the PERSAL System. Job knowledge: Excellent communication skills (written and verbal). Good interpersonal relations, computer literacy (Ms Office).

DUTIES : Administer service benefits i.e. leave, housing, overtime, state guarantees, medical aid and pension. Implement, service terminations, appointments/transfers/promotions on persal. Effective and timeous implementation of all transactions. Update of monthly statistics.

ENQUIRIES : Koketso Mokou 012 473 0137 or Tlhago Mokate 012 473 0321

POST 35/07 : HUMAN RESOURCE PRACTITIONER
Directorate: HRM&D

SALARY : R196 278 per annum (excluding benefits)
CENTRE : Pretoria
REQUIREMENTS : A Three year degree or equivalent qualification in Human Resources Management with atleast three years relevant experience. Requirements: Ability to write reports and submission, excellent analytical and communication skills (written and verbal). Good interpersonal relations. Computer literacy. Job knowledge: Knowledge and experience in Human Resources Management practices especially with regards to recruitment and selection. Good knowledge of the Public Service Regulations and Act.

DUTIES : Coordinate the response from applicants by sorting out all the applications alphabetically and numbering them. Respond to queries as and when received from applicants. Compile an executive summary of all applicants. Conduct reference checks in respect of shortlisted candidates. Coordinate attendance of competency assessments by candidates with the service provider approved by Dpsa. Arrange all the interviews and the logistical involved. Make travel arrangements for shortlisted candidates and assist them with their travel and subsistence claims. Scribe during interviews. Conduct verifications of qualifications as well as security screening of the recommended candidate. Assist with other HR administrative duties as when required.

ENQUIRIES : Koketso Mokou 012 473 0137 or Tlhago Mokate 012 473 0321

POST 35/08 : SENIOR SECRETARY GR III
Directorate: Strategic Planning & Performance Management

SALARY : R158 985 per annum, excluding benefits
CENTRE : Pretoria
REQUIREMENTS : Qualifications: Applicants must be in possession of a Diploma in Secretarial studies/Office Administration/Management and related field with two years of experience in the secretarial environment. Special requirements / skills needed: Excellent interpersonal skills. Good communication skills (written and oral), exceptional organising and planning skills. Ability to work independently, under pressure and in a team. Time management and pro-activeness. Problem solving skills and results orientated individual. Computer literate (Microsoft Word, Power Point, Access and Excel). Job Knowledge: Report writing, compilation and collation of information from directorates. Advanced minute taking and development of action plans. Credible and proven experience in the secretarial and administrative function of an organisation.

DUTIES : Provide secretarial support to the Director: SPPM and general administration support to the Directorate. Write routine notes, memos, letters and reports. Maintain an effective filing and document tracking system (electronic and physical). Manage the Director’s diary (electronic and manual) and maintain an appropriate schedule for appointments. Develop new ideas to change existing procedures so as to improve filing, tasking and document tracking. Create and maintain databases of internal and external stakeholders. Coordinate effective internal and external meetings, appointments and events.
Compile agenda and take accurate minutes during meetings. Diary and calendar management. Receive visitors, and organise parking and refreshments. Handle travel and accommodation arrangements, subsistence & Travel (S&T) claims and budget cash flow information. Manage the leave register. Apply relevant Public Service and DoC policies and procedures. Budget and projections administration for the office of the Director.

ENQUIRIES

Ms K Phetla, Tel: (012) 473 0309
# ANNEXURE C

**DEPARTMENT OF DEFENCE**

**APPLICATIONS**: Department of Defence, Personnel Service School, Private Bag X1021, Thaba Tshwane, 0143

**CLOSING DATE**: 02 October 2015 (Applications received after the closing date and faxed copies will not be considered).

**NOTE**: 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. Potential candidates, declared in excess must indicate their excess status on Z83. 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 ito the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons not employed by the DOD/Public Service may thus not apply for the vacancies advertised in this Circular.

### OTHER POST

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<td>SALARY</td>
<td>R110 739 per annum, Level 4</td>
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<td>CENTRE</td>
<td>SA National Defence College, Thaba Tshwane</td>
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<td>REQUIREMENTS</td>
<td>A minimum of NQF Grade 10 (Grade 12 Preferable). Two to three (2-4) years’ experience as a Typist will be an advantage. Special requirements (skills needed): Computer literate (Ms Word, Excel and PowerPoint), Communication skills, Problem-solving ability and effective communication (Written and Verbal).</td>
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<td>DUTIES</td>
<td>To handle all typing in the unit: type letters from manuscripts with a computer. Receive and transmit messages. Check typing and correct if necessary.</td>
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<td>ENQUIRIES</td>
<td>Maj M.E. Goqwana, Tel: (012) 674 6519.</td>
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DEPARTMENT OF ENVIRONMENTAL AFFAIRS
The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.

CLOSING DATE : 14 September 2015
NOTE : Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered, and forwarded for the 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. The National Department of Environmental Affairs is an equal opportunity, affirmative action employer. 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. Relaxation of qualification requirements may be considered for non-OSD posts. Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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. Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. For more information regarding the requirements and duties in respect of each position, please visit our website at www.environment.gov.za. Click on vacancies and ensure you follow the correct link to the position of interest. The department reserves the right not to make an appointment. No e-mailed, faxed 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 35/10 : CONTROL ENVIRONMENTAL OFFICER: ENFORCEMENT – CRIMINAL INVESTIGATIONS AND PROSECUTION X2 POSTS REF NO: LACE16/2015

SALARY : Salary Level: Appropriate salary will be determined according to the regulatory framework (OSD)
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized Bachelor’s degree in Law/Environmental Management/Investigations or an equivalent qualification plus at least 4 years working experience in the environmental criminal investigations field. Understand the environmental compliance and enforcement legal framework as well as the Constitutional arrangements governing environmental enforcement related activities. Knowledge of the Criminal Procedures Act and at least 4 years’ experience in investigating environmental impact, pollution and waste related crime. Knowledge of environmental policies, legislation, international instruments, civil procedures, criminal procedures, constitutional law and administrative law. Knowledge of the criminal justice system and experience in integrating law and science will be an added advantage. Understanding of environmental compliance and enforcement management systems. Excellent communication (verbal and written) skills, particularly with regard to compiling charge sheets, legal documents and experience in networking with senior members of the SAPS and the NPA. Good legal drafting, investigative and evidence gathering skills. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of inter-Governmental relations and co-operative governance. Strategic, analytical, problem solving and negotiation skills. Information management and computer literacy. A service oriented approach and the ability to work efficiently and effectively under pressure. A meticulous approach and inclination to pay attention to detail. Completion of the Environmental Management Inspectors (EMI) Course will be an added
DUTIES: Undertake criminal investigations in relation to offences committed under the environmental impact, pollution and waste legislation. Strategic understanding of environmental crime and in depth knowledge of the respective legal provisions that addresses these. Carry out the function of the Environmental Management Inspector (EMI) by enforcing compliance with national environmental impact and pollution legislation and authorisations issued under such legislation. Managing criminal investigations into non-compliance with national pollution and waste legislation with the aim of instituting criminal actions. Promote and build national enforcement capacity in relation to criminal investigations. Establish and maintain appropriate internal controls and reporting systems. Resolve complex problems relating to the applicability of legislative provisions, the approach and instruments to be used in the enforcement action, situations requiring co-operative governance. Excellent written and verbal communication skills, particularly with regard to the preparation of court documents and legal correspondence. Strategic, analytical and problem-solving skills. Communicate with complainants; transgressors as well as various stakeholders that assist with law enforcement (eg. NPA, SAPS, other spheres of government). Service-orientated approach and ability to work efficiently and effectively under pressure. The ability to handle tense situations and deal with difficult people.

ENQUIRIES: Ms M L Lume Tel: (012) 399 9480
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. No faxed, e-mailed and late applications will be considered.
FOR ATTENTION: Ms K Selemela
POST 35/11: CONTROL ENVIRONMENTAL OFFICER: IEM PLANNING AND SPATIAL TOOLS DEVELOPMENT & IMPLEMENTATION REF NO: EAS01/2015

REQUIREMENTS: An appropriate recognized three-year Bachelor Degree in the Natural Sciences/ Environmental Management field or an equivalent relevant qualification. Experience in integrated environmental management. Experience in project management. Ability to develop, interpret, implement and review policy, legislation, and guidelines. Experience in organizing and conducting public participation process. The candidate must have the necessary skills and competencies necessary to reconcile the interface between environmental management and development planning. Knowledge and understanding of applicable national environmental management policies, including National Environmental Management Act (NEMA) as well as spatial planning and land use policies and legislation, including and Spatial Planning and Land Use Management Act (SPLUMA). Sound understanding of the relationship between environmental and spatial planning tools such as Environmental Management Frameworks (EMFs), Strategic Environmental Assessments (SEAs), Spatial Development Frameworks (SDFs) and Land Use Schemes. Practical knowledge and understanding of cooperative governance, intergovernmental relations, and protocol necessary for effective coordination, integration and implementation of government policies across different spheres. Have demonstrable experience of working on projects that require multiple and concurrent regulatory decision making. In depth knowledge of internal and external government protocols with regards to the management of the line function projects. Good communication and networking skills with clients and stakeholders both in government and outside of government spheres. Be able to compile and present reports on the progress of the projects timeously and efficiently.

DUTIES: Facilitate and coordinate the alignment and integration of environmental management and spatial planning. Facilitate the development of standard minimum environmental requirement into spatial plans. Facilitate listing and/or delisting of activities based on an adopted EMF. Facilitate the development of EMFs across South Africa. Attend and participate on multidisciplinary committee forum dealing with line function duties. Provide technical guidance to environmental authorities in the development and implementation of spatial planning tools. Provide continuous technical and supervisory support to other government stakeholders, at national, provincial and local levels, with regards to appropriate decision support tools development.
ENQUIRIES : Mr K Mtolo Tel: 012 399 8848
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. No faxed, e-mailed and late applications will be considered.
FOR ATTENTION : Ms K Selemela
POST 35/12 : CONTROL SCIENTIFIC TECHNICIAN: CHEMICAL OCEANOGRAPHY REF NO: OC22/2015

SALARY : Appropriate salary will be determined according to the regulatory framework (based on OSD)
REQUIREMENTS : A National Diploma in Science or equivalent qualification (you are required to furnish a statement of results, in addition to a certified degree certificate). Six years post qualification technical (scientific) experience. Compulsory registration with SACNASP as a certified Natural Scientist (provide certified copy of Registration Certificate, or proof of recent application for registration). Certified evidence of OHS training qualifications. Experience in the implementation of good laboratory practices, including chemical waste disposal. Knowledge of and experience in advanced analytical instrumental techniques. Experience in managing laboratory procurement, including but not limited to, drafting bid specifications for analytical equipment. Computer literacy in MS Office software. A valid code 08/EB driver’s license.) Prior to appointment, the candidate will be required to undergo and pass a medical examination for seafarers (Section 101 of the SAMSA Act.57 of 1951).
DUTIES : The successful candidate will be responsible for the Supervision of all chemical laboratory activities, including the use of advanced analytical instrumentation. Supervision and management of technical staff performance and development. Provision of technical strategic leadership, including the implementation of good laboratory practise, such as adherence to OHS regulations. Management of scientific data collection. Management of procurement of laboratory consumables, chemicals and equipment.

ENQUIRIES : Dr S de Villiers 021 819 5023 / Mr J Khanyile 021 819 5007
APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag x 4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town. No faxed, e-mailed and late applications will be considered.
NOTE : The following would be an added advantage: Experience in both organic and inorganic analytical methodologies. Experience in the chemical analysis of sea water samples and biological samples of marine origin.


SALARY : Appropriate salary will be determined according to the regulatory framework (based on OSD)
CENTRE : Western Cape
REQUIREMENTS : A National Diploma in Science or relevant qualification. Three years of demonstrated practical work and technical (scientific) experience. Compulsory registration with SACNASP as a certified Natural Scientist (provide certified copy of Registration Certificate, or proof of recent application for registration). A valid unendorsed code 08/EB driver’s license.
DUTIES : Participate in dive surveys. Experience in the collection of biological samples. Maintenance and calibration of biological sampling gear. Cruise and field trip preparation. Skills development and transfer to junior staff and students. Perform general administrative duties. Assist in the procurement of goods and services within the research component.

ENQUIRIES : Mr. H Oosthuizen 021 819 5008 / Mr Liwa Madikiza 021 819 5010
APPLICATIONS : Director-General, Department of Environmental Affairs, Private Bag x 4390, Cape Town, 8000 or hand-delivered to 14 Loop Street, Cape Town. No faxed, e-mailed and late applications will be considered.
FOR ATTENTION : Human Resources
NOTE : The following would be an added advantage. Willingness and ability to go to sea regularly and for extended periods; the successful candidate must pass a medical examination for seafarers (Section 101 of the SAMSA Act.57 of 1951). Prior to appointment, the candidate will be required to undergo and pass a medical examination for seafarers (Section 101 of the SAMSA Act.57 of 1951). A class IV scientific diving certificate or higher; experience or willingness to learn how to dive. Shortlisted candidates will be required to undertake a swimming test.
GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)

GCIS is an equal opportunity employer. Disabled applicants are welcome to apply.

APPLICATIONS
The Director-General, Government Communication and Information System, Private Bag X745, Pretoria,0001 or Hand deliver to Tshedimosetso House,1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria.

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 18 September 2015

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as 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. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). "The successful candidate must disclose to the DG particulars of all registrable financial interests". (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POSTS

POST 35/14: DEPUTY DIRECTOR: MARKETING AND DISTRIBUTION

Directorate: Marketing and Distribution

SALARY: All-inclusive remuneration package R 569 538 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3- year degree or equivalent qualifications and with atleast three years extensive experience and knowledge in the fields of marketing, distribution, advertising and advertising sales, public relations, events management and project management. Well-developed communication including both verbal and writing skills and interpersonal skills. Knowledge of the marketing communications and distribution industry is essential, with specific reference to the public sector operations. Intricate knowledge of developing marketing, advertising and distribution strategies. Strong negotiation and liaison skills with relevant stakeholders and management of products distribution. Excellent report writing skills. Ability to work under pressure and independently. Must be willing to work after hours as and when required. Valid driver's licence.

DUTIES: Plan, develop and implement an integrated Marketing Communication plans for GCIS' services and its products. Conceptualization and drafting of marketing strategies, briefs, memoranda, reports, specifications, motivations and all relevant documentation requiring special expertise in the fields of marketing communications. Liaison with clients, agencies, government departments and service providers. Establish distribution networks and develop distribution strategies. Build the distribution capacity by ensuring that appropriate database for distribution networks for GCIS products are in place and the monitoring of the quality thereof. Assist in managing the marketing and promotions of GCIS products and platforms to relevant stakeholders and target audiences when required. Sourcing and securing of sponsorships for selected flagship projects. Management of marketing and distribution systems, projects and personnel. Plan, coordinate and manage GCIS activations, exhibitions or outreach programmes or any other ad hoc event when required. Conduct impact analysis to evaluate marketing and promotional plans. Manage the day to day marketing activities by carrying out a variety of essential support functions. Management of all activities relating to the distribution of GCIS produced products or ad hoc requests from internal or external clients.

ENQUIRIES: Ms N Prinsloo, tel (012) 473 0203
POST 35/15 : ADMINISTRATIVE OFFICER: PARLIAMENT

SALARY : R148.584 per annum (excluding benefits)
CENTRE : Parliament, Cape Town
REQUIREMENTS : Qualifications: Applicants must be in possession of a National Diploma in Public Management or equivalent qualification with three years of experience in the field. Special Requirements: Excellent interpersonal skills. Good communication skills (written and oral), and exceptional organising and planning skills. Ability to work independently, under pressure and in a team. Time management and pro-activeness. Problem solving skills and results orientated individual. Attention to detail. Computer literate (Microsoft Word, Power Point, Access and Excel). Knowledge: Report writing, compilation and collation of information from directorates. Advanced minute taking and development of action plans. Credible and proven experience in administrative function of an organisation. Knowledge of Supply Chain and Procurement Policies. Knowledge of Logis and Bas systems. Skills: Ability to interpret and apply government policies. Financial Management. Computer Literacy. People Management and Empowerment. Ability to communicate with officials at all levels and excellent writing skills. Excellent problem solving skills and ability to work under pressure.

DUTIES : Provide administrative support to Directorate: Parliamentary and Media Liaison. Provide Switchboard Relief to IRC and Reception duty. Maintain an effective filing and document tracking system (electronic and physical). Manage administration of procurement, maintenance, stationary stock management and asset management and inventory management in line with relevant policies. Assist with disposal of Assets according to policies. Monitor use of GG vehicles for Directorate and coordinate all log books, including Ministerial GG Logs. Assist Radio and IT with administration. Apply relevant public service and GCIS policies and procedures. Provide input into Budgeting and projections of office. Provide additional Administrative support to the office of the Director General, Minister and Deputy Minister, 120 Plein Street, as requested

ENQUIRIES : Ms Liezil Cerf Tel: (021) 465 3658, For attention: Ms Liezil Cerf, Director, Parliamentary and Media Liaison
FOR ATTENTION : Ms Liezel Cerf
CLOSING DATE : 18 September 2015
NATIONAL DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

APPLICATIONS

The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets, Pretoria

FOR ATTENTION: Ms N Sombinge

CLOSING DATE: 14 September 2015

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

OTHER POST

POST 35/16: ADMIN CLERK: SUPERVISOR REF NO: NDOH 144/2015

SALARY: R196 278 per annum


REQUIREMENTS: A Senior Certificate (Grade 12) or equivalent NQF 4 certificate, At least three (3) years experience in general administration, Knowledge and experience in administrative procedures and clerical duties, Good communication (written and verbal), interpersonal and computer (Ms Word, Ms Excel and PowerPoint) skills, A valid driver's licence.

DUTIES: Processing of application forms for radiation equipment applications and cancellation, Effective handling of enquiries relating to Radiation Control, Typing of reports and letters of inspectors, Keeping record of departmental files and filing of all documents, Perform general office administrative duties, Ensure that Inspectors receive pending document timorously, Assist Inspectors in planning of inspections by making appointments, sending notifications to licence holders, Assist with travel, accommodation bookings arrangements, Responsible for departmental postal documents internal and couriers services, Manage office equipments and consumables, Issue and keep SABS records of Inspectors personnel dosimeters, Transport office co-ordinators (cars, petrol cards, kilometer readings, etc)

ENQUIRIES: Mrs G Swart at tel no. (021) 957 - 7485

NOTE: Successful candidates will be required to undergo mandatory in-service training in administration requirements of the Directorate: Radiation Control.
DEPARTMENT OF HOME AFFAIRS

The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of positions. To further the objectivity of representivity within the Department, Women and People with Disabilities will receive preference. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a modern world-class service. If you committed on delivering on the National Development Plan's (NDP’s) priorities, ascribe the Department’s shared value set, have what it takes to serve the needs of South Africa’s citizens, residents and visitors - and your credentials meet the requirements of any of the following positions - kindly respond before the closing date.

CLOSING DATE : 11 September 2015

APPLICATIONS : Applications must be sent in time to the correct address as indicated at the bottom of each advert, to reach the address on or before the closing date. Applications send to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration.

NOTE : Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV, including the details of at least three contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver’s licence is a requirement, applicants must attach certified copies of such licences. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and be subjected to security clearance procedures. 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, using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHelon

POST 35/17 : DISTRICT MANAGER OPERATIONS REF NO: HRMC 73/15/1

SALARY : An all-inclusive salary package of R864 177 to R1 017 972 per annum (Level 13), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

CENTRE : Western Cape: Cape Wineland District Municipality

REQUIREMENTS : Representivity: Women and People with Disabilities will receive preference. We need a strategic thinker and leader focused on strategy to use his/her influence to lead and manage the overall operations and performance of Civic, Immigration and Support Services at the relevant municipality. A 3 year Degree in Social Sciences or an equivalent NQF Level 7 qualification. 5 years’ experience at middle/senior management level in civic and immigration services or operations management. Knowledge of the Human Resource Plan, relevant legislation and prescripts as well as the Public Service Regulatory Framework. Knowledge and information management skills. Confidence to make decisions and solve problems. Honesty and integrity. Business report-writing skills. Programme and project management skills. Computer literacy. Problem solving and analysis. Financial management skills. Communication and presentation skills. Planning and organising, policy development, operations and logistics management skills. Competence in
research methodology and analysis. A valid driver’s licence, willingness to travel extensively and work extended hours are essential.

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage operations of the Civic and Immigration Services in the District/Metro Municipality in accordance with service standards. Manage Civic Services operations with the issuing of enabling documents (eg birth, marriages and deaths, travel documents, IDs/Smart Cards, etc). Manage Immigration Operations (eg Port of Entry, Law Enforcement, Deportations and Inspectorate functions). Align and integrate national immigration initiatives, processes and policies to achieve improved efficiency and effectiveness in service delivery. Oversee operations and activities of all local offices and Ports of Entry to meet the needs of the clients in line with departmental service standards. Oversee the integrity of the national population register in the District as well as ensure effective utilisation of all relevant Civic Services systems. Identify external trends and patterns that will impact the medium- and long-term footprint and channel development as well as Immigration Services. Facilitate the development of the footprint at Local Offices (small, medium and large), Permanent Service Points, Thusong Centres, Health Facilities and Mobile Offices, Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Manage the implementation of a service delivery plan with measures to improve and monitor service delivery, combat corruption and address and prevent backlogs. Act as a change agent for transformation and communicate, motivate and drive change initiatives within the District. Identify policy gaps, and provide inputs and comments on drafting policy documents. Ensure effective interpretation and implementation of Civic Services and Immigration legislative framework. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the Unit. Develop technical expertise within the District Municipality and keep abreast of technological advancements. Develop quality and risk management frameworks, standards and practices. Ensure effective management of external contractors and suppliers within the Unit. Ensure effective development and management of internal Service Level Agreements. Ensure effective alignment of Civic and Immigration Service's budget and reporting to the Department's Strategic Planning in terms of the Treasury Regulations and PFMA of 1999. Ensure effective talent management within the unit (attraction, retention, development. Manage external contractors and suppliers in an efficient manner. Ensure effective management of compliance with legislation, regulations, DHA policies and procedures within the Unit. Ensure compliance with all audit requirements within the Province/ District/Metro. Prepare, monitor and control the annual budget so that expenditure is in line with financial requirements and the strategy of the Unit. Ensure that supply chain management and asset management are effectively managed in line with Treasury Regulations and PFMA. Ensure the management of grievances, discipline and terminations in the District Municipality. Ensure that managers are equipped with the required skills to manage transformation and transition.

**ENQUIRIES**

Ms P Reddy, Tel No: (012) 406 7263

**APPLICATIONS**

Quoting the relevant reference number, direct your CV, certified copies of qualifications and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to Postal Address: Private Bag X114, Pretoria, 0001, Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries), Pretoria, 0001 or E-mail: Civicsrecruitment@dha.gov.za

**FOR ATTENTION**

Director-General

**OTHER POSTS**

**POST 35/18**

**DEPUTY DIRECTOR: DETECTION (SENIOR ANALYST), REF NO: HRMC 73/15/2**

**SALARY**

All-inclusive salary package of R674 979 to R795 090 per annum (Level 12).

**CENTRE**

Head Office, Pretoria, Branch: Counter Corruption and Security Services, Directorate: Detection

**REQUIREMENTS**

A 3 years National Diploma /Degree in Law /Investigation/Security Management or Public Management and Administration or an equivalent NQF Level 7 qualification in the related field with 3-5 years’ experience in data management / investigation, case development and finalization and/or a Grade 12 qualification with 6 years’ experience in data management / investigation environment, case development and finalization of which 3 years

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure effective roll-out of awareness campaigns both within the Department and the broader public. Oversee the identification, development and distribution of communication material used for awareness campaigns and compliance programmes. Ensure the development of effective but user friendly campaign and exhibition material. Prevent unlawful and irregular conduct whilst ensuring compliance to departmental policies, procedures by all employees, its customers and partners nationally and internationally. Develop, refine and implement a Corruption Reporting Mechanism. Identification and reporting of possible risk areas. Sharing of findings with Internal Audit and the Integrity Management unit to ensure monitoring of identified risk areas Interpret and transfer raw data into meaningful intelligence to be used in development of preventive measures, including awareness campaigns and compliance programmes. Conduct security assessments to collect information on trends and possible breaches. Provide input into the knowledge library for Integrity Management. Develop and implement strategies, policies and procedures for the identification and prevention of corrupt practices and fraudulent activities. Oversee collection of information on best practices for all functional areas and systems in the Department for the Public Service domain, ensure the frequent communication of anti-corruption legislation, policies and procedural changes and amendments to staff to increase awareness and promote compliance. Recommend and implement performance improvement initiatives. Revisit, review and streamline all processes to ensure accuracy and efficiency in operations execution. Keep up to date with industry and specifically international Public Sector developments and make recommendations to the Director for business transformation opportunities. Oversee successful system and process enhancements, updates and amendments within the Unit.

**ENQUIRIES**

Ms N Pitsi, Tel No (012) 406 4347

**APPLICATIONS**

Quoting the relevant reference number, direct your CV, certified copies of qualifications and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to: Postal Address: Private Bag X114, Pretoria, 0001, Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries), Pretoria, 0001

**FOR ATTENTION**

Director-General

**POST 35/19**

LOCAL OFFICE MANAGER 2 POSTS

**SALARY**

R361 659 to R426 009 per annum (Level 10). In addition, a range of competitive benefits are offered.

**CENTRE**

Eastern Cape: Medium Office: Mount Frere (1 Post) REF NO: HRMC 73/15/3a, Representivity: Coloured, Indian, White Male /Female candidates are encouraged to apply.

Gauteng: Medium Office: Boksburg (1 Post) REF NO: HRMC 73/15/3b Representivity: Coloured, Indian, White Male /Female candidates are encouraged to apply.

**REQUIREMENTS**

A relevant 3 year National Diploma /Degree or an equivalent NQF Level 7 qualification in a related field with 2 years’ Customer Service experience in a supervisory level and/ or a Grade 12 qualification with 5 years’ Customer Service experience of which 2 years must be in a supervisory level. A post-graduate qualification will serve as an added advantage Knowledge of workflow planning and capacity planning. Knowledge of Civic Services Regulations, the Immigration Act and Refugee Act will be an added advantage. Knowledge and understanding of the Public Service prescripts and the South African Constitution. Experience in resource management as well as understanding of Human Resources legislations and prescripts. Knowledge of the Occupational Health and Safety Act. Experience in Financial Management as well as understanding of the Public Finance Management Act (PFMA) and Treasury Regulations. Computer literacy with working knowledge of Ms Word, Ms Excel and Ms PowerPoint. A valid driver’s
licensure. Willingness to work extended hours (including weekends, holidays and shifts) are required.

**DUTIES**

The successful candidate will be responsible for, amongst others, the following specific tasks: Manage effective operations within a Medium Office Develop and maintain an operational plan complemented by action plans for service delivery in the Office. Provide inputs and advice on policy development and ensure the effective implementation thereof. Revisit, review and streamline all processes to ensure accuracy and efficiency in providing Civic and Immigration services. Develop, interpret and manage statistical information on service standards, throughout times, bottlenecks, volumes and error rates. Ensure the effective and uniform implementation of Standard Operating Procedures. Inform the Regional Manager about work progress, problems and corrective measures applied. Ensure sound financial and revenue management within the Office in line with the PFMA and Treasury Regulations. Provide inputs into the IS infrastructure planning and management and ensure effective implementation. Ensure effective risk and compliance management by physically inspecting and conducting office based auditing of procedures and controls. Establish and manage relationships with all relevant stakeholders to support service delivery in the office. Attend to and ensure resolution of enquiries and/or complaints.

**ENQUIRIES**

Eastern Cape: Mr L Jama, Tel No: (043) 604 6403
Gauteng: Ms T Monyeki/ Ms M Kau, Tel No: (011) 242 9000

**APPLICATIONS**

Quoting the relevant reference number, direct your CV, certified copies of qualifications and ID together with a completed Z83 application form which can be downloaded from our website, by the closing date to:
Postal Address: Private Bag X114, Pretoria, 0001, Physical Address: 230 Johannes Ramokhoase (Proes) street, Cnr Thabo Sehume (Andries), Pretoria, 0001

**FOR ATTENTION**

Director-General
DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE : 21 September 2015

NOTE: Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 & CV must be accompanied by original certified copies of qualifications and identity document. A driver’s license must be attached if indicated as a requirement. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. 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 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.

The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 35/20 : COURT MANAGER 4 POSTS

SALARY : R361 659 – R426 009 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE :
- Ref No: 064/15/NC Warrenton Magistrate Office
- Ref No: 15/VA95/NW Atamelang Magistrate Court
- Ref No: 15/VA96/NW Coligny Magistrate Court
- Ref No: 15/VA97 Ottosdal Magistrate Court

REQUIREMENTS :
- A three (3) year qualification in Administration and/or National Diploma: Services Management (NQF Level 5) plus the module on Case Flow Management or equivalent tertiary qualification; At least three (3) year’s managerial or supervisory experience; A valid EB driver’s license. The following will serve as strong Recommendation: Knowledge and experience in office and district; Knowledge of the financial management and PFMA; Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage. Skills and Competencies: Strong leadership and management capabilities; Strategic capacities; Good communication (verbal and written); Ability to supervise staff; Computer literacy.

DUTIES :
- Key Performance Areas: Coordinate and manage the financial (Vote and Trust Account) resources of the office; Coordinate and manage the human resources of the office; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Management of Security; Implement the departmental policies at the courts; Compile and analyze court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports.
to the relevant users; Develop and implement customer service improvements strategies;

**ENQUIRIES**
- Kimberley: Ms D Joseph (053) 8021300
- Mahikeng: Mr B Sibiya (018) 397 7061

**APPLICATIONS**
- Kimberley: Quoting the relevant reference number, direct your application to:
- Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- Mahikeng: Quoting the relevant reference number, direct your application to:
- The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

**NOTE**
- Short listed candidates may be subjected to competency assessment test. Separate application must be made quoting the relevant reference number.

**POST 35/21**

**ASSISTANT DIRECTOR: COURT INTERMEDIARY 2 POSTS**

**SALARY**
- R289 761 – R341 313 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
- Ref No: 2015/97/MP Regional Office.
- Ref No: 15/VA102/NW Regional Office: North West

**REQUIREMENTS**
- Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields; teaching, social work/ family counseling, child care and youth development, pediatrics, psychiatry, clinical counseling, educational psychologist; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization; Five (5) years’ experience in intermediary services of which three (3) years should be at supervisory level; Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages; Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children’s Act, 2005 (Act No 38 of 2005); Domestic Violence Act (Act No 116 of 1998); Be fluent in the predominant language(s) of the jurisdictional area of the court; (isiSwati, isiZulu, Tsonga, isiNdebele, isiXhosa, Afrikaans and English); Shona /any Zimbabwean language; Mozambique language will be an added advantage. Skills and Competencies: Communication and empathic listening skills (with children, persons with mental disabilities and other traumatized witnesses); Trauma and basic counseling skills; interpersonal skills; Customer focus and responsiveness; Administrative skills; Computer literacy (Ms Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills

**DUTIES**
- Key Performance Areas: Manage and coordinate intermediary services in the cluster; Manage, consolidate and analyse intermediary service information, statistics and reporting; Facilitate and coordinate training and development of court intermediaries; Monitor maintenance of equipment in courts at testifying rooms and its related resources; Provide effective people management.

**ENQUIRIES**
- Nelspruit: Mr MH Hlophe (013) 753 9300/07
- Mahikeng: Mr. B Sibiya at (018) 397 7061.

**APPLICATIONS**
- Nelspruit: Quoting the relevant reference number, direct your application to:
- Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X11249, Nelspruit, 1200 OR hand deliver at Nedbank Centre Building, 24 Brown Streets, 4th floor, Nelspruit, 1200.
- Mahikeng: Quoting the relevant reference number, direct your application to:
- The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

**NOTE**
- Separate application must be made quoting the relevant reference number.

**POST 35/22**

**CLUSTER MANAGER: COURT INTERPRETING 2 POSTS**

**SALARY**
- R289 761 – R341 313 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
- Ref No: 2015/112/ MP Evander
- Ref No: NC/067/15 Kimberley Magistrate Office

**REQUIREMENTS**
- NQF level 4/ Grade 12 and Diploma in Court Interpreting or equivalent qualification; Proficiency in three or more indigenous languages and English; 6 year’s experience in Court Interpreting of which 3 years should be at supervisory level; A valid drivers license; Skills and Competencies: Computer
literacy (MS Office); Good Communication skills (verbal and written); Listening skills; Interpersonal Skills, Time Management; Analytical Thinking; Problem Solving; Planning and Organizing; Confidentiality; Ability to work under pressure and Art of Interpreting.

**DUTIES**

Key Performance Areas: Manage the legal interpreting, language services and stakeholder relations in the cluster; Develop the legal interpreting and language services business plan for the cluster; Manage both human and non-human resources of legal interpreting and language services in the cluster; Coordinates the interpreting and language services activities in the cluster; Manage training and development of court interpreters Manage operational efficiency of language services in the cluster; Manage compliance of the code of conduct.

**ENQUIRIES**

Nelspruit: Mr MH Hlophe (013) 753 9300/07
Kimberley: Ms C. Mashibini (053) 802 1300

**APPLICATIONS**

Nelspruit: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit.
Kimberley: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

**NOTE**

Separate application must be made quoting the relevant reference number.

**POST 35/23**

ASSISTANT DIRECTOR REF NO: 057/15/NC
Third Party Funds: (The post is a Re-advertisement; candidates who previously applied are encouraged to re-apply)

**SALARY**

R289 761 – R341 313 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**

Regional Office: Kimberley

**REQUIREMENTS**

A Degree/National Diploma in Commerce, Accounting or Economics or equivalent qualifications; A minimum of 3 years working experience in a financial accounting/management environment of which 1 year should be at junior/middle management level; Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations; Knowledge and experience of the Department of Justice and Constitutional Development and its Third Party Funds functions and services; Experience on the Justice Deposit Account System (JDAS), Justice Management Information Systems (JMIS); Knowledge of GRAP/GAAP, accrual accounting as well as modified cash and cash accounting; A valid driver’s licence. Skills and Competencies: Planning and organizing, Problem solving skills, Ability to work under pressure and meet tight deadlines; Computer literacy (MS Office), Communication skills (verbal and written), Assertiveness, Accuracy and attention to detail; Project management skills; Presentation skills; Sound interpersonal relations; Investigation and analytical skills; Knowledge and experience of Third Party Funds functions and services will be an added advantage.

**DUTIES**

Key Performance Areas: Ensure effective management of staff, Report and liaise with Court and Office Managers on all TPF related matters, Assist with training on EFT decentralization, ICMS TPF: Implementation and act as a System Manager/Administrator on decentralized Internet Banking, Provide TPF AFS project support and implementation thereof, Check documentation for the write-off irrecoverable deferred fines, Monthly consolidate TPF information, Assist with TPF Audit readiness and facilitation, Provide inputs on any improvements in financial systems, processes and procedures, Perform other ad-hoc function as required

**ENQUIRIES**

Mr. E. Trise _ _ (053) 8021300

**APPLICATIONS**

Quoting the relevant reference number, direct your application to Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

**POST 35/24**

COURT INTERMEDIATRY REF NO: 15/VA101/NW 23 POSTS

**SALARY**

R243 747 – R287 121 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Bafokeng (02); Brits (02); Klerksdorp (02); Molopo (02); Lichtenburg (01); Moretele (02); Odi (02); Potchefstroom (02); Rustenburg (02); Taung (02); Vryburg (02); Bloemhof (01) and Mankwe (01).

REQUIREMENTS: Three year Bachelor Degree/ National Diploma academic qualification in one of the following fields: teaching, social work/ family counselling, child care and youth development, paediatrics, psychiatry, clinical counselling and educational psychologist; Minimum of 3 years working experience in the applicable field; Applicants must be duly registered with the relevant professional/ scientific organization/body in their field of specialization. Experience in working with different types of disabilities, exposure to court procedure, court etiquette, legal terms and terminology and functions of courts will be added advantages. Knowledge of the relevant legal and regulatory framework (Constitution of RSA, 1996; Criminal Procedure Act, 1977 (Act No 51 of 1977), particularly sections 153, 158 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007); Children's Act, 2005 (Act No 38 of 2005); Domestic Violence Act, (Act No 116 of 1998). Language proficiency: Setswana, Afrikaans, English, isiZulu, isiXhosa, Sepedi, Sesotho, Tsonga and Venda. Knowledge of any foreign languages will added an advantage. Skills and competencies: Good communication skills (written and verbal); Computer literacy (MS Office); Sound interpersonal relations; Ability to work under pressure; Knowledge of PFMA, DFI, BAS, JYP and JDAS; Good filling skills; Accuracy and attention to detail.

DUTIES: Key Performance Areas: Provide intermediary service to children, persons with mental disabilities and other traumatized witness. Provide specialized child language and disability services. Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order. Provide support services to witness and make appropriate referrals, where necessary. Render administration support service in court. Assist children to testify with the aid of anatomically-detailed dolls.

ENQUIRIES: Mr. B Sibiya at (018) 397 7061.

APPLICATIONS: quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand it at 22 Molopo Road, Ayob Gardens, Mafikeng.

NOTE: Separate applications must be made quoting the relevant reference.

POST 35/25: LEGAL ADMINISTRATION OFFICER: MR3- MR5 REF NO: 15/258/AIR Paia & Interception

SALARY: R195 945 – R708 765 per annum. (Salary will be determined in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS: LLB or 4 years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Sound knowledge of South African Legal system; An in-depth knowledge of Promotion of Access to Information Act, 2000 (Act no 2 of 2000) and its application; Experience in the field of Constitutional and human rights will be an added advantage; A valid driver's license. Skills and Competencies: Computer literacy (MS Office); Excellent communication skills (written and verbal); Research skills; Legal interpretation; Legal drafting skills; Investigation; People management; Negotiations skills.

DUTIES: Key Performance Areas: Process application for access to information made in terms of Act (PAIA); Conduct research and write reports; Conduct training and public awareness campaigns on the Act; Liaise with the internal and external stakeholders on matters relating to the Act and monitor compliance; Keep the Directorates abreast of new developments regarding the Act

ENQUIRIES: Mr M Motsieloa (012) 315 1351

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

NOTE: People with disabilities are encouraged to apply.

POST 35/26: HUMAN RESOURCE PRACTITIONER REF NO: 15/265/HR Learnership & Internship
SALARY: R196 278 – R231 210 per annum. The successful candidates will be required to sign a performance agreement.

CENTRE: National Office, Pretoria

REQUIREMENTS: 3 years relevant Degree or National Diploma in HRM/Development; Knowledge of Skills Development Act, Skills Development Levies Act, Employment Equity Act, SAQA and understanding of SETA functions and requirements; Understanding of principle of Adult learning and Human Resource policies and prescripts; Driver’s license will be an added advantage. Skills and Competencies: Analytical and decision-making skills; Computer literacy (Ms Office); Communication skills (verbal and written); Presentation and Facilitations skills; Policy development skills; Problem solving, sound judgment; Self-initiator, innovative.

DUTIES: Key Performance Areas: Provide advice and guidance on development, maintenance, administration of education and training programmes; Develop and maintain implementation of learnerships administration internship and mentorship programmes Implement policies on education and training programmes Liaise with role players in Human Resource Development regarding education and training programmes.

ENQUIRIES: Ms E Zeekoei (012) 315 1436

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

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.

CLOSING DATE: 21 September 2015 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 of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 35/27

PROJECTS REF NO: HR 5/1/2/3/39

ASSISTANT DIRECTOR: EXEMPTED EMPLOYERS AND SCSF

SALARY: R289 761 per annum.

CENTRE: Compensation Fund, Pretoria


DUTIES: Implement oversight of mutual association claims. Monitor the assessment of exempted employers. Support the development of the necessary training materials. Assist in the management of the sub-directorate.

ENQUIRIES: Mr BJ Dingaan, Tel: (012) 3199 274

APPLICATIONS: Chief Director: Human Resources Management: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.

FOR ATTENTION: Sub-directorate: Human Resource Operations, Compensation Fund

POST 35/28

ASSISTANT DIRECTOR: COIDA 3 POSTS REF NO: HR 4/4/8/32


SALARY: R289 761 per annum
CENTRE: Provincial Office: Bloemfontein (1 post), Labour Centre: Bethlehem (1 post), Labour Centre: Welkom (1 post)

REQUIREMENTS: Three year tertiary qualification degree / diploma in Public Management / Administration / Social Science / OHS / Finance and HRM is required. A medical background will be an added advantage e.g. Professional nurse. Eight to ten years experience in claims processing environment of compensation or medical claims is highly desirable. Valid drivers licence. Knowledge: Public Services, DoL and Co mpensation Fund business strategies and goals , Directorate goals and performance requirement , Compensation Fund Services, Compensation Fund Value Chain and business processes , Public Service, DoL and COID Act, regulations, policies and procedures , PFMA and Treasury Regulations , Relevant stakeholders, Customer Service( Batho Pele Principles) ,Fund Values, Fund IT Operating System Required IT ,DPSA guidelines on COIDA. Skills: Required Technical Proficiency , Business writing ,Strategic Leadership , Programme and Project Management, Financial Management ,Change Management , Knowledge management , Service Delivery Innovation , Planning and Organizing, Problem Solving and Analysis , Decision Making , Accountability , People Management and Empowerment, Communication, Client orientation, Work Ethics and self management ,Risk Management and Corporate Governance.

DUTIES: Work scheduling. Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.

ENQUIRIES: Ms A Marais, Tel: (051) 5056 248
APPLICATIONS: Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
FOR ATTENTION: Sub-directorate: Human Resource Management, Bloemfontein

POST 35/29: ASSISTANT DIRECTOR: LABOUR MARKET INFORMATION STATISTICS
REF NO: HR 4/4/4/07/11

SALARY: R289 761 per annum
CENTRE: Provincial Office: Gauteng


DUTIES: Develop and disseminate statistical analysis and Quarterly Monitoring Report on Labour market. Conduct research on identified topics at provincial level. Update Provincial analytical profiles. Forecast quarterly time series data on socio economic indicators.

ENQUIRIES: Mr DA McDonald, Tel: (011) 853 0300
APPLICATIONS: Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001
FOR ATTENTION: Sub-directorate: Human Resource Management, Gauteng

POST 35/30: INSPECTOR: TEAM LEADER REF NO: HR 4/4/9/144

SALARY: R243 747 per annum.
CENTRE: Labour Centre: Mafikeng

DUTIES: Plan and independently conduct substantive occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Diseases Act (COIDA), Occupational Health and Safety (OHS) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Supervise the resources in the Sub-Section.

ENQUIRIES: Ms ME Mahlangu, Tel: (018) 387 8100.

APPLICATIONS: Chief Director Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand deliver at University Drive, provident House, Mmabatho

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

POST 35/31: EMPLOYMENT SERVICE PRACTITIONER II (SENIOR) REF NO: HR 4/4/9/142

SALARY: R243 747 per annum.

CENTRE: Labour Centre: Klerksdorp


DUTIES: Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration and licensing of Public Employment Agency's. Supervise the administration of employer services at the Labour Centre.

ENQUIRIES: Ms FK Diokana, Tel: (018) 387 8100

APPLICATIONS: Chief Director Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand deliver at University Drive, provident House, Mmabatho

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


SALARY: R196 278 per annum.

CENTRE: Labour Centre: Johannesburg

REQUIREMENTS: Matriculation certificate (NQF4) / three year tertiary qualification degree/diploma in Public Management/ Administration/ Social Science/ OHS / Finance /HRM. Three to five years experience in a claim processing environment of compensation or medical claims is highly desirable plus supervisory experience. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements; Compensation Fund Services, Relevant Fund policies, procedures and processes, Human anatomy/Biology and medical terminology, Stakeholders and customers; Customer Service (Batho Pele Principles) Fund Values; Required IT knowledge, IT Operating Systems, Risk Awareness, COID Act, Regulations and Policies, COIDA tariffs. Skills: Required Technical Proficiency, Numeracy, Business Writing, Required IT, Fund IT Operating Systems Data Capturing, Data and records Management, Telephone Skills and Etiquette.


ENQUIRIES: Ms P Mafata, Tel: (011) 853 0478

APPLICATIONS: Chief Director Provincial Operations: P O Box 4560, Johannesburg, 2001 Hands deliver at 77 Korte Street, Braamfontein

FOR ATTENTION: Sub-directorate: Human Resources Management, Gauteng
## POST 35/33: CHIEF SECURITY OFFICER REF NO: HR 4/4/7/15

| **SALARY** | R196 278 per annum |
| **CENTRE** | Provincial Office: East London |
| **ENQUIRIES** | Mr S Bata, Tel: (043) 701 3047 |
| **APPLICATIONS** | Chief Director: Provincial Operations: Private Bag X 9005, East London, 5200 Hands deliver at 3 Hill Street, East London, 5201 |
| **FOR ATTENTION** | Sub-directorate: Human Resources Management, Eastern Cape |

## POST 35/34: MEDICAL ADJUDICATOR (REGISTERED NURSE) 35 POSTS REF NO: HR 5/1/2/39

| **SALARY** | Salary will be in accordance with OSD Determination |
| **CENTRE** | Provincial Office Gauteng: Labour Centre Germiston (1 post), Johannesburg (2 posts) Kempton Park (1 post), Krugersdorp (1 post), Mamelodi (1 post), Randburg (1 post), Soshanguve (1 post), Vereeniging (1 post) Provincial Office: Cape town (1 post), Labour Centre Bellville (1 post), George (1 Bay (1 post)) Provincial Office: East London (2 posts), Labour Centre Mthatha (1 post), Queenstown (1 post), Port Elizabeth (1 post) Provincial Office: Bloemfontein (1 post), Labour Centre Bethlehem (1 post), Welkom (1 post) Provincial Office: Kimberley (1 post), Labour Centre Upington (1 post) Provincial Office: Mmabatho (1 post), Labour Centre Klerksdorp (1 post), Rustenburg (1 post) Provincial Office: Polokwane (1 post), Labour Centre Modimolle (1 post), Tzaneen (1 post), Provincial Office: Mpumalanga: Labour Centre Nelspruit (1 post), Secunda (1 post), Emalahleni (1 post) |
| **REQUIREMENTS** | Four years Nursing Degree / Three years Diploma. Post basic Diploma in Occupational Health / Theatre Technique / Critical Care will be an advantage. Four to five years appropriate experience gained after registration. Registration with the South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Stakeholders and customers, Customer Service (Batho Pele principles) , Required IT knowledge, Risk Awareness, COIDA tariffs, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing, Required IT, Data Capturing, Data and records management, Telephone etiquette. |
| **DUTIES** | Provide advice and recommendation in the acceptance of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts. |
| **ENQUIRIES** | Ms L Matandela, Tel: (012) 3199378. |
Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein For Attention: Sub-directorate: Human Resource Management, Bloemfontein

Chief Director: Provincial Operations: Private Bag X 9368, Polokwane 0700 or hand deliver at 42a Schoeman street, Polokwane 0700 FOR ATTENTION: Sub-directorate: Human Resources Management, Limpopo

Chief Director: Provincial Operations: Private Bag X 6902, Kimberly, 8301 Or hands deliver at Cnr Compound and Priel Road For Attention: Sub-directorate: Human Resource Management, Kimberly

Chief Director Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand deliver at University Drive, provident House, Mmabatho FOR ATTENTION: Sub-directorate: Human Resources Management, Mmabatho

Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 Or hand deliver at labor building, Cnr Hofmeyer Street and Beatty Avenue, Witbank For Attention: Sub-directorate: Human Resources Management, Emalahleni

POST 35/35

MEDICAL CASE COORDINATOR (REGISTERED NURSE) 25 POSTS

REF NO: HR 5/1/2/3/40

Salary will be in accordance with OSD Determination

Requirements

Four years Degree / Three years Diploma in Nursing. Post basic Diploma in Occupational Health / Theatre Technique / Critical Care will be an advantage.


Duties

Coordinate early rehabilitation interventions according to beneficiaries' needs. Provide early rehabilitation intervention according to beneficiaries' needs. Facilitate early return to work and community re-integration programmes. Maintain relationships and empower all internal and external stakeholders.

Enquiries

Ms L Matandela, Tel: (012) 3199378.

Applications

Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 Hands deliver at 77 Korte Street, Braamfontein For Attention: Sub-directorate: Human Resource Management, Gauteng

Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hands deliver at (No 21 Wes bank House 4th -6th floors, Cnr Riebeek & Long Street, Cape Town For Attention: Sub-directorate: Human Resources Management, Western Cape

Chief Director: Provincial Operations, P O Box 940, Durban, 4000 or hands deliver at 267, Anton Lambede Street, Royal Hotel Building, Durban For Attention: Sub-directorate: Human Resource Management, Provincial Office KwaZulu-Natal


Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein For Attention: Sub-directorate: Human Resource Management, Bloemfontein

Chief Director: Provincial Operations: Private Bag X 9368, Polokwane 0700 or hand deliver at 42a Schoeman street, Polokwane 0700 For Attention: Sub-directorate: Human Resources Management, Limpopo

Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 Or hands deliver at Cnr Compound and Priel Road For Attention: Sub-directorate: Human Resource Management, Kimberly

Chief Director Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand deliver at University Drive, provident House, Mmabatho For Attention: Sub-directorate: Human Resources Management, Mmabatho

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POST 35/36 : **DISABILITY MANAGER (OCCUPATIONAL THERAPIST): 7 POSTS HR 5/1/2/3/4/1**

**SALARY :** Salary will be in accordance with OSD Determination

**CENTRE :** Provincial Office Gauteng (1 post), Cape town (1 post), Kwa-Zulu/Natal (1 post), East London (1 post), Bloemfontein (1 post), Kimberley (1 post), Mmabatho (1 post)


**DUTIES :** Manage early return to work and community re-integration programmes. Participate in the development / review of rehabilitation strategy, policies and protocols in accordance with the nation legislative framework. Establish and maintain high-level relationship with various internal and external stakeholders. Manage the Disability Management Section.

**ENQUIRIES :** Ms L Matandela, Tel: (012) 3199378.

**APPLICATIONS :** Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001 Hands deliver at 77 Korte Street, Braamfontein For Attention: Sub-directorate: Human Resource Management, Gauteng

Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hands deliver at (No 21 Wes bank House 4th-6th floors, Cnr Riebeek & Long Street, Cape Town For Attention: Sub-directorate: Human Resources Management, Western Cape For Attention: Sub-directorate: Human Resource Management, Cape Town

Chief Director: Provincial Operations, P O Box 940, Durban, 4000 or hands deliver at 267, Anton Lambede Street, Royal Hotel Building, Durban For Attention: Sub-directorate: Human Resource Management, Provincial Office KwaZulu-Natal


Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein For Attention: Sub-directorate: Human Resource Management, Bloemfontein

Chief Director: Provincial Operations: Private Bag X 5012; Kimberley, 8301 Or hands deliver at Cnr Compound and Phiel Road For Attention: Sub-directorate: Human Resource Management, Kimberley

Chief Director Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand deliver at University Drive, provident House, and Mmabatho For Attention: Sub-directorate: Human Resources Management, Mmabatho

POST 35/37 : **SENIOR MANAGER: MEDICAL SERVICES 9 POSTS REF NO: HR 5/1/2/3/4/2**

**SALARY :** Salary will be in accordance with OSD Determination

**CENTRE :** Provincial Offices: Gauteng (1 post), Cape town (1 post), Kwa-Zulu/Natal (1 post), East London (1 post), Bloemfontein (1 post), Kimberley (1 post), Mmabatho (1 post), Polokwane (1 post), Mpumalanga (1 post)

**REQUIREMENTS :** MBCHB. Diploma in Occupational Health will be an added advantage. Ten years relevant experience. Valid drivers licence. Registration with the South African Medical and Dental Council. Knowledge: COIDA, Social security systems, Public Service, DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation

DUTIES:
Manage the medical occupational programme for compensation benefit processing. Develop and manage support networks. Provide the medical occupational support to stakeholders. Provide strategic direction. Manage finances and assets. Manage projects and programmes. Manage human resources in accordance with relevant prescripts.

ENQUIRIES:
Ms L Matandela, Tel: (012) 319 9378.

APPLICATIONS:
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, Sunnyside

CLOSING DATE : 18 September 2015

FOR ATTENTION : Ms N Maseko or Ms T Sibutha

NOTE : 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 drivers 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. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POSTS

POST 35/38 : ASSISTANT DIRECTOR: BID MANAGEMENT REF NO: DMR/15/0098

SALARY : R289 761 per annum, Level 09

CENTRE : Head Office, Pretoria


DUTIES : Develop and maintain a policy framework for the procurement of goods and services. Manage the invitation and adjudication of bids (advise users, compilation of request for Proposal and Terms of reference etc), Co-ordinate and check consolidated inputs for Bid Adjudication and Bid Evaluation Committees and assist in the drafting of all recommendations. Ensure proper capturing and maintenance of the Bid Adjudication and Evaluation Committees Database and preparation of reports. Ensure proper administration and management of the bidding process. Provide support to the Bid Adjudication and Evaluation Committee. Supervise and develop staff.

NOTE : Coloureds, Indians as well as people living with disability are encouraged to apply.

ENQUIRIES : Mr BS Maluleke ☎ 012 444 3042

POST 35/39 : ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: DMR/15/0099

SALARY : R289 761 per annum, Level 09

CENTRE : Head Office, Pretoria


DUTIES : Facilitate sessions/meetings aimed at identifying risks in the different functional areas within the Department. Design and maintain departmental
risk register and assess the impact and the level of risks in the Department. Assist in facilitating the process of developing risk treatment action plans. Monitor the implementation of risk treatment action plans. Coordinate the activities of the risk management committees. Perform administrative duties which include but not limited to the consolidation of risk management monitoring reports.

**ENQUIRIES**

Ms B Fakude 012 444 3368

**NOTE**

The incumbent of this post will be required to do regular travelling. Coloureds, Indians as well as people living with disability are encouraged to apply.

**POST 35/40**

ASSISTANT DIRECTOR: SPECIAL PROGRAMMES REF NO: DMR/15/0100

**SALARY**

R289 761 per annum, Level 09

**CENTRE**

Head Office

**REQUIREMENTS**

A/an appropriate Bachelor's Degree three year tertiary qualification and appropriate experience in management of programmes and finances, plus a valid driver’s license. PLUS the following competencies. Knowledge of: Project Management, Government Policies, National Economic Development and Strategies in the mining sector, Project/Programmes in DMR. Skills: Computer literate, Organising and co-ordination of programmes, Facilitation and implementation, Negotiation with community and community leaders, Analytical skills, Ability to work in a team. Communication: Verbal and written communication at all levels, Well developed interpersonal relationships at all levels. Creativity: Innovative and creative thinker,

**DUTIES**

Assist with the identification, development, implementation, monitoring, evaluation and reporting of/ on programmes/ projects focused on the upliftment/empowerment/mainstreaming of disadvantaged and vulnerable groups. Participate, continue and represent the department at various forums/events. Execute and /or participate in projects /activities pertaining to national/international focus initiatives. Compile date of special programmes and projects for statistical analysis.

**ENQUIRIES**

Ms N Zulu 012 444 3309

**NOTE**

Coloureds, Indians as well as people living with disability are encouraged to apply.

**POST 35/41**

ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: DMR/15/0101

**SALARY**

R289 751 per annum, Level 09

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**


**DUTIES**

KRA'S: Implement Records Management strategies and policies, manage the flow of incoming and outgoing mail, Manage the Departmental filing system in terms of the National Archives Act, Manage documents in accordance with the Minimum Information Security Standards, manage postal and support services, Manage the administration of the Promotion of Access to Information Act, Manage archiving and disposal of documents in accordance with the National Archives Act 43 of 1996, Provide training on record management and ensure compliance with the prescripts, Provide training on record management and ensure compliance precripts.

**ENQUIRIES**

Mr C Benside (012) 444 3543

**NOTE**

Please note that this is a re-advertisement, candidates who applied previously are encouraged to re-apply. Coloureds, Indians as well as people living with disability are encouraged to apply.
The National School of Government (NSG) is mandated to train and develop public servants as a means to realize the national development objectives of the country and thereby support sustainable growth, development and service delivery. The purpose of the NSG is to build an effective and professional public service through the provision of relevant training interventions. Suitably qualified and experienced candidates are invited to apply for the following vacant positions. The National School of Government will give preference to individuals whose appointment will improve employment equity in the department. Applicants are advised to read Chapter 4 of the Public Administration Management Act of 2014 from the DPSA website regarding the repositioning of NSG to Higher Education institution.

APPLICATIONS:
Principal: National School of Government, Private Bag X759, Pretoria, 0001
FOR ATTENTION:
Ms L Raseroka, HR Unit, National School of Government by hand at ZK Matthews Building, 70 Meintjes Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted. Enquiries: In connection with the applications kindly contact Ms Letty Raseroka (012) 441 6626 or Mr Mpho Mugodo, (012) 441-6017.

CLOSING DATE:
18 September 2015 @ 16h00
NOTE:
Applications must consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); the relevant reference number must be quoted on the application. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. All short listed candidates will be required to submit certified copies of their identity document and qualifications before the interviews. Following the candidates will be required to attend a generic managerial competency assessment for SMS positions. All candidates will also be subjected to security and qualifications vetting. The National School of Government reserves the right not to make an appointment. Correspondence will be limited to shortlisted candidates only.

OTHER POSTS

POST 35/42
DEPUTY DIRECTOR: FINANCIAL MANAGEMENT TRAINING
REF NO: NSG 15/2015
SALARY:
An inclusive remuneration package commencing at R569, 538 per annum, comprising basic salary, contribution to the Government Employee Pension Fund and a flexible portion
CENTRE:
Pretoria
REQUIREMENTS:
Relevant B Degree/ equivalent. Three (3) years’ experience in the public service and a valid driver's license. In-depth knowledge of relevant prescripts, application of the legislative framework governing financial management in the public service e.g., SCM policies, Public Service Act, PFMA, MFMA; Understanding of the public services Environment; Government systems and structures; Financial management; Problem solving; Financial Management; Research orientated person; Confident Communicator; People management skills; Networking skills; Innovative thinking; Organisational skills;
DUTIES:
Initiate course content review and customisation according to client needs; Advice on trainer selection and make recommendation on their usage for training sessions. Ensure the rollout of the courses in collaboration with stakeholders. Present training. Manage project implementation, support and reporting. Develop database for key partners and stakeholders. Create forums and ensure sharing and learning. Promote collaboration with strategic partners. Conduct research on training needs and trends; and to improve professional knowledge.
ENQUIRIES:
Dr. M.J.S.Mohlokoane (012) 441-6868

POST 35/43
DEPUTY DIRECTOR: CURRICULUM DESIGN
REF NO: DD CD16/2015
Curriculum Design
SALARY:
An inclusive remuneration package commencing at R569 538 per annum, comprising basic salary (70/76% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion (Salary level 11)
CENTRE:
Pretoria
REQUIREMENTS: A relevant Degree/Diploma and experience in curriculum and materials design. A good theoretical and practical knowledge of best practice and cutting edge curriculum and materials design; knowledge of a range of methodologies for education and learning (the ETD environment); good administration and management skills; ability to work in a team; manage multiple projects; good written and verbal skills; knowledge of government procurement procedures and computer literacy in Excel and Visio.

DUTIES: Responsible for: developing cutting edge learning materials; working collaboratively with other units to ensure innovations in curriculum and materials development; managing and monitoring the development, graphic design and language editing of materials; benchmarking the NSG materials with international best practices; networking with relevant internal and external stakeholders to design innovations in materials.

ENQUIRIES: Dr S Muthayan, (012) 441-6160

POST 35/44: ASSISTANT DIRECTOR: MARKETING, SALARY LEVEL 9 REF NO: NSG 17/2015

SALARY: R289 761 per annum plus contributing to GPF and other NSG employee benefits (Salary level 9)

CENTRE: Pretoria

REQUIREMENTS: A relevant Degree or equivalent in Marketing. Competency in Public Relations will be an added advantage. Three to five years relevant experience in marketing and/or communications. Basic knowledge on customer behavior. Knowledge and skills of marketing products and services. Good communication to disseminate information and have influence when required. Know how to go about making contact with government agencies dealing with Leadership and Management development using internet. Be innovative, confidence, integrity, assertiveness, resilience and professionalism.

DUTIES: Implement the marketing strategy by identifying promotion strategies that fit the segment/training/products/geography. Market the NSG programmes through conducting exhibitions at relevant data. Provide logistical and operational support to the implementation of the marketing strategy. Facilitate advertisement of NSG programmes. Update stakeholder database to assist NSG marketing initiatives. Serve as marketing liaison officer at the NSG. Ensure course directory is distributed and updated. Assist in dissemination of information to all stakeholders and reporting on activities. Promote the good image of the NSG at all times. Compile monthly and quarterly reports.

ENQUIRIES: Dr. T Shezi (012) 441-6849
## NATIONAL PROSECUTING AUTHORITY

**ANNEXURE L**

**POST 35/45**

**SENIOR HUMAN RESOURCES PRACTITIONER REF NO: 2015/208**

National Prosecutions Service

**SALARY**

R243 747 per annum (Excluding Benefits) (Level 8)

**CENTRE**

DPP: Kimberley

**REQUIREMENTS**


**DUTIES**

Provide HR administration services to the region. Capture personal information on the payroll system. Facilitate the recruitment process. Advise National Office on HR application and the processing thereof. Process applications for service benefits and exits within the region. Compile and submit HR reports and statistics. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Provide HR advice to management and staff in the region. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports and submit same to the Director: Administration. PERSAL administration, staff procurement, training and development, service conditions, staff exits and transfers.

**ENQUIRIES**

NK Mogongwa 053 807 4539

**APPLICATIONS**

E-mail: recruitdppkim@npa.gov.za or Fax 012 843 3439
**POST 35/46**  :  HR PRACTITIONER REF NO: 2015/247

**SALARY**  :  R196 278 per annum (Excluding Benefits) (Level 7)

**CENTRE**  :  DPP: Cape Town

**REQUIREMENTS**  :  An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. At least two years relevant experience. Computer literacy especially MS Office Suite – Word, Excel and Outlook. Sound knowledge of PERSAL. Good communication verbal and written skills. Technical skills. Quality of work. Initiative. Interpersonal Relations. HR Administration skills.

**DUTIES**  :  Provide HR Administration services in the division. Administer specific HR functions in the HR value chain as allocated (Staff procurement, maintenance & Exits) mainly recruitment, probation, leave, post establishment, transfers. Process state guarantees, housing allowances, long service recognition, acting allowances, pay progression, performance rewards, resettlement etc. Compile and submit monthly statistics. Liaise with customers and stakeholders.

**ENQUIRIES**  :  Mzukisi Gcuwa 021 487 7048

**APPLICATIONS**  :  E-mail: recruitdppcpt@npa.gov.za or Fax: 012 843 34 35

**POST 35/47**  :  ADMINISTRATIVE CLERK: SUPPLY CHAIN (SUPERVISOR) REF NO 2015/209

National Prosecutions Service

**SALARY**  :  R196 278 per annum (Excluding Benefits) (Level 7)

**CENTRE**  :  DPP: Limpopo (Polokwane)

**REQUIREMENTS**  :  An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum two years’ experience in fleet, travel and facilities environment. Good written and verbal communication skills. Ability to organize and prioritize work. General computer literacy skills and knowledge in programs such as MS Word, excel, MS Outlook and PowerPoint. Knowledge of PFMA and Treasury Regulations. Willing to travel. Excellent communication and administrative skills.

**DUTIES**  :  Ensuring that NPA buildings are fully utilized and are properly maintained. Perform site visits and act as liaison person with the DPW and other stakeholders. Ensure that fleet vehicles are properly utilized and maintained. Compile daily invoice payments to service providers. Perform reconciliation of invoice statements and payments made to the service providers. Provide assistance to regional staff when needed. Compile and submit monthly reports. Assist the manager in ensuring compliance. Assist and advice the Assistant Director: Administration.

**ENQUIRIES**  :  Joseph Thubakgale 015 960 9917

**APPLICATIONS**  :  E-mail: recruitdppthy@npa.gov.za or Fax: 012 843 3445

**POST 35/48**  :  ADMINISTRATIVE OFFICER 2 POSTS REF NO: 2015/210

National Prosecutions Service

**SALARY**  :  R196 278 per annum (Excluding Benefits) (Level 7)

**CENTRE**  :  DPP: Durban

**REQUIREMENTS**  :  An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum two years relevant experience. Knowledge and understanding of the Public Service Prescripts. Strong interpersonal and presentation skills. Ability to think independently and innovatively. Good written and verbal communication skills. Good planning skills. Computer skills in programmes such as MS Word and MS Excel.

**DUTIES**  :  Provide a high level of administration support to the head of office and other staff. Deal with all finance, procurement, travel and human resources matters. Render general administrative support such as filing; photocopying; faxing; receiving and dispatching of documents. Liaise with Head Office in respect of all matters pertaining to the functioning of the office. Draft correspondence, memoranda and reports to management. Perform other functions as and when requested by the office.

**ENQUIRIES**  :  Musa Mncwabe 031 334 5092

**APPLICATIONS**  :  E-mail: recruitdppdurban@npa.gov.za or Fax: 012 843 3467

**POST 35/49**  :  ADMINISTRATIVE OFFICER 2 POSTS REF NO: 2015/211

Sexual Offences and Community Affairs Unit
SALARY: R196 278 per annum (Excluding Benefits) (Level 7)
CENTRE: Pretoria (Head Office)
REQUIREMENTS: An appropriate Bachelor Degree, National Diploma or equivalent qualification on NQF level 6 in Social Science. Minimum two years relevant experience. Sound Co-ordination, Administrative skills and counseling experience. Knowledge of Rape Management. Good Verbal and written communication skills of court and police processes. Supervisory skills will be an added advantage. Ability to work under pressure. Reliable, organized and be able to work in a team and independently. General computer literacy and knowledge of programs in MS Word, Excel, Outlook, Power Point. Language skill and the ability to communicate well with all people at different levels and from different background and written communication skills will be essential. Report writing skills.

DUTIES: Liaise with medical officers and nurses to ensure that medical examination take place. Liaise with prosecutor and police for statement taking. Render advice, give support and arrange transport for survivor. Arrange and co-ordinate meeting between role players. Keep database, submit monthly report and host a range of donor, government personnel etc. Manage assets and inventory within the Thuthuzela Care Centre. Decision making powers in terms own work and, in some cases, that of the section, the ability to provide execution. Coordinate awareness campaigns and other services within the centre. Statutory provisions administered by the office. Minotor and evaluate the efficiency of the administrative service provided by the office. Perform any other duties as and when required by SOCA management.

ENQUIRIES: Nnana Motaung 012 845 6142
APPLICATIONS:
POST 35/50: FINANCE CLERK (SUPERVISOR) 3 POSTS
National Prosecutions Service
SALARY: R196 278 per annum (Excluding Benefits) (Level 7)
CENTRE: DPP: Kimberley (Ref no 2015/212), DPP: Polokwane (Ref no 2015/213), DPP: Mpumalanga (Ref no 2015/214)

DUTIES: Receiving, recording, processing of all financial transactions in the region. Develop system where all documents and transactions with financial implications in the region will be received, captured, processed and monitored till such time they are approved and finalized. Verifying correctness of all S & T claims, overtime and other transactions with financial implications before approval on PERSAL and BAS system. Draw a weekly, monthly and quarterly reports for budget and expenditure monitoring and reporting purposes. Manage use of Petty cash in the region. Report all discrepancies and irregularities to Deputy Director: Finance. Develop systems and mechanisms to ensure and maintain a clean audit in the region.

ENQUIRIES: DPP: Kimberley: NK Mogongwa – 053 807 4539
DPP: Polokwane: Joseph Thubakgale - 015 960 9917
DPP: Mpumalanga: KP Luphondo - 013 752 6953
APPLICATIONS: E-mail: recruitdppkim@npa.gov.za or fax: 012 843 3439
E-mail: recruitdppthy@npa.gov.za or fax: 012 843 3445
E-mail: recruitafunel@npa.gov.za or fax: 012 843 3472

POST 35/51: ADMINISTRATION OFFICER REF NO: 2015/215
Specialized Commercial Crime Unit
SALARY: R196 278 per annum (Excluding Benefits) (Level 7)
CENTRE: SCCU: Cape Town
REQUIREMENTS: An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum two years’ relevant experience. Strong interpersonal skills. Good written and verbal communication skills. Computer literacy (MS packages). Ability to collect and interpret stats. Good planning and organizing
skills. Team work. Knowledge and understanding of the legislative framework governing Public Service.

**DUTIES**
- Processing of S&T claims, payment advances and advice. Inventory and Asset administration. Assist in monitoring of the Regional Office budget and expenditure. Handle logistical arrangement for the Regional Office. Handle procurement requests for the Regional office.

**ENQUIRIES**
- Kgomotso Thamage 012 845 6918

**APPLICATIONS**
- E-mail: recritssccupta@npa.gov.za or Fax: 012 843 3470

**POST 35/52**
- **ADMINISTRATIVE CLERK: HR (SUPERVISOR) 2 POSTS**
- National Prosecutions Service

**SALARY**
- R196 278 per annum (Excluding Benefits) (Level 7)

**CENTRE**
- DPP: Mpumalanga (Ref no 2015/216), DPP: Limpopo (Polokwane) (Ref no 2015/217)

**REQUIREMENTS**
- An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum two years’ relevant experience in the field of Human Resources Management. Strong interpersonal skills. Good written and verbal communication skills. Computer literacy (MS packages).

**DUTIES**
- Provide HR Administration service in the division. Administer specific HR functions in the HR value chain as allocated (Staff procurement, maintenance & Exits) mainly recruitment, probations, leave, post establishment, transfers. Process state guarantees, housing allowances, long service recognition, acting allowances, pay progression, performance rewards, resettlement. Compile and submit monthly statistics. Liaise with customers and stakeholders.

**ENQUIRIES**
- DPP: Mpumalanga: KP Luphondo 013 752 6953
- DPP: Limpopo: Joseph Thubakgale 015 960 9917

**APPLICATIONS**
- E-mail: recruitfunel@npa.gov.za or Fax: 012 843 3472
- E-mail: recruitthy@npa.gov.za or Fax: 012 843 3445

**POST 35/53**
- **ADMINISTRATION CLERK (SUPERVISOR) 2 POSTS**
- National Prosecutions Service

**SALARY**
- R196 278 per annum (Excluding Benefits) (Level 7)

**CENTRE**
- DPP: Limpopo (Polokwane) (Ref no: 2015/218), DPP: Mpumalanga (Ref no: 2015/219)

**REQUIREMENTS**
- An appropriate B Degree, National Diploma or equivalent qualification on NQF level 6. Minimum two years’ relevant experience. Strong interpersonal skills. Good written and verbal communication skills. Computer literacy (MS packages). Ability to collect and interpret stats. Good planning and organizing skills. Team work. Knowledge and understanding of the legislative framework governing Public Service.

**DUTIES**
- Supervise the clerical support section. Render general clerical support services. Record, organize, store, capture and retrieve correspondence and data. Update registers and stats. Render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents. Keep and maintain the filing system for the component. Draft correspondence, memoranda and reports when required. Keep and maintain the incoming and outgoing registers of the section.

**ENQUIRIES**
- DPP: Mpumalanga: KP Luphondo 012 7526953

**APPLICATIONS**
- E-mail: recruitthy@npa.gov.za or Fax: 012 843 3445

**POST 35/54**
- **ASSISTANT LIBRARIAN REF NO: 2015/220**
- National Prosecutions Service

**SALARY**
- R196 278 per annum (Excluding Benefits) (Level 7)

**CENTRE**
- DPP: South Gauteng

**REQUIREMENTS**
DUTIES: Receive and process all requests in terms of law reports, statutes and reference material. Assist with information searches using online databases. Conduct awareness sessions and provide training on databases and systems used. Manage and maintain circulation and shelving of library material. Catalogue and classify new material utilising the available databases. Renew standing orders. Assist with loose leaf administration including updating. Periodically conduct information needs analysis. Maintain asset register of library material including disposals. Procure and process new material for Head office library and regions. Manage collection development. Act as library supplier co-ordinator. Conduct periodic stock take on library material. Keep statistics and records of library activities. Assist with information projects of the NPA. Submit reports as required.

ENQUIRIES: DPP: South Gauteng: Sydwell Namachuchu: 011 220 4005
APPLICATIONS: Email: recruitdppjhb@npa.gov.za or Fax: 012 843 3438

POST 35/55: PERSONAL ASSISTANT 2 POSTS
National Prosecutions Service

SALARY: R196 278 per annum (Excluding Benefits) (Level 7)
CENTRE: CPP: Upington (Ref no 2015/221), DPP: Cape Town (Ref 2015/223)

REQUIREMENTS: Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.

DUTIES: Provide secretarial and administration support service in the office. Receiving and screening telephone calls and refers the calls to the correct role players if not meant for the office. Type documents for the office. Operates office equipment like fax machines and photocopiers. Provides a clerical support service to the office. Make travel arrangements; make logistical arrangements for meeting and events, process travel and subsistence claims for the office, taking minutes during meetings, draft routine correspondence, develop and maintain an accessible and user-friendly filing system. Handle procurement of standard items such as stationery. Liaise with other offices of the NPA and corporate services with regard to all matters pertaining to the administrative functions of the office.

ENQUIRIES: CPP: Upington NK Mogongwa – 053 807 4539
APPLICATIONS: Email: recruitdppkim@npa.gov.za or Fax: 012 843 3439
Email: recruitdppcpt@npa.gov.za or Fax: 012 843 3435

POST 35/56: PERSONAL ASSISTANT 2 POSTS
Specialised Commercial Crime Unit

SALARY: R196 278 per annum (Excluding Benefits) (Level 7)
CENTRE: SCCU: Cape Town (Ref no 2014/225), SCCU: Head Office (Ref no 2015/226)

REQUIREMENTS: Grade 12 or equivalent qualification. Minimum two years secretarial experience and or related administrative experience. General computer literacy. Language skills and ability to communicate well with people at different levels and from different background. Good telephone etiquette and above average planning and organizing skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to identify and handle confidential matters. Good grooming and presentation. Knowledge of the relevant legislations, policies, prescripts and procedures applicable in the public sector.

DUTIES: Rendering a secretarial support (including answering telephone and handling of diary to the senior managers. General administrative functions including filling, photocopying and faxing of documents. Making travel arrangements, arranging meetings and booking accommodation. Typing letters, memorandums, and presentations. Receiving and transmitting messages. Taking minutes during meetings. Performing secretarial and other related administration tasks. Case administration.

ENQUIRIES: Kgomotso Thamage 012 845 6918
APPLICATIONS: Email: recruitscuppies@npa.gov.za or Fax 012 843 3470
POST 35/57 : COURT PREPARATION OFFICER 9 POSTS
National Prosecuting Service

SALARY : R196 278 per annum (Excluding Benefits) (Level 7)
CENTRE : CPP: Mmabatho (Vryburg) (Ref no 2015/228), CPP: Durban (Ref no 2015/229), CPP: Ladysmith (Ref no 2015/230) Mitchell’s Plain X2 (Recruit 2015/231), CPP: Kimberley X2 (De Aar) (Ref no 2015/222), (Galeshewe) (Ref no 2015/248), CPP: Upington X2 (Port Nolloth) (Ref no 2015/249), (Springbok) (Ref no 2015/250)

REQUIREMENTS : An appropriate B Degree, National Diploma or equivalent qualification on NQF Level 6. One year experience in a court environment will be an advantage. Sound co-ordination and counselling experience. Knowledge of the criminal Justice System. Ability to work independently without constant supervision. Excellent administrative skill, good communication skills and problem solving skills and ability to work well with children

DUTIES : Provide holistic and integrated care for victims of crime, customers and witnesses within the court environment. Prevent secondary traumatization by providing a safe and secure environment in which to testify. Implement court preparation for children and adult victims of crime, customers and witnesses and perform all other duties in relation thereto. Liaise with the investigating officers and social workers. Liaise with and report to the Prosecutor / Manager. Perform all duties in accordance with general accepted court preparation technique.

ENQUIRIES : CPP: Durban – Ladysmith Musa Mncwabe 031 334 5092
CPP: Mmabatho-Flora Kalakgosi 018 381 9041
Mitchell’s Plain- Mzukisi Gcuwa 021 487 7408
CPP Kimberly / Galeshewe / Upington/ Port Nolloth/ Springbok NK Mogongwa 053 807 4539

APPLICATIONS : E-mail: recruitdppdbn@npa.gov.za or fax 012 843 3467
E-mail: recruitdppmb@npa.gov.za or fax 012 843 3440
E-mail: recruitdppcpt@npa.gov.za or fax 012 843 3435
E-mail: recruitdppkim@npa.gov.za or fax 012 843 3439

POST 35/58 : HUMAN RESOURCE CLERK REF NO: 2015/231
National Prosecuting Service

SALARY : R132 399 per annum (Excluding Benefits) (Level 5)
CENTRE : DPP: Mpumalanga


ENQUIRIES : KP Luphondo 013 752 6953
APPLICATIONS : E-mail: recruitafunel@npa.gov.za or fax 012 843 4372

POST 35/59 : FINANCE CLERK 4 POSTS
National Prosecuting Service

SALARY : R132 399 per annum (Excluding Benefits) (Level 5)
CENTRE : DPP: Mmabatho: (Ref no 2015/232), DPP: Mpumalanga (Ref no 2015/233), DPP: Limpopo (Polokwane) (Ref no 2015/234), DPP: Cape Town (Ref no 2015/251)

REQUIREMENTS : Grade 12 or equivalent. Knowledge of finance and procurement management systems. Basic knowledge of PFMA and Treasury Regulations. Good communication skills. Good Organizational and people management skills. Computer Literacy in MS Word, MS Excel, MS PowerPoint. Strong organizational ability. Good Interpersonal skill. Good Office administration skills and good administration practice skills. Ability to maintain high level of professionalism, confidentiality and reliability.

DUTIES : Record all incoming and outgoing mail in the finance operations unit. Assist with the capturing of subsistence and travel claims on PERSAL and on BAS when needed. Internal and external delivery of documents for the Financial Operations unit. Sort and distribute pay slips.
ENQUIRIES :  
DPP: Mmabatho: Flora Kalakgosi 018 381 9041  
DPP: Mphumalanga: KP Luphondo 013 752 6953  
DPP: Limpopo: Joseph Thubakgale 015 960 9917  
DPP: Cape Town: Mzukisi Gcuwa 021 487 7048  
APPLICATIONS :  
E-mail: recruitdppmmb@npa.gov.za or Fax: 012 843 3440  
E-mail: recruitafunel@npa.gov.za or Fax 012 843 3472  
E-mail: recruitdppthy@npa.gov.za or Fax 012 843 3445  
E-mail: recruitdppcpt@npa.gov.za or Fax 012 843 3435  
POST 35/60 :
ADMINISTRATIVE CLERK 5 POSTS  
National Prosecutions Service  
SALARY : R132 399 per annum (Excluding Benefits) (Level 5)  
CENTRE : CPP: Empangeni: (Ref no: 2015/235), CPP: Durban (Ref no 2015/236), DPP: Pietermaritzburg (Ref no 2015/237), DPP: Kimberley (Ref no 2015/238), CPP: Mthatha (Ref no 2015/252)  
REQUIREMENTS :  
Grade 12 or equivalent qualification. Experience in performing general administrative functions. Sound planning and organizing skills, written and verbal communication. General Computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet.  
DUTIES :  
Provide administrative support to the office. Design and keep a well organised administrative system for the office. Provide administrative advice to all components of the office. Draft correspondence to members of the public, other organisations and State Departments. Liaise with corporate services with all matters pertaining to the administrative functioning of the office. Provide administrative support to legal staff, pertaining to finance, logistical and human resources. Deliver mails and faxes within the office and render general administrative support such as filing, photocopying, faxing, receiving and dispatching of documents.  
ENQUIRIES :  
CPP Empangeni / Pietermaritzburg Musa Mncwabe – 031 334 5092  
DPP: Kimberley: NK Mogongwa 053 807 45 39  
CPP: Mthatha: Tlita Raga 047 501 2629  
APPLICATIONS :  
E-mail: recruitdpdpdbn@npa.gov.za or Fax: 012 843 3467  
E-mail: recruitdpdpkim@npa.gov.za or Fax: 012 843 3439  
E-mail: recruitdpmpmthatha@npa.gov.za or fax 012 843 3466  
POST 35/61 :
ADMINISTRATIVE CLERK: PROCUREMENT REF NO: 2015/238  
National Prosecutions Service  
SALARY : R132 399 per annum (Excluding Benefits) (Level 5)  
CENTRE : DPP: Cape Town  
REQUIREMENTS :  
Grade 12 or equivalent qualification. Experience in performing general administrative functions. Sound planning and organizing skills, written and verbal communication. General Computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet.  
DUTIES :  
Maintain departmental service contract. Manage and coordinate all travelling and accommodation arrangements and bookings for all staff in the region. Ensure that accommodation and travel arrangements are made, when the correct documentation has been received. Source the correct signatures for travel and accommodation requests as per delegations. Forward all documentation timeously to procurement for bookings. Follow up on a regular basis on the status of bookings and give regular feedback to staff on the status. Ensure that confirmation for all travel and accommodation are received and issued at least 2 days in advance to the staff. Receive invoices from travel agent, verify them for correctness and send them to head office for payment. Prepare documentation for processing of orders and payments. Follow up on outstanding orders. Perform other procurement related tasks  
ENQUIRIES :  
Mzukisi Gcuwa: 021 487 7048  
APPLICATIONS :  
E-mail: recruitdpppcpt@npa.gov.za or Fax: 012 843 3435  
POST 35/62 :
ADMINISTRATIVE CLERK: SUPPLY CHAIN REF NO: 2015/227  
National Prosecutions Service  
SALARY : R132 399 per annum (Excluding Benefits) (Level 5)  
CENTRE : DPP: Cape Town
REQUIREMENTS: Grade 12 or equivalent qualification. Experience in performing general administrative functions. Sound planning and organizing skills, written and verbal communication. General Computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet.

DUTIES: Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services. Compile and maintain records (asset records/databases).check and issue furniture, equipment and accessories to components and individuals. Update and maintain a supplier database.

ENQUIRIES: Mzukisi Gcuwa - 021 487 7048
APPLICATIONS: E-mail: recruitdpccpt@npa.gov.za or Fax: 012 843 3435

POST 35/63: ADMINISTRATIVE CLERK: GENERAL 2 POSTS SOCA

SALARY: R132 399 per annum (Excluding Benefits) (Level 5)
CENTRE: DPP: Limpopo (Ref no 2015/239), Pretoria (Head Office) (Ref no 2015/240)

APPLICATIONS: Mzukisi Gcuwa - 021 487 7048
APPLICATIONS: E-mail: recruitdpccpt@npa.gov.za or Fax: 012 843 3435

REQUIREMENTS: Grade 12 or equivalent qualification. Experience in performing general administrative functions. Sound planning and organizing skills, written and verbal communication. General Computer literacy skills and knowledge in programs such as MS Word, Excel, PowerPoint and Outlook. Good people skills. Strong interpersonal and communication skills. Ability to act with tact and discreet.

DUTIES: Provide administrative support to the Senior Public Prosecutors and delegated officials of the SOCA Unit. Manage and prioritize matters. Perform any other related functions as required by the Senior Public Prosecutor from time to time. Manage and keep a well-organized administrative system for the office. Provide support and administrative advice to all components of the office. Liaise with the corporative services with regard to all matters pertaining to the administrative functioning of the office.

ENQUIRIES: Nnana Motaung 012 845 6142
APPLICATIONS: E-mail: Recruitmentsoca@npa.gov.za or Fax: 012 843 3473

POST 35/64: ADMINISTRATIVE CLERK: LIBRARY REF NO: 2015/241 National Prosecuting Service

SALARY: R132 399 per annum (Excluding Benefits) (Level 5)
CENTRE: DPP: Kimberly

APPLICATIONS: Nnana Motaung 012 845 6142
APPLICATIONS: E-mail: recruitdpkim@npa.gov.za or Fax 012 843 3439

REQUIREMENTS: Grade 12. Must be able to type. Must be computer literate (Word, Excel, Outlook and PowerPoint). Excellent organizational and planning skills. Good communication and administrative skills. Ability to work independently and under pressure. Integrity, reliable, tolerant and determined. Able to act independently. Able to work extended hours. Excellent administration skills.


ENQUIRIES: NK Mogongwa 053 807 4539
APPLICATIONS: Nnana Motaung 012 845 6142 E-mail: recruitdpkim@npa.gov.za or Fax 012 843 3473

POST 35/65: REGISTRY CLERK REF NO: 215/242 National Prosecuting Service

SALARY: R132 399 per annum (Excluding Benefits) (Level 5)
CENTRE: CPP: East London

APPLICATIONS: Viola Arends - 040 608 6800
APPLICATIONS: Viola Arends - 040 608 6800 E-mail: recruitdpapel@npa.gov.za or Fax 012 843 3436

REQUIREMENTS: Grade 12 or equivalent. Computer Literacy in MS Word, MS Excel and MS Outlook. Good administrative skills. Good planning and organizing skills.

DUTIES: Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective and record management service. Operate office machines in relation to the registry function. Process documents for archiving and or disposal.

ENQUIRIES: Viola Arends - 040 608 6800
APPLICATIONS: Viola Arends - 040 608 6800 E-mail: recruitdpapel@npa.gov.za or Fax 012 843 3436

POST 35/66: DATA CAPTURER (REF NO 2015/253) (THREE YEAR CONTRACT)

SALARY: R132 399 per annum (Excluding Benefits) (Level 5)
CENTRE: CPP: East London

APPLICATIONS: Viola Arends - 040 608 6800
APPLICATIONS: Viola Arends - 040 608 6800 E-mail: recruitdpapel@npa.gov.za or Fax 012 843 3436

REQUIREMENTS: Grade 12 or equivalent. Computer Literacy in MS Word, MS Excel and MS Outlook. Good administrative skills. Good planning and organizing skills. Render an effective and record management service. Operate office machines in relation to the registry function. Process documents for archiving and or disposal.

DUTIES: Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective and record management service. Operate office machines in relation to the registry function. Process documents for archiving and or disposal.
National Prosecutions Service

**SALARY**  
R132 399 per annum (Plus 37% in lieu of benefits) (Level 5)

**CENTRE**  
CPP: Empangeni

**REQUIREMENTS**  

**DUTIES**  
Provide efficient data capturing and data administration services in the DPP South Gauteng. Perform general administrative tasks in the Information Management Section. Provide data reports. Liaise with customers and stakeholders.

**ENQUIRIES**  
Musa Mncwabe 031 334 5092

**APPLICATIONS**  
E-mail: recruitdppdbn@npa.gov.za or Fax: 012 843 3467

**POST 35/67**  
SWITCHBOARD OPERATOR X3

National Prosecuting Service

**SALARY**  
R110 739 per annum (Excluding Benefits) (Level 4)

**CENTRE**  
DPP: Limpopo (Polokwane) (Ref no 2015/243), DPP: South Gauteng (Ref no 2015/244), DPP: Mpumalanga (Ref no 2015/245)

**REQUIREMENTS**  
Grade 12 or equivalent. Plus experience in Switchboard and administrative functions. Knowledge of public service legislation. Good written and verbal communication skills. MS Office package. Planning and Organizing skills. Client orientation and customer focus.

**DUTIES**  
Answer all incoming calls. Keep staff extensions numbers register up to date and change register when staff changes offices. Registration of daily incoming inquest in section. Report faulty machines when out of order. Attend to public reception. Sort out incoming faxes and distribute to relevant officials. Assist with registration of daily incoming work when requested to do so. Maintain register of outgoing mail. Maintain telephone lists.

**ENQUIRIES**  
DPP: Limpopo: Joseph Thubakgale 015 960 9917  
DPP: South Gauteng: S Phillips 011 220 4017  
DPP: Mpumalanga: KP Luphondo 013 752 6953

**APPLICATIONS**  
E-mail: recruitdppphy@npa.gov.za or Fax 012 843 3445  
E-mail: recruitdppjhb@npa.gov.za or Fax 012 843 3438  
E-mail: recruitafunel@npa.gov.za or Fax 012 843 3472

**POST 35/68**  
MESSENGER DRIVER REF NO: 2015/246

National Prosecuting Service

**SALARY**  
R110 739 per annum (Excluding Benefits) (Level 4)

**CENTRE**  
DDPP: Durban

**REQUIREMENTS**  
Grade 12 or equivalent qualification. Knowledge of Registry procedures. Experience as a messenger. Valid driver’s license. Able to work extended hours. Reliable. Excellent communication skills. Able to work under pressure.

**DUTIES**  
Maintain an effective and efficient messenger service. Delivery and collection of documents in and around the DPP Cape Town office / DPP Mpumalanga office. Delivery and collection of mail at the post office. Open and register parcels and mail. Collect, record and distribution of correspondence buy utilizing the approved file plan for the office.

**ENQUIRIES**  
Musa Mncwabe 031 334 5092

**APPLICATIONS**  
E-mail: recruitdppdbn@npa.gov.za or Fax: 012 843 3467
OFFICE OF THE PUBLIC SERVICE COMMISSION

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

APPLICATIONS
Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lilian Ngoyi, Pretoria.

FOR ATTENTION: Mr DC Ndlondlolozi

CLOSING DATE: 18 September 2015 @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. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that faxed, e-mailed and late applications will not be accepted.

MANAGEMENT ECHELON

POST 35/69: CHIEF DIRECTOR: SERVICE DELIVERY AND COMPLIANCE
EVALUATION REF NO: CD/SDCE/08/2015

SALARY: All inclusive remuneration package of R 1 042 500 per annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE: Head Office: Pretoria

REQUIREMENTS: A SAQA recognized Bachelor's Degree or equivalent qualification (new NQF level 7) in one of the following: Public Management and Administration Social Sciences. 5 years relevant experience in a senior management post. A Valid Driver's License and willingness to travel. Key Competencies: Knowledge and experience of monitoring and evaluation methods relevant to the public service. Knowledge of service delivery and public participation process in the Public Service. Understanding of the organisation and administration of the Public Service. Knowledge and experience in the application of the provisions of the relevant legislation, policy and regulations that govern the Public Service. Strong research and research supervision skills. Excellent project management and problem solving abilities. Excellent communication (written and verbal) and presentation skills. Financial Management skills. Good people management skills and the ability to work with and across teams. Good liaison skills and the ability to manage relations with different stakeholders. Sufficient computer skills in Microsoft Office Suite e.g. Excel, Word and PowerPoint.

DUTIES: Plan, implement and support the use of effective mechanisms that promote participatory governance in the Public Service. Monitor and evaluate the Public Service's adherence to the values and principles that underpin the Public Service. Support the Commission in conducting service delivery inspections/citizens forums. Support the Commission in preparing reports with recommendations to the Executive and Parliament. Co-ordinate the monitoring of service delivery sites through on-site inspections. Provide strategic leadership to the component. Ensure that the performance targets of the component are achieved. Manage resources efficiently and effectively in accordance with Public Service policies and prescripts.

ENQUIRIES: Mr DC Ndlondlolozi Tel: 012 352 1212

NOTE: All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, the logistics of which will be communicated by the Office of the Public Service
Commission. Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency base assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
Applications must be sent to: The Department of Planning, Monitoring and Evaluation, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria, website: www.thepresidency-dpme.gov.za

FOR ATTENTION: Ms J Mchunu

CLOSING DATE: 18 September 2015

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 form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.), 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. Note: 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. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

POST 35/70: ASSISTANT DIRECTOR: TRAVEL AND CORPORATE ACCOUNTS REF NO: 271/2015

SALARY: R289 761 – R341 313 per annum (Salary level 9) plus benefits

CENTRE: Pretoria

REQUIREMENTS: Three year relevant tertiary qualification and at least five (5) years experience in the various disciplines related to Supply Chain Management OR a Senior Certificate and at least ten (10) years experience in the various disciplines related to Supply Chain Management. Must have Report Writing skills, Computer literacy, Organisational skills and good Interpersonal relations, Negotiation, Project management and Communication skills (written and verbal). Must be able to maintain high level of confidentiality and be able to work under pressure.

DUTIES: The successful candidate will be responsible for managing travel and corporate account management services. This entails recommending strategies to procure goods and services required, develop specifications and evaluate bids for specific services required. Provide and manage travel services, facilitate and support the management of all corporate accounts and related services such as vehicle leases, travel agents, photocopiers, cell phone and mobile data, fixed telephone lines, newspapers and lease of office accommodation. Manage the receipt, verification and payment of all invoices related to travel and corporate accounts, maintain accurate tracking systems.
to ensure effective and efficient financial management related to corporate accounts. Provide accurate financial information required for reporting purposes, including quarterly and annual financial statements and compiling of management reports. Investigate cases of fruitless and wasteful expenditures related to corporate accounts and make recommendations to Loss Control Committee, manage the safe keeping of records related to corporate accounts and manage the staff in the division.

ENQUIRIES: In connection with the application kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post, Mr KD Du Plooy at Tel No (012) 312-0413.

POST 35/71: SENIOR STATE ACCOUNTANT: DEBT REF NO 272/2015
Office of the Chief Financial Officer, Division: Financial Accounting

SALARY: R243 747 to R287 121 per annum (salary level 8) plus benefits
CENTRE: Pretoria
REQUIREMENTS: A relevant 3 years tertiary qualification or equivalent with 2 years relevant experience or Grade 12 or equivalent with 5 years relevant experience. Additional: courses in government financial management. Extensive knowledge and experience of BAS and PERSAL. Good knowledge and understanding of the PFMA and National Treasury Regulations and the ability to interpret relevant policies. High level of computer literacy and sound knowledge of Microsoft Office applications is essential. Good planning and report writing skills, Organizational skills and good interpersonal relations, Communication skills (written & verbal), Ability to maintain high level of confidentiality and must be able to work under pressure.

DUTIES: The successful candidate will be responsible to provide financial administrative and operational services within the department and will performs the following financial accounting functions: Correctly accounting for financial transactions, in areas of responsibility, in accordance with applicable prescripts, policies and procedures, Investigating and clearing of suspense accounts in line with PFMA and Treasury Regulations, Reporting on suspense accounts, Checking, verifying and authorising the take-on of debt, Negotiating the settlement of debt with debtors, Ensuring salary deductions are implemented to recover debts, Reporting on debts on a monthly basis, Performing monthly debt reconciliations, Referring debts to the state attorney where necessary, Investigating the recoverability of long outstanding debts, Preparing submissions to the Loss Control Committee recommending the write off of debts, Providing inputs into the departmental debt management policy, Investigating and resolving debt queries raised by internal and external stakeholders, Corresponding with debtors on the status of debts, Distributing monthly debtor statements, Filing of all debt related documents so that they are readily available for audit purposes, Compiling inputs into the quarterly and annual financial statements, Assisting other finance sections with verifying and or authorising payments on BAS/LOGIS/PERSAL/Safetyweb, Supervision of subordinates in line with departmental policies and procedures.

ENQUIRIES: In connection with the applications kindly contact Mr MJ Mkwananzi, Tel No (012) 312-0460 and in connection with the post kindly contact Ms C Pillay, Tel No (012) 312-0434

POST 35/72: SENIOR STATE ACCOUNTANT: S&T REF NO 273/2015
Office of the Chief Financial Officer, Division: Financial Management

SALARY: R243 747 to R287 121 per annum (salary level 8) plus benefits
CENTRE: Pretoria
REQUIREMENTS: A relevant 3 year tertiary qualification or equivalent with 2 years relevant experience or Grade 12 or equivalent with 5 years relevant experience. Extensive knowledge and experience of BAS and PERSAL. Good knowledge and understanding of the PFMA and National Treasury Regulations and the ability to interpret relevant policies. Sound knowledge of Microsoft Office Suite, Good planning and report writing skills, Organisational skills and good interpersonal relations, Communication skills (written & verbal), Ability to maintain high level of confidentiality. Be able to work under pressure.

DUTIES: The successful candidate will be responsible to provide the following financial accounting functions: Correctly accounting for financial transactions, in areas of responsibility, in accordance with applicable prescripts, policies and procedures, Managing the clearing of suspense accounts in line with PFMA and Treasury Regulations, Monthly reporting on the suspense accounts and S&T payments, Ensuring that all S&T claims and advances are registered and
tracked to meet payment and service standards, Checking, verifying and authorising S&T claims and advances in line with the approved policies and procedures, Calculating and ordering forex for foreign trips, Checking, verifying and authorising payments to the service provider for forex in terms of the contract, Implementing controls to ensure the timely clearing of all advances, Implementing deductions for non-compliance with policies and procedures, Performing standby duties to ensure that forex is available for foreign travel, Investigating and resolving S&T related queries from internal and external stakeholders, Supervise the filing of all S&T related documents so that they are readily available for audit purposes, Compiling inputs into the quarterly and annual financial statements, Assisting other finance sections with verifying and/or authorising payments on BAS/LOGIS/PERSAL/Safety web; and Supervision of subordinates in line with departmental policies and procedures.

ENQUIRIES
In connection with the applications kindly contact Mr MJ Mkwananzi, Tel No (012) 312-0460 and in connection with the post kindly contact Ms C Pillay, Tel No (012) 312-0434

POST 35/73
SENIOR STATE ACCOUNTANT: SALARIES & TAX REF NO 274/2015
Office of the Chief Financial Officer, Division: Financial Accounting

SALARY
R243 747 to R287 121 per annum (salary level 8) plus benefits

CENTRE
Pretoria

REQUIREMENTS
A relevant 3 year tertiary qualification or equivalent with 2 years relevant experience or Grade 12 or equivalent with 5 years relevant experience. Additional: courses in government financial management. Extensive knowledge and experience of BAS and PERSAL, Good knowledge and understanding of the PFMA and National Treasury Regulations and the ability to interpret relevant policies, Computer literacy and sound knowledge of Microsoft Office suite applications is essential, Good planning and report writing skills, Organizational skills and good interpersonal relations, Communication skills (written & verbal), Ability to maintain high level of confidentiality, Be able to work under pressure.

DUTIES
The successful candidate will be responsible to provide financial administrative and operational services within the department and will perform the following financial accounting functions: Correctly accounting for financial transactions in areas of responsibility in accordance with applicable prescripts, policies and procedures, Investigating and clearing of suspense accounts in line with PFMA and Treasury Regulations, Reporting on the suspense accounts, Checking, verifying and authorising all salary and tax related payments on BAS/PERSAL, Verifying the accuracy of BAS payments to audit committee members and commissioners and accounting for the tax thereon, Ensuring that all garnishee orders are instated, Verifying the accuracy and completeness of the monthly BAS/PERSAL reconciliation, Reconciling and updating IRP5’s with all salary payments made outside PERSAL, Obtaining tax directives when necessary, Processing all tax related submissions including the EMP 201 and EMP 501 in accordance with SARS prescripts, Investigating and resolving salary and tax related queries from internal and external stakeholders, Supervising the distribution of IRP5’s, Supervising the distribution of payroll certificates, Performing follow ups on submission of certifications per approved payroll procedures, Analysing payroll certifications per approved payroll procedures, Ensuring the accuracy of the linking codes between BAS and PERSAL, Investigating, clearing and resolving PERSAL exceptions, Supervising the filing of all salary, tax and payroll related documents so that they are readily available for audit purposes, Acting as Salary PERSAL controller when necessary, Compiling inputs into the quarterly and annual financial statements, Assisting with salary recalls and the update of ACB Limits, Assisting other finance sections with verifying and or authorising payments on BAS/LOGIS/PERSAL/Safetyweb and the Supervision of subordinates in line with departmental policies and procedures.

ENQUIRIES
In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0460 and in connection with the post kindly contact Ms C Pillay, Tel No (012) 312-0434

POST 35/74
STATE ACCOUNTANT: SALARIES AND TAX REF NO 275/2015
Office of the Chief Financial Officer, Division: Financial Accounting

SALARY
R196 278 – R231 210 per annum (salary level 7) plus benefits

CENTRE
Pretoria
**REQUIREMENTS**: A relevant 3 year tertiary qualification or equivalent with 2 years relevant experience or Grade 12 or equivalent with 5 years relevant experience. Additional: courses in government financial management; Extensive knowledge and experience of BAS and PERSAL, Good knowledge and understanding of the PFMA and National Treasury Regulations and the ability to interpret relevant policies, Computer literacy and sound knowledge of Microsoft Office applications is essential, Good planning and report writing skills, Organizational skills and good interpersonal relations, Communication skills (written & verbal), Ability to maintain high level of confidentiality and must be able to work under pressure.

**DUTIES**: The successful candidate will be responsible to provide financial administrative and operational services within the department and will perform the following financial accounting functions: Correctly accounting for financial transactions, in areas of responsibility, in accordance with applicable prescripts, policies and procedures, Investigating and clearing of suspense accounts in line with PFMA and Treasury Regulations, Compiling monthly reports on the suspense accounts, Calculating, compiling and capturing all salary and tax related payments on BAS/PERSAL, Calculating BAS payments to audit committee members and commissioners and compiling journals for the tax thereon, Implementing all garnishee orders, Compiling the BAS/PERSAL reconciliation, Updating IRP5’s with all salary payments made outside PERSAL, Assist in obtaining tax directives when necessary, Assist in compiling and submitting all tax related submissions in accordance with SARS prescripts, Investigating and resolving salary and tax related queries from internal and external stakeholders, Distributing IRP5’s, Distributing payroll certificates, Follow up on submission of certifications per approved payroll procedures, Checking payroll certifications per approved payroll procedures, Checking the accuracy of the linking codes between BAS and PERSAL, Investigating, clearing and resolving PERSAL exceptions, Filing of all salary, tax and payroll related documents so that they are readily available for audit purposes, Assisting with inputs into the quarterly and annual financial statements, Assisting with salary recalls and the update of ACB Limits, Assisting other finance sections with compiling and capturing payments on BAS/LOGIS/PERSAL/Safetyweb; and Supervision of subordinates in line with departmental policies and procedures.

**ENQUIRIES**: In connection with the applications kindly contact Mr MJ Mkwananzi, Tel No (012) 312-0460 and in connection with the post kindly contact Ms C Pillay, Tel No (012) 312-0434.

**POST 35/75**: ADMINISTRATION OFFICER: CORPORATE ACCOUNTS REF NO 276/2015

**SALARY**: R196 278 to R231 210 per annum (salary level 7) plus benefits

**CENTRE**: Pretoria

**REQUIREMENTS**: A relevant 3 year tertiary qualification or equivalent with 3 years relevant Supply Chain experience or Grade 12 with 10 years relevant Supply Chain experience. Sound knowledge of Microsoft Office Suite applications is essential (Intermediate Excel), good communication skills (written & verbal), problem solving skills, decision making skills, report writing skills, planning and organizational skills, good interpersonal relations and presentation skills and negotiation skills. Ability to maintain high level of confidentiality and be able to work under pressure and independently.

**DUTIES**: The successful candidate will be required to: Assist in developing specifications for specific services required, Provide travel booking services, Provide conference venue booking services, Process requests for sponsored billing, mobile data contracts, newspapers and other goods and services provided through corporate accounts, Supervise the administration and control of fixed telephone bills, Follow up with service providers on outstanding / overdue / incorrect invoices, Verify correctness of invoices against internal databases, Verify and process for payment of all invoices compiled for payment, Verify that all payments are accurately captured on internal tracking systems, Provide accurate financial information required for reporting purposes, including quarterly and annual financial statements, Investigate cases of fruitless and wasteful expenditure related to corporate accounts and make recommendations to Loss Control Committee, Ensure the safe keeping of records related to corporate accounts and Supervision of staff.

**ENQUIRIES**: In connection with the applications kindly contact Mr MJ Mkwananzi, Tel No (012) 312 0460 and in connection with the post kindly contact Mr K du Plooy, Tel No (012) 312-413.
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<td>35/76</td>
<td>SUPPLY CHAIN MANAGEMENT CLERK: CORPORATE ACCOUNTS REF NO 277/2015</td>
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**SALARY**
R158 985 to R231 210 per annum (salary level 6) plus benefits

**CENTRE**
Pretoria

**REQUIREMENTS**
A relevant 3 years tertiary qualification or equivalent with 1 year relevant Supply Chain experience or Grade 12 qualification with 5 years relevant Supply Chain Management experience. Knowledge of BAS, LOGIS, PFMA and National Treasury Regulations. Computer literacy and sound knowledge of Microsoft Office applications is essential. Organizational and financial management skills, Decision making, report writing, good communication skills (written & verbal), good interpersonal skills and must be able to work under pressure.

**DUTIES**
The successful candidate will be responsible to provide financial administrative and operational services within the Department. This would involve: Captures financial accounting transactions in the areas of responsibility in line with applicable policies and procedures. Follows up on outstanding balances on clearing accounts and captures journals to clear these accounts, Assist in reporting on the suspense accounts, Prepares and send out interdepartmental claims & confirmation letters to other departments, Assist in payment of interdepartmental claims & confirmation letters received from other departments, verifying and capturing of S&T payments on PERSAL; Prepare monthly bank reconciliations, verify and capture all salary related payments on PERSAL, Assist with the preparation of monthly compliance certificates, Performs task related to petty cash, Identify and prepare journals for the allocation of revenue and prepare the payment of revenue to National Treasury, Verification and capturing of entity details on BAS and Safety Web, Assist payment section with compiling of payment advices if and when needed. Assist S&T section with the checking and capturing of S&T claims if and when needed.

**ENQUIRIES**
In connection with the applications kindly contact Mr MJ Mkwananzi, Tel No (012) 312 0460 and in connection with the post kindly contact Mr K du Plooy, Tel No (012) 312-0413.

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**SALARY**
R158 985 to R187 275 per annum (salary level 6) plus benefits

**CENTRE**
Pretoria

**REQUIREMENTS**
A relevant 3 year tertiary qualification or equivalent with 2 years relevant supply chain experience or Grade 12 with 5 years relevant supply chain experience. Must have sound knowledge of Microsoft Office Suite applications (preferably Word and Excel), good communication skills (written & verbal), problem solving skills, decision making skills, report writing skills, planning, organizational skills, good interpersonal relations and presentation skills and negotiation skills. Ability to maintain high level of confidentiality and be able to work under pressure and independently. Knowledge of PFMA and Treasury Regulations as well as BAS & LOGIS.

**DUTIES**
The successful candidate will be required to: Receive, capture and verify travel bookings and venue bookings, Receive, record and compile invoices related to travel and corporate accounts, Process newspaper applications, Follow-up on outstanding invoices for payments, Respond to telephonic and electronic enquiries, Collect and submit photocopier meter readings to the supervisor, Detect fruitless and wasteful expenditure caused by officials and refer to supervisor, and Ensure that all records are correctly filed.

**ENQUIRIES**
In connection with the applications kindly contact Mr MJ Mkwananzi, Tel No (012) 312 0460 and in connection with the post kindly contact Mr K DuPlooy, Tel No (012) 312-0413.

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**SALARY**
R158 985 to 187 275 per annum (level 6) plus benefits

**CENTRE**
Pretoria

**REQUIREMENTS**
Three year relevant tertiary qualification and at least 1 year appropriate experience in human resources development OR a Senior Certificate plus 5 years appropriate working experience in human resource development.
Knowledge of HRM/D legislation and policies, knowledge of the concept and the field of HRD. Good communication, planning and organising and organisational skills. Proven computer literacy, including MS Word and MS Excel. Ability to pay attention to detail and work within deadlines.

**DUTIES**: The successful candidate will be responsible for providing an effective administration of the Training and Development function in the Department. This would involve: Provide advice and support in relation to the Training policy, HRD plan, WSP and relevant legislative frameworks, Administer internal bursaries: advertise the bursaries, receive and capture bursary applications, facilitate the signing of bursary contracts, process payments of tuition fees and books, create and update the bursary records and electronic records, monitor progress of the bursars and report defaulters, submit bursary reports and audit the bursary files and records bi-annually, Induction programmes: Coordinate departmental and Compulsory Induction programmes (CIP). Arrange the sessions and the necessary logistics (venue, handouts/material and equipment), receive and record bookings, and confirm bookings with the delegates. Assist to arrange short courses, conferences and seminars. Capture the PDPs in a database, source training interventions, generate the training reports and update the training records. Assist to implement the Learnerships, Internships and Experiential training programs. Recruit, induct and train the learners and interns. Assist with PMDS administrative support. Capture performance agreements, mid-term reviews and annual performance assessments. Arrange meetings of the PMDS moderation committees and perform related administrative functions.

**ENQUIRIES**: Application process queries contact Mr MJ Mkwananzi; Tel No (012) 312 0460 and content queries contact Ms S Maloma, Tel No (012) 312-0457

**POST 35/79**: SENIOR PERSONNEL OFFICER: RECRUITMENT & HR ADMIN REF NO 280/2015

**SALARY**: R158 985 to R187 275 per annum (level 6) plus benefits.

**CENTRE**: Pretoria

**REQUIREMENTS**: Three year relevant tertiary qualification and at least 1 year experience in the various disciplines related to human resources management OR a Senior Certificate plus 5 years working experience in the various disciplines related to human resource management. Supplementary HR related courses will serve as a definite advantage. Knowledge of HR policy application in terms of relevant legislative framework (i.e. the Public Service Act, Public Service Regulations and relevant labour legislation). Relevant PERSAL training and experience essential. Good communication and organisational skills. Proven computer literacy, including MS Word and MS Excel

**DUTIES**: The successful candidate will be responsible for providing an effective and efficient Human Resource Administration service. This would involve: Interpretation and application of HR policies and procedures; Administer effective recruitment, selection and appointment of employees; Effective administration of Personnel Provisioning and service benefits; Administer declaration of interests and financial disclosures; Administer personnel information systems and departmental reporting; Administration of establishment; HR records management and drafting submissions and report to various delegated authorities.

**ENQUIRIES**: In connection with the applications and post kindly contact Mr MJ Mkwananzi, Tel No (012) 312-0460
APPLICATIONS: The Department of Public Enterprises, Private Bag X15, Pretoria, 0028 or hand deliver at 1090 Infotech Building, Arcadia & Hilda Street, Hatfield 0028.

FOR ATTENTION: Human Resources

CLOSING DATE: 18 September 2015

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 screening and 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. No faxed or e-mailed applications will be considered.

OTHER POST

POST 35/80: SECURITY OFFICER REF NO: DPE/2015/039
Directorate: Security and Facilities

SALARY: R158 985 per annum (Level 6)

CENTRE: Pretoria

REQUIREMENTS: Candidates must be in possession of a Grade 12 Certificate with a minimum of 2 years related experience in Security Industry plus Grade "C" PSIRA accredited certificate. Knowledge and experience in security related duties. Valid driver’s license. Knowledge and experience in the application of the Minimum Information 16 Security Standards (MISS Documents), Fire Arms Control Act, Occupational Health and Safety Act, Protection of Information Act, Promotion of Access to Information Act and Control of Access to Public Premises and Vehicle Act. Knowledge and experience in operating fire detection and extinguishing system as well as CCTV and access control systems. Good communication skills (written and verbal) and interpersonal relations. Computer literacy. Successful candidate will be required to work shifts (including night shifts) as well as irregular hours.

DUTIES: Management of access control and related security systems such as CCTV cameras. Conduct security inspections and ensure identified weaknesses are attended to promptly. Conduct investigation on security breaches and compile reports. Key control, including access cards. Maintain all registers used in the control room. Enforce compliance with OHS prescripts in accordance with the Departmental OHS policy and conduct OHS inspections. Perform security escort functions as and when required. Perform general administration duties including report writing. Assist with security coordination for Departmental events.

ENQUIRIES: Mr Simon Manganye, Tel: (012) 431-1012
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 and as contemplated by the relevant component's EE Plan. We reserve the right not to fill a position.

CLOSING DATE : 18 September 2015 at 16:00
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service department and 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. Applicants must also provide three referees with the following information: name and contact numbers as well as an indication of the capacity in which the reference is known to the candidate. Failure to submit the requested documents may result in your application not being considered. If you apply for more than one post in the DRDLR, please submit a separate application form for each post. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. If you have not been contacted for an interview within three months of the closing date, please note that your application was not successful. Correspondents will be entered into with short-listed candidates only

MANAGEMENT ECHELON

POST 35/81 : DIRECTOR: ICT SERVICE MANAGEMENT REF NO: 3/2/1/2015/488

SALARY : R864 177 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Directorate: ICT Service Management (Pretoria)


DUTIES : Render ICT support services. Provide ICT support. Provide problem management services. Provide systems and networks support. Conduct user satisfaction survey. Ensure successful ICT service transition and optimal ICT change management. Ensure up to date configuration management database of all ICT equipment and services. Ensure all change is implemented with minimal disruptions. Ensure the integrity of production environment is protected and that the correct components and solutions are released. Ensure capacity monitoring and planning. Manage business relationships and service delivery. Ensure that branches are aware of all ICT developments. Represent the need of branches within the ITMS. Report on IT service status within the branches. Ensure that IT services are delivered and maintained within branches. Engender, protect and maintain link between ITMA and branches.

APPLICATIONS : Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, 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
FOR ATTENTION: Human Resource Management

NOTE: The Department further reserves the right to test Candidates by means of case studies as part of the interview process. 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 35/82: PROJECT COORDINATOR: PROPERTY LEASES REF NO: 3/2/1/2015/485

SALARY: R361 659 per annum (Level 10)
CENTRE: Directorate: Property Management: KwaZulu Natal (Richards Bay)
REQUIREMENTS: Bachelor’s Degree or National Diploma in Real Estate/ Property Management/ Bachelor’s Degree in Law or equivalent qualification. 3-5 years supervisory experience in state land administration or property management. Knowledge of legislation governing state land. Understanding state land administration. Understanding of the value-added development of communities. Knowledge of project management. Knowledge of public service regulations. Planning and organising skills. Training and development skills. Analytical and research skills. Report writing skills. Presentation and facilitation skills. Computer literacy. A valid driver’s licence. An initiative, self-driven individual willing to travel and/or work irregular hours.

DUTIES: Finalise and sign leases and caretaker agreements. Provide support to the districts in the administration of contracts (leases and caretaker agreements. Manage records of original contract and inspection reports. Coordinate and conduct verification of state land. Maintain proper usage and maintenance of warehoused and leased assets. Manage auditing processes on leases and support districts on leases information management.

APPLICATIONS: Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Provincial Shared Services Centre, Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3201

FOR ATTENTION: African, Indian and White Males and African, Coloured and Indian Females and people with disabilities are encouraged to apply.

POST 35/83: PROJECT COORDINATOR: POLICY, PROCEDURE AND SYSTEMS REF NO: 3/2/1/2015/486

SALARY: R361 659 per annum (Level 10)
CENTRE: Directorate: Land Rights Policy And Systems Development (Pretoria)
REQUIREMENTS: Degree in Humanities or equivalent qualification. 3-5 years’ experience in land rights policy and legislation environment. Good knowledge in policy and legislation development. Knowledge of research analysis. Project management. Litigation and alternative disputes resolution. Interpretation of statutes relative to land rights. Interpersonal skills. Presentation and facilitation skills. Computer literacy skills (Ms Word, Excel, PowerPoint, Project). Project management skills. Communication skills (written and verbal). Report writing skills. Research skills. Planning and organising skills. Willing to travel and work irregular hours. Valid driver’s license. Ability to work in a team as well as independently.

DUTIES: Develop and maintain policy, procedures and systems for land rights. Identify or review policy gaps. Conduct research on policy gaps. Consult with relevant stakeholders on policy. Compile a report on policy gaps or reviews. Administer and maintain policy. Design procedure and systems. Procure and manage legal support mediation services to land rights beneficiaries. Assist in planning, organising and implementation of legal support and mediation services. Assist in monitoring and evaluation of legal and mediation services. Assist in review of legal and mediation services. Provide land rights policy implementation support to provincial and district offices. Facilitate the design of implementation strategy. Facilitate the implementation and monitoring of strategy. Provide expect advice and materials to provincial and district offices.
Establish and maintain sound stakeholder relations. Identify relevant stakeholders, engage and agree on areas of collaboration. Facilitate the signing of MOUs.

APPLICATIONS

Please forward your application, quoting the relevant reference number to:
The Department of Rural Development and Land Reform, 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.

FOR ATTENTION

Human Resource Management

NOTE

African, Coloured, Indian and White Males and Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 35/84

PROJECT COORDINATOR: TRAINING REF NO: 3/2/1/2015/487

SALARY

R361 659 per annum (Level 10)

CENTRE

Directorate: Communal Land Tenure Policy And Systems Development (Pretoria)

REQUIREMENTS

Bachelor's Degree in Humanities or equivalent qualification. 3-5 years working experience in relevant field. Knowledge of Content Development. Interpretation of statutes relative to land rights. Land rights policy and legislation and procedures. Land rights procedures, products and guidelines. Public Service training and development framework. Planning and organising skills. Training and development skills. Analytical and research skills. Report writing skills. Presentation and facilitation skills. Computer literacy skills. A valid driver's licence. An initiative, self-driven individual willing to travel and/or work irregular hours.

DUTIES


APPLICATIONS

Please forward your application, quoting the relevant reference number to:
The Department of Rural Development and Land Reform, 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.

FOR ATTENTION

Human Resource Management

NOTE

African, Coloured, Indian and White Males and Coloured, Indian and White Females and people with disabilities are encouraged to apply.

POST 35/85

SENIOR HUMAN RESOURCE PRACTITIONER REF NO: 3/2/1/2015/459

SALARY

R243 747 per annum (Level 8)

CENTRE

Directorate: Support Services (Gauteng)

REQUIREMENTS


DUTIES

Facilitate the development and implementation of human resource policies. Monitor the implementation of departmental human resources policies on an ongoing basis. Provide assistance in the development of policies. Ensure the implementation of human resource policies. Render labour relations matters. Manage the dispute and grievance resolution mechanisms on an ongoing basis. Represent the department at conciliation and pre-arbitration meetings when required. Advise line managers on the implementation of disciplinary
codes procedures. Conduct misconduct investigations. Represent the employer in the disciplinary cases. Compile the monthly and quarterly reports. Provide recruitment and selection support. Facilitate the advertisement of vacant positions and check for compliance as required. Facilitate the recruitment process. Develop a recruitment plan for the office according to procedures. Implement PERSAL transactions. Monitor the establishment. Capture appointment, promotions and transfers. Capture the labour relations codes.

APPLICATIONS: Please forward your application, quoting the relevant reference number to:

FOR ATTENTION: Human Resource Management

NOTE: Coloured, Indian and White Males and Females and people with disabilities are encouraged to apply.

POST 35/86: PRINCIPAL NETWORK CONTROLLER REF NO: 3/2/1/2015/482

SALARY: R196 278 per annum (Level 7)

CENTRE: Directorate: Ict Service Management (Pretoria)

REQUIREMENTS:
- Degree/ National Diploma in Information Technology or equivalent qualification. 1-2 years’ experience in Network and IT Technical Support.

DUTIES:
- Network monitoring and troubleshooting of hardware. Monitor and report on LAN environment status (switches, access-points, etc.). Monitor and report on WAN environmental status (Telkom routers and WAN Optimization devices). Monitor and report on Telkom line utilization (weekly WAN status reports). Network summary report. Assess and advise users on Infrastructure requirements (LAN/WAN). Test broken network points. Report on required network points or faulty points that needs repair. Quality check on network installation done. Assist with requests on LAN network services. Administer network cabinets and network or server rooms. Ensure that the server rooms are properly maintained and managed. Ensure that all cabinets are labelled correctly and properly patched. Ensure that hubs/ cabinets are locked, neat and layout is updated and available. Manage and control of ICT Network assets (incoming and outgoing). Install and configure on networking devices. Install of network switches and wireless access points. Configure of access layer switches for user access to the network. Configure of wireless access points. VoIP administration. Update of network device operating systems (IOS). Participate on identified IT Service Management projects. Ensure that network related calls are resolved within set interval and SLA’s are met. *Provide assistance to all users of the department. Troubleshooting, and taking corrective actions on the network. Update the call management system with meaningful call resolution.

APPLICATIONS: Please forward your application, quoting the relevant reference number to:

FOR ATTENTION: Human Resource Management

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

POST 35/87: SECRETARY REF NO: 3/2/1/2015/481

SALARY: R158 985 per annum (Level 6)

CENTRE: Directorate: Programme Management Support (Pretoria)

REQUIREMENTS:
- Grade 12 Certificate / Secretarial Certificate or any other training/qualification that will enable the person to perform the work satisfactorily. Relevant experience in a secretarial environment. Knowledge of office administration. Knowledge and understanding of legislative framework governing the public service. Ability to capture data and operate computer. Knowledge of working
procedures in terms of the working environment. Good telephone etiquette. Typing skills. Organisational skills. Computer literacy skills. Language skills. Communication skills. Ability to work under pressure as well as the willingness to work irregular hours.

**DUTIES**

Provide a secretarial/receptionist support services to the Director. Attend to the telephonic calls, e-mails and faxes daily. Manage the diary of the Director daily. Confirm appointments and remind the director of engagements continually. Type correspondence and other documentation daily. Prepare the Director’s in-basket in respect of in-coming communications, faxes, e-mails, telephone messages and photocopying daily. Operates office equipment like fax machines and photocopiers. Provide a clerical support service to the Director. Arrange meetings, workshops for the Director and all other logistical arrangements when required. Arrange travelling and accommodation for the Directorate when required. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the Director where required. Draft routine correspondence and reports. Does filing of documents for the Director and the unit where required. Administer records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationary, refreshments etc. Collects all relevant documents to enable the Director to prepare for meetings. Receive and welcome visitors daily. Remain up to date with regards to prescripts/policies and procedures applicable to her/his work environment to ensure efficient and effective support to the Director. Studies the relevant public service and the departmental prescripts/policies and other documents to ensure that application thereof is understood properly. Remains abreast with the procedures and processes that apply in the office of the Director.

**APPLICATIONS**

Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, 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

**FOR ATTENTION**

Human Resource Management

**NOTE**

Coloured, Indian and White Males and Females and people with disabilities are encouraged to apply.

**POST 35/88**

**LEGAL ADMINISTRATION OFFICER: OPINIONS REF NO: 3/2/1/2015/483**

**SALARY**

The salary will be between R151 233 to R708 765 per annum, based on the number of year’s post qualification experience in accordance with the OSD for legal personnel

**CENTRE**

Directorate: Corporate Service Legal Support (Pretoria)

**REQUIREMENTS**

MR 1: LLB Degree or equivalent

MR 2: LLB Degree or equivalent plus a minimum of 1 year post qualification experience in the legal profession.

MR 3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in the legal profession.

MR 4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in the legal profession.

MR 5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in the legal profession.

Admission as an attorney or advocate of the High Court is an added advantage. Completion of the Practical school for legal practice is also an added advantage. Specialization in the field of property law will be a strong recommendation. Good knowledge of legislation, policies and procedures applicable to the function of the Department of Rural Development and Land Reform and impacting on the performance of its function as well as a good knowledge of the common law. Ability to provide written and verbal legal opinions. Legal research and legal drafting skills. Ability to interpret legislation. Creative legal thinking and problem solving skills. Good verbal and written communication skills as well as presentation skills. Ability to work independently and function as member of a team when required. Good client relation skills. Computer literacy and a valid driver’s license.

**DUTIES**

Conduct relevant research and provide written and verbal legal opinions. Serve in various Technical / Editorial Committees and similar bodies (committees). Monitor external legislation to determine the impact thereof on the strategic objectives of the Department of Rural Development and land Reform and provide input in respect thereof. Scrutinise and provide input in respect of documents with legal implications, including corporate policies.
Refer matters to and liaise with State Law Advisers and State Attorney. Perform any other legal duties as may be assigned by the Senior Manager or the delegated official.

**ENQUIRIES**
Ms MJ Tsatsawane Tel: (012) 312 9117

**APPLICATIONS**
Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria

**NOTE**
African, Coloured and Indian Males and African and Indian Females and people with disabilities are encouraged to apply.

**POST 35/89**
**LEGAL ADMINISTRATION OFFICER: CORPORATE LEGAL SUPPORT**
**REF NO:** 3/2/1/2015/484

**SALARY**
The salary will be between R151 233 to R708 765 per annum, based on the number of year's post qualification experience in accordance with the OSD for legal personnel

**CENTRE**
Directorate: Corporate Service Legal Support (Pretoria)

**REQUIREMENTS**
MR 1: LLB Degree or equivalent
MR 2: LLB Degree or equivalent plus a minimum of 1 year post qualification experience in the legal profession.
MR 3: LLB Degree or equivalent plus a minimum of 2 years post qualification experience in the legal profession.
MR 4: LLB Degree or equivalent plus a minimum of 8 years post qualification experience in the legal profession.
MR 5: LLB Degree or equivalent plus a minimum of 14 years post qualification experience in the legal profession.

Admission as an attorney or advocate of the High Court is recommended. Completion of the Practical school for legal practice is an added advantage. LLB Degree or as otherwise determined by the Minister of Justice and Constitutional Development. Knowledge of the SA Law. Specialization in the field of property law will be a strong recommendation. Good knowledge of legislation, policies and procedures applicable to the function of the Department of Rural Development and Land Reform and impacting on the performance of its function as well as a good knowledge of the common law. Ability to provide written and verbal legal opinions. Legal research and legal drafting skills. Ability to interpret legislation. Creative legal thinking and problem solving skills. Good verbal and written communication skills as well as presentation skills. Ability to work independently and function as member of a team when required. Good client relation skills. Computer literacy and a valid driver's license

**DUTIES**
Assist with the handling of labour matters and disputes, which includes drafting or editing of charge sheets for disciplinary hearings, representing the Department in conciliations and arbitrations (which implies preparing and leading the evidence: drafting notices, affidavits, heads of argument, closing arguments, etc), and instructing the State Attorney and private counsel in more complex matters. Provide legal opinions and assistance in other matters emanating from the support services branch e.g legal matters pertaining to supply chain management, financial management, business information management (ICT), communication, security, etc. Legally edit or comment on draft Corporate policies. Assist with PAIA applications. Attend to debt collections and loss control matters. Make recommendations on the forfeiture of state cover by officials. Provide sound legal opinions. Perform any other reasonable task given by the manager.

**ENQUIRIES**
Ms MJ Tsatsawane Tel: (012) 312 9117

**APPLICATIONS**
Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria

**NOTE**
African, Coloured and Indian Males and African and Indian Females and people with disabilities are encouraged to apply.

**POST 35/90**
**INFORMATION CLERK**
**REF NO:** 3/2/1/2015/480

**SALARY**
R132 399 per annum (Level 5)
CENTRE: Directorate: Information And Innovation Management Services (Pretoria)

REQUIREMENTS:
Grade 12 or equivalent qualification. Relevant experience in office administration, library environment or information management. Knowledge of library, knowledge management, records management and filing. Computer literacy skills. Planning and organizing skills. Communication skills. Interpersonal skills.

DUTIES:
Maintenance of library collection. Organize, maintain and control the information resource collections. Conduct shelf reading and shelving of library material. Identify material for repairs and binding. Assist in stocktaking and weeding activities. Monitor the physical condition of the collection; shelf-read collections on a regular basis to ensure strict order is maintained to facilitate retrieval information. Collection and circulation of newspapers. Optimize space by moving up collections to make space for new additions. Circulation and control of library information resources. Provide front line reference work by answering basic reference queries. Identify customer dissatisfaction and deal with it or refer appropriately. Assist in processing materials/requests. Circulation of material at the Issue desk. Tasks include: answering user queries; creating user profiles; issuing, returning and renewing library materials; sending overdue reminders/notices; recording statistics. Administer deposit of departmentally published information sources. Compile and update an inventory of all departmentally published publications with indication of publishing schedule. Liaise with branches to collect departmentally published reports; conference/workshop proceedings; position papers; policies and standards etc. to ensure availability. Process print/electronic institutional memory documents upon receipt. Provide assistance with information queries. Assist users to log onto internet kiosk terminals. Refer in-depth subject related queries to librarian/information specialist. Respond to requests for information from library users by: clarify the user’s requirements; providing directional information or searching for specific items. Process, register all correspondence and project-related documents. File correspondence and documents to ensure easy retrieval. Compile inventories of all documents in custody of the sub-directorate. Attend to documents as prescribed in the National Archives Act on an on-going basis. Adhere to National Archives prescripts when dealing with documents. Control incoming and outgoing mail. Register all library outgoing and incoming mail. File all correspondence in an orderly manner. Liaise with national registry when necessary. Safeguard office information on an on-going basis. Ensure that documents are safe and information is readily available.

APPLICATIONS:
Please forward your application, quoting the relevant reference number to: The Department of Rural Development and Land Reform, 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

FOR ATTENTION:
Human Resource Management

NOTE:
African, Coloured, Indian and White Males and Coloured, Indian and White Females and people with disabilities are encouraged to apply.
The Department of Science and Technology is an affirmative action employer and coloured people, white females and people with disabilities are encouraged to apply for these posts.

APPLICATIONS: To apply, go to www.dst.gov.za and click on "Jobs". Select the relevant position and upload your CV. Any questions about the application process may be directed to help@jonti.co.za or 0861 113 460. You can also post your Z83, CV and application letter to the Chief Director: Human Resources, Private Bag X894, Pretoria, 0001, or hand-deliver them to the Department at Building 52, CSIR Campus, Meiring Naudé Road, Brummeria.

CLOSING DATE: 18 September 2015

NOTE: Applications must be accompanied by a signed Z83 form and up-to-date curriculum vitae (including three contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document. Confirmation of permanent appointment will be subject to the applicant passing a security check and confirmation of the applicant's qualifications. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to appoint anyone to the above posts, and to withdraw them, re-advertise them or fill them by way of transfer or deployment if this is considered in the interests of service delivery.

OTHER POST

POST 35/91: HUMAN RESOURCES PRACTITIONERS 2 POSTS

SALARY: R196 278 per annum

CENTRE: Pretoria

REQUIREMENTS: A national diploma in human resources (HR) with at least one year's experience in an HR environment. Knowledge of MS Office, Persal, HR processes and procedures, the Public Service Act and Regulations, the Public Service Co-ordinating Bargaining Council Resolutions, the Department of Public Service and Administration Financial Manual and HR policies. Good interpersonal and analytical skills; verbal and written communication and report writing skills. Ability to work under pressure, individually and as part of a team.


ENQUIRIES: Ms Nontobeko Nkosi, Tel. 012 843 6861
DEPARTMENT OF SOCIAL DEVELOPMENT

It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer / promotion/ appointment will promote representivity will receive preference.

APPLICATIONS : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
FOR ATTENTION : Ms E de Waal
CLOSING DATE : 18 September 2015
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. 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. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will 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, 2001 (as amended) Part VII/D. 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.

MANAGEMENT ECHELON

POST 35/92 : CHIEF DIRECTOR: INTERNAL AUDIT SERVICES
Office of the Director-General
SALARY : R1 042 500 per annum This inclusive 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 i.t.o. the applicable rules.
CENTRE : HSRC Building, Pretoria

**DUTIES**

Key Responsibilities: Provide leadership in the development and implementation of audit policies, strategy and plans, methodologies and procedures in line with the Institute of Internal Auditors (IIA) and relevant public service legislation. Manage the provision of internal audit services to ensure the attainment of the overall strategic objectives through the adequacy and effectiveness of internal controls, government processes and performance, financial, information systems and forensic audits, quality assurance and compliance with prescripts and professional ethics. Provide technical and secretariat support to the Audit Committee to enable the Committee to meet its objectives. Manage the assessment on the implementation of audit recommendations and the impact of the corrective action taken by management on the deficiencies identified by the audits. Provide advice to the Director-General on the adequacy and effectiveness of internal systems, controls and processes. Report the outcomes of the Internal Audit activities, including the implementation of audit recommendations, to the Director-General, Executive Committee (EXCO) and the Audit Committee. Provide advice and support to the department's entities on internal audit matters. Keep abreast of global trends and best practices in the internal audit environment and facilitate continued staff development. Provide advice and guidance on internal audit matters to the social development sector and participate in various fora in relation to internal audit activities. Ensure that the financial and physical capacity requirements of the Chief Directorates adequately reflect operational realities in accordance with the Department’s priorities and policies.

**ENQUIRIES**

Mr TW Magwaza, Tel no: (012) 312 7647

**POST 35/93**

**DIRECTOR: CHILD PROTECTION**

Chief Directorate: Children

**SALARY**

R864 177 per annum This inclusive 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 i.t.o. the applicable rules.

**CENTRE**

HSRC Building, PRETORIA

**REQUIREMENTS**


**DUTIES**

Key Responsibilities: The facilitation, development, implementation, and monitoring of legislation, policies and strategies addressing the needs of children. Ensuring that necessary systems, procedures and capacity are in place for implementation of programmes in the focus area. Management of resources effectively and efficiently in accordance with the PFMA. Manage achievement of key performance targets. Efficient management and administration of the directorate. Ensure capacity building of staff. Coordination of relevant strategic key projects on children issues.

**ENQUIRIES**

Ms S Moruane, Tel no: (012) 312 7502

**OTHER POSTS**

**POST 35/94**

**DEPUTY DIRECTOR: SYSTEMS DEVELOPMENT**

Directorate: Systems Development
SALARY: R 569 538 per annum This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE: HSRC Building, Pretoria


DUTIES: Key Responsibilities: Manage the designing and maintenance of applications. Manage relationship with vendors and ensure that services are delivered in line with Service Level Agreements (SLA’s) and Organisational Level Agreements (OLA’s). Manage the design, development, implementation, support and maintenance of systems and databases. Develop system architecture and system prototypes. Conduct generic management functions.

ENQUIRIES: Ms M Nkhetoa, Tel: 012 312 7108

POST 35/95: DEPUTY DIRECTOR: REGISTRATION
Directorate: Information Registration Management

SALARY: R569 538 per annum This inclusive remuneration package consists of a basic salary, the states’ contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.

CENTRE: HSRC Building, Pretoria


DUTIES: Key Responsibilities: Oversee the implementation of NPO’s in term of section 12 and 13 of the NPO Act. Maintain a streamlined and efficient pre-registration process with provinces. Capacitate provinces on NPO registration and compliance requirements. Provide reports on applications and registration of new NPOs. Conduct quality assurance. Maintain an efficient administrative facility for registration of non-profit organisations.

ENQUIRIES: Ms M Mngxitama, Tel: 012 312 7015

POST 35/96: ASSISTANT DIRECTOR: NPO MONITORING AND REPORTING
Directorate: NPO Compliance Monitoring

SALARY: R 289 761 per annum

CENTRE: HSRC Building, Pretoria

DUTIES : Key Responsibilities: Implement strategies and guidelines to ensure compliance to the Act by registered NPOs. Support the design of NPOs reporting model, systems and tools to facilitate submission of reports by registered NPOs. Implement de-registration criteria and an appellant administration system in line with the NPO Act. Compile information on the compliance status of the registered NPOs to inform monthly reporting. Identify and report post monitoring findings with recommendation to the Unit Manager.

ENQUIRIES : Mr M Kashe, Tel: 012 312 7036

POST 35/97 : SENIOR NPO OFFICER: REGISTRATION
Directorate: Information Registration Management

SALARY : R 243 747 per annum
CENTRE : HSRC Building, Pretoria


DUTIES : Key Responsibilities: Render registry service with regard to the NPO registration information. Conduct an analysis of all NPOs case files. Conduct follow-up and compile reports.

ENQUIRIES : Ms M Mngxitama, Tel: 012 312 7015

POST 35/98 : ADMINISTRATIVE ASSISTANT
Directorate: NPO Compliance Monitoring

SALARY : R 158 985 per annum
CENTRE : HSRC Building, Pretoria


DUTIES : Key Responsibilities: Serve as a Chief User Clerk and facilitate the procurement of resources. Support managers in preparing financial plans and reports. Administer all logistical arrangements for Directorate which include welcoming visitors/clients and prepare meeting venues and distribution of relevant documentation, checking of invoices for correctness and certify them for payment and making copies and allocate correspondence to relevant officials and other components. Process all the relevant claims and distribute salary advices for staff. Provide records management services, type documents and track responses. Take minutes and make follow-ups on decisions taken during meetings. Participate in core functions of the unit (25%) as part of personal development.

ENQUIRIES : Mr M Kashe, Tel: 012 312 7036
Department of Tourism

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

Applications, quoting the relevant reference number must be forwarded to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001

FOR ATTENTION: Mr R Hobyani

CLOSING DATE: 18 September 2015 at 16:30 (E mailed, faxed and late applications will not be considered)

NOTE: In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

OTHER POST

POST 35/99: SENIOR ADMINISTRATIVE OFFICER: BUSINESS PERFORMANCE MANAGEMENT

REF NO: NDT28/2015

SALARY: R243 747 per annum (Total Package: R 349 086 per annum)

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognized Degree/National Diploma (NQF6) in Public Administration/ Management or equivalent qualification plus relevant experience in strategic and operational planning. Knowledge and understanding of strategic planning prescripts. Facilitation and coordination skills, communication (written and verbal) and interpersonal skills, analytical and research skills. Computer literacy. Ability to work under pressure and with limited supervision.

DUTIES: The successful candidate will be responsible for the following key functions: Assist in conducting research to contribute to the continuous improvement of organisational performance management process for the department. Develop relevant planning templates to guide departmental planning process. Provide administrative support during the Department Lekgotla. Provide assistance in coordination and consolidation of Strategic Plan, Annual Performance Plans, Business Plan and Technical Indicator Description for the department. Provide support with the development of the organizational business planning across the department. Provide support in the development of Medium-Term Expenditure Framework (MTEF) and Estimates for National Expenditure (ENE) databases for the department. Provide assistance in the development of the annual planning calendar for the sub-directorate. Prepare monthly, quarterly and annual reports and monthly plans for the sub-directorate. Maintain the effective filing system for the sub-directorate. Maintain efficient and effective administrative support within the sub-directorate: Assist the Office of the Director: Business Performance and Risk Management with any administrative support when required.

ENQUIRIES: Mr. Z Mguli: Tel 012 444 6738

NOTE: Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment.
DEPARTMENT OF TRADE AND INDUSTRY

APPLICATIONS: To apply for the above position, please go to http://www.thedti.gov.za and click on the "Careers" link. Applications can also be submitted by post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001, hand-delivery to the dti Campus, corner of Meintjies and Robert Sobukue Street, Sunnyside, Pretoria. Should you experience any problem submitting your application contact the Recruitment Office on 012 394 1809

CLOSING DATE: 14 September 2015

OTHER POST

POST 35/100: ICT HELP DESKTOP SERVICES, REF NO: GSSSD/TECH SERV 033

SALARY: R 243 747 per annum (excluding benefits)

CENTRE: Pretoria

REQUIREMENTS: National Diploma in Information Technology and A+ technical training certification, 1 - 2 years' experience in ICT Industry, Technical competencies within the domain of the post, Understanding of the ICT industry. The following competencies will be strong recommendations: Relevant and adequate exposure to; ICT Service Desk and Desktop Support, ICT Service Management, Customer Relationship Management, Interpersonal Skills, Communications Skills, Telephone etiquette, Analytical and problem solving skills, Assertiveness

DUTIES: Handle customer requests, problems and queries, Restores service availability with minimal interruption by providing 1st line support, Assign incidents to the relevant support technical staff, Escalate unsolved incidents, Register customer queries, Categorize incidents and service requests, Assess impact and urgency of incidents and service requests, Escalate incidents and service requests, Resolve incidents and service requests, Register new customers, Update customer information.

NOTE: In terms of the dti’s EE requirements preference will be given to African/White Male, Coloured candidates as well as people with disabilities.
ANNEXURE U

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.

APPLICATIONS

The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at 535 Johannes Ramokhoase Street (former Proes Street), Arcadia, Pretoria

FOR ATTENTION

Mr T Lekalakala

CLOSING DATE

18 September 2015 at 16h30

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 35/101

CLEANER

Directorate: Accommodation and Households

SALARY

R78 156 per annum (Level 2)

CENTRE

Cape Town

REQUIREMENTS

ABET training with relevant experience in cleaning. Good communication and interpersonal skills. Ability to read and write.

DUTIES


ENQUIRIES

Ms Babalwa Mahlangu (021 464 2240)
ANNEXURE V

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

The Department of Cooperative Governance and Traditional Affairs is an equal opportunity, affirmative action employer. Please note: Female candidates and people with disabilities are encouraged to apply, as the Department is in the process of closing the gap in terms of equity targets.

APPLICATIONS: The Head of Department, Department of Cooperative Governance & Traditional Affairs, Private Bag X0035, BHIshO, 5605.
FOR ATTENTION: Ms. L. Somsila but will be received at Foyer until 15H30 on the closing date.
CLOSING DATE: 18 September 2015
APPLICATIONS: Applicants are required to submit a completed Z.83 form obtainable from any Government Institution. Certified copies of the required qualifications, academic records, bar coded identity document, and a comprehensive Curriculum Vitae must accompany these forms. Candidates must indicate the number of this circular and the post number as a reference. Candidates requiring additional information must direct their enquiries telephonically to the person indicated below. All shortlisted candidates for SMS posts will be subjected to personnel suitability check in terms of minimum information security standard and furthermore 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 tool. Communication will be limited to selected candidates only. If you do not hear from us within six (6) months of the closing date, please accept that your application is unsuccessful. NB: No late, emailed or faxed applications will be accepted.

MANAGEMENT ECHELON

POST 35/102: DEPUTY DIRECTOR GENERAL
Directorate: Developmental Local Government

SALARY: R1 267 806 - R1 428 186 commencing salary: R1 267 806 per annum, Salary Level: 15
CENTRE: Bhisho

REQUIREMENTS: A SAQA recognised three year degree/ diploma in Public Admin/ Political Science/ Developmental Studies or relevant qualification or an undergraduate relevant qualification at NOF level 7 and a post graduate qualification at NOF level 8 as recognised by SAQA. Eight to ten years working experience at Senior Managerial Level. Previous experience in Local Government environment will be an added advantage. Competencies: Knowledge of South Africa's development policies. Knowledge and understanding of legislative framework governing of local government as outlined in the White paper of local government of 1998 and other related acts. Strategic leadership and management skills: Strong and strategic leadership capability to facilitate integrated intra and integrated intra and intergovernmental local government strategy execution. Project Management Skills. Communication Skills. Negotiation Skills. Stakeholder management skills: Ability to lead and /or network and forge strategic partnerships horizontal, vertically and globally. Financial Management Skills: Understanding of government planning and budgeting processes. Knowledge of PFMA and MFMA. Computer literacy. A valid driver's license.

DUTIES: Manage the Cooperative and Traditional Affairs (COGTA) Developmental Local Government Branch in the province and contribute towards the fulfilment of strategic and operational goals of COGTA. To this effect the Deputy Director General will: Champion Integrated Implementation of back to basics Programme in the Eastern Cape Province through effective internal and stakeholder coordination. Ensure stability, predictability and efficiency of governance system within the EC Local Government operations. strengthen municipal governance and accountability. Facilitate and promote local economic development through targeted and integrated urban and rural development strategies. Ensure Credible Integrated Municipal Develop Planning processes which should form the basics for people centred developmental local government. Monitor and evaluate service delivery of
local government. Provide strategic leadership for efficient resource management of the branch, including compliance with the relevant prescripts. Responsible for efficient management of the Branch, including the effective utilization and training of staff, the maintenance of discipline, promotion of sound labour relations and the proper use of State property. Responsible for planning and budgeting within the Branch. Ensure compliance with PFMA, Public Service Act of 1994, and Public Service Regulations, Municipal Structures Act, Municipal Systems Act and other related legislation.

ENQUIRES: Ms. T.C. Madikane at 040-6095350/5351

POST 35/103: CHIEF DIRECTOR
Component: Strategic Management And Information Communication Services

SALARY: R1 042 500 – R1 246 449 commencing salary: R1 042 500 per annum (all inclusive remuneration package) salary level: 14

CENTRE: Bhisho

REQUIREMENTS: A SAQA recognised three year Degree/Diploma in Public Administration or Information, Community & Technology Management or an undergraduate relevant qualification at NQF level 7 as recognised by SAQA. A post graduate qualification in Project Management / Monitoring and Evaluation/Masters in Business Management will be an added advantage. A minimum of five (5) years working experience at Director level. Relevant experience in the Public Service and understanding of the Local Government environment will be a strong advantage. Competencies: Strong leadership capabilities to facilitate integrated planning processes and strategy Execution. Business process management: Ability to streamline ICT as an enabler for effective strategy execution, monitoring and evaluation. Knowledge of applicable Public Service Legislation, policies and practices, Public Service reporting procedures. Financial Management Act (PFMA), ability to interpret and apply government policies and good presentation skills. Problem solving skills. Communication skills. Negotiation and stakeholder management skills. Computer literacy. A valid driver's licence.

DUTIES: The Chief Director will be responsible for strategic planning, monitoring and Evaluation, communication and ICT systems to support the strategy lead, Co-ordinate and support integrated departmental strategic planning, guided by Government-wide and departmental priorities. Ensure compliance with all relevant legislative and statutory requirements towards the achievement of departmental service delivery priorities and goals including reporting. Develop and implement monitoring and evaluation systems to track institutional performance and impact of strategic and operational goals. Ensure that the Department's strategic, annual and operational business plans are aligned to the Provincial Development plan. Monitor provincial policies and the legislative framework relating to the Department of Cooperative Governance and Traditional Affairs. Develop, monitor, promote and Co-ordinate the implementation of Departmental service delivery plans. Promote Co-operative governance with National and Provincial Government. Ensure proper staff performance management and development procedures in the Branch. Review and assist align Departmental strategy to new major political and administrative directives. Ensure appropriate monitoring and evaluation systems are in place to monitor the impact of departmental support to Municipalities.

ENQUIRES: Ms. T.C. Madikane at 040-6095350/5351

POST 35/104: CHIEF DIRECTOR
Component: Traditional Governance and Finance

SALARY: R1 042 500 – R1 246 449.00 commencing salary: R1 042 500 per annum (all inclusive remuneration package) Salary Level: 14

CENTRE: Bhisho

REQUIREMENTS: A SAQA recognised three year degree/ diploma in Administration, Development Studies, Business Administration or an undergraduate relevant qualification at NQF Level 7 as recognised by SAQA. A minimum of Five (5) years working experience at Director level. Relevant experience in the Public Service and understanding of the Local Government environment will be a strong advantage. Computer Literacy. Code 8 driver’s licence.

DUTIES: Provide and drive strategic direction for the Chief Directorate and ensure the Formulation and implementation of strategic policies which will enable the Chief Directorate / Administration to successfully fulfill its role delivering services to the communities /clients. Ensure that research is conducted on
Traditional Leadership and Policies of the government of the day (relevant to the department) are translated and implemented properly to achieve the desired goals. Ensure the restoration of dignity, integrity and image of Traditional Leadership and Institutions. Ensure implementation of rural development initiatives. Ensure that good relations are maintained between the Chief Directorates and all stakeholders such as SALGA, Municipalities, Standing Committees, Treasury, OTP, NGO’s etc. Ensure Compliance with PFMA and its delegations (including section 38 to CFO) are implemented in the best way to maximize efficiency. Ensure compliance with Public Service Act of 1994 and Public Service Regulations as amended and that relevant HR Prescripts are implemented properly. Manages and Monitors Chief Directorate’s budget and action plans in consultation with Chief Financial Officer. Manages and Coordinates financial matters pertaining to institutions of Traditional Leadership. Managing and exercising overall control over all functions and personnel under his or her supervision, in order to determine if organizational goals are achieved and taking corrective actions. Ensure compliance with PFMA, Public Service Structures Act, Municipal Systems Act, Traditional Leadership and Governance Act and other relevant legislation and mandates that are relevant to the department and also governing Local Government and Traditional Institutions. Ensure the maximization of transformation issues, employment equity practices, improvement of sound labour relations and performance management.

ENQUIRES: Ms. T.C. Madikane at 040-6095350/5351

POST 35/105: SENIOR MANAGER
Component: Municipal Information Technology Support

SALARY: R864 177 – R1 017 972 commencing salary: R864 177 per annum, Salary Level: 13

CENTRE: Bhisho


DUTIES: Co-ordinate ICT support services to municipalities. Ensure compliance with all relevant legislative and statutory requirements relating to ICT in government. Develop and implement ICT solutions to promote integrated planning, monitoring and evaluation to municipalities. Develop ICT infrastructure development and implementation strategies for municipalities .Implement monitoring systems to track progress and monitor institutional performance and impact. Promote co-operative governance between municipal and provincial Government. Manage and supervise the staff within the directorate. Ensure proper performance management procedures and attend to staff growth and development needs. Report on expenditure performance, provide advice and prioritise client support levels. Assume responsibility for overall streamlined business processes to improve controls and minimize inherent risks to the organization. Willing to travel to municipalities within the province.

ENQUIRES: Ms. T.C. Madikane at 040-6095350/5351

OTHER POST

POST 35/106 : INTERNAL AUDITOR
Directorate: Internal Audit

SALARY: R196 278 – R231 210 commencing salary: R196 278 per annum salary level: 07
CENTRE: Bhisho

REQUIREMENTS: A recognised three year degree/diploma in internal auditing. At least two to three years Internal Audit working experience in an Internal Audit environment. A valid driver’s license. Affiliate member of professional body(Institute of Internal Auditors (IIA), Institute of Risk Management South Africa( RMSA), (SAICA) etc will be an added advantage.

DUTIES: Input the development of audit objectives. Draft audit project procedures. Provide input for the development of the project execution plan and scheduling assignments. Take and draft entry and exit meeting minutes. Prepare audit working papers and the audit file. Input the development of the audit program(s). Prepare draft audit findings. Obtain auditee’s comments on the audit findings.

ENQUIRES: Ms. T.C. Madikane at 040-6095350/5351

CLOSING DATE: 14 September 2015

NOTE: Directions to candidates: Applications must be submitted on the prescribed application form (Z.83) obtainable from any Public Service Department or http://www.ecdoh.gov.za/uploads/files/110706122520 and must be completed in full accompanied by certified copies of Identity Document, Driver’s licence (where applicable) and qualifications together with recent comprehensive Curriculum Vitae, stating the reference number and the post applied for and forwarded to the address below. N.B. No faxed or e-mailed applications or late applications will be considered and the certifying stamp must not be older than 3 months. All short-listed candidates will be subjected to security screening and vetting. Proof of experience on original letter heads must accompany your application where experience is called for in the advert. Correspondence will be limited to shortlisted candidates only and if you have not heard from us within 60 days from the closing date, please accept that your application is not successful. Reference checking will be conducted for all shortlisted applicants and therefore CV’s should include 3 contactable referees (work related). The department reserves the right not to appoint to any/all advertised posts.

OTHER POSTS

POST 35/107: PHARMACIST GRADE 1, 2, 3 REF: P/KSD/08/15

SALARY: (Gr 1) R533 496 – R566 232 per annum (All inclusive package)
(Gr 2) R583 341 – R619 131 per annum (All inclusive package)
(Gr 3) R637 845 – R676 986 per annum (All inclusive package) Plus benefits

CENTRE: Jouvertina CHC


DUTIES: Provide quality pharmaceutical services. Implement policies, protocols and procedures in line with legislation and GPP. Supervise the training of pharmacist assistants. Support the implementation of the comprehensive care package including the management and treatment of HIV/AIDS. Order and dispense medicines. Maintain cold chain and safe storage of scheduled drugs. Assist with Drug Supply Management (Inventory management and record keeping). Monitor and promote rational use of drugs by prescribers and customers. Provide pharmaceutical care (drug utilization reviews and patient care plans). Assist in the management of pharmaceutical budget. Engage in effective communication and interaction between department’s personnel and other service providers in order to render a quality service. Plan and organise work flow, to ensure smooth running of pharmaceutical services. Strengthen down referral systems and Pharmacovigilance. Be an active participant in PTC.

ENQUIRIES: Mr Shaw (Tel: 042 2004216)

APPLICATIONS: Hand deliver to the Golden Mile Building, 5 Downing Street, North End, Port Elizabeth 6001 or the Recruitment Section, Department of Health: Sarah Baartman District Office, Private Bag X27667, Port Elizabeth 6001

POST 35/108: SPEECH THERAPIST AND AUDIOLOGIST GRADE 1, 2, 3 REF NO: STA/MH/08/15

SALARY: (Gr 1) R243 513 – R278 430 per annum (All inclusive package)
CENTRE: Midland Hospital

REQUIREMENTS:
Tertiary qualification in Speech Therapy and Audiology or equivalent. Relevant experience in the relevant field. Current registration with Health Professions Council of South Africa. Knowledge related to clinical practice. 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 and Public Service Legislation, Regulations and policies. Skills in terms of consultation, examination, Clinical Assessment, Management and Clinical procedures. Must have verbal and written skills. Computer literacy. A valid driver’s license. Recognition Of Experience: Less than 2 years’ experience – Grade 1, 10 years’ experience or more – Grade 2, 20 years’ experience or more – Grade 3. Notch will be determined by years of experience.

DUTIES:
To provide a quality audiology and speech diagnostic and therapeutic services within the available resources, in line with the relevant legislation. Provide factual information to patients and clients on speech and audiology. Promote good health practises to patient rights are upheld. Compile reports, collect data and information that can be used for future service planning.

ENQUIRIES: Ms Human (Tel: 049 8077749)

APPLICATIONS: Must be submitted to: Midland Hospital, Human Resource Office, Private Bag X696, Graaff-Reinet 6280
ANNEXURE W

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION

APPLICATIONS:

- **DISTRICT EKURHULENI SOUTH [ES]**: Physical Address: Infinity Office Park, Private Bag X8001 2 Robin Close, Alberton Meyersdal, 1450 ALBERTON Enquiries: Ellen Raphoto TEL: (011) 389-6034,
- **GAUTENG EAST [GE]**: Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers. Postal Address SPRINGS: 1560 Enquiries: Mpho Leotela TEL: (011) 736-0716
- **DISTRICT GAUTENG NORTH [GN]**: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE, PRETORIA Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: TEL: (011) 666-9109
- **DISTRICT GAUTENG SOUTH [JS]**: Physical Address: 100 Northern Parkway, Crownwood Ormonde, JOHANNESBURG Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: TEL: (011) 247-5957
- **DISTRICT JOHANNESBURG CENTRAL [JC]**: Physical Address: Corner Morola & Chris Hani road Soweto College PIMVILLE Postal Address: P.O. Box 900064, Bertsham, 2013 Enquiries: Rendani Nemukula: TEL: (011) 983-2231,
- **DISTRICT JOHANNESBURG EAST [JE]**: Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, SANDTON Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: TEL: (011) 666-9109
- **DISTRICT JOHANNESBURG NORTH [JN]**: Physical Address: Corner Biccard & Jorrison street FNB Building BRAAMFONTEIN Postal Address: Private Bag X01, Braamfontein, 2017, Enquiries: Nelliswe Mashazi: Tel (011) 694 9378,
- **DISTRICT JOHANNESBURG SOUTH [JS]**: Physical Address: 100 Northern Parkway, Crownwood Ormonde, JOHANNESBURG Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: TEL: (011) 247-5957
- **DISTRICT SEDIBENG WEST [SW]**: Physical Address: Sebokeng College & Samuel Street; Zone 18,SEBOKENG Postal Address: Private Bag X067, Vanderbijlpark, 1990 Enquiries: Erna Rust TEL: (016) 594 9207,
- **DISTRICT TSWANE NORTH [TN]**: Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA Postal Address: Private Bag X925, Pretoria, 0001 Enquiries :Grace Chauke TEL: (012) 543 1044
- **DISTRICT TSWANE SOUTH [TS]**: Physical Address: President Towers Building, 265 Pretorius street PRETORIA Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Margie van der Walt TEL: (012) 401 6363/5,
- **DISTRICT TSHWANE WEST [TW]**: Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Salamina Letoaba TEL: (012) 725 1451, HEAD OFFICE [HO] Physical Address: 111 Commissioner street, Johannesburg Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: CHECKENQUIRIES ON THE ADVERT 18 September 2015

CLOSING DATE

NOTE: Application 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 an 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. If you have not been contacted within three months after the closing date please accept that your application was unsuccessful.
OTHER POSTS

POST 35/109 : SENIOR ADMIN OFFICER REF NO: JN2015/09/01
Sub Directorate: Finance & Administration
Unit: Provisioning & Admin for Institution

SALARY : R243 747 per annum (Plus Benefits)
CENTRE : Johannesburg North District
REQUIREMENTS : An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6) plus relevant experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of PFMA, procurement procedures, Treasury Regulations other applicable legislative frameworks within the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work in a team and under pressure.

DUTIES : Provide administration support of the unit. Ensure that procurement processes are carried out effectively and efficiently within the current line structure. Manage contract orders, renewals and amendments and update electronic records. Monitor orders and deliveries. Effective follow up mechanism, prepare, maintain and update procurement report. Quality control services/deliveries and report any deficiencies or discrepancies. Supervise staff.

ENQUIRIES : (JN) Ms. Petunia Mahlangu: Tel 011 694 9300

POST 35/110 : SENIOR ADMIN OFFICER: TRANSPORT
Sub Directorate: Finance & Administration
Unit: Office Service Pool

SALARY : R243 747 per annum (Plus Benefits)
CENTRE : Tshwane South District REF NO: TS2015/09/02, Gauteng West District REF NO: GW2015/09/03
REQUIREMENTS : An appropriate recognized Transport qualification (or equivalent) qualification (NQF L6) plus relevant experience. Applicant with prior learning, either by means of experience or alternative course may also apply. Transport administration experience will be an added advantage. Knowledge of Transport policies (Subsided and GG cars).Knowledge of Legislative frameworks applicable in the public sector.. Good managerial skills, good interpersonal skills, organizing ability, computer literacy and typing skills- Advance, Ms. Word and Excel. Candidate must be in possession of a driver’s license (Manual). Key competencies: Training in electronic Log System, GG vehicle management system, Financial and Risk management and Policies regulating the use of Government vehicles and logistic scheduling. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline.


ENQUIRIES : (TS) Ms. Margie. Van der Walt. Tel. No: (012) 401 6363/65, (GW) Ms. Louisa. Dhlamini. Tel. No: (011) 660 4581

POST 35/111 : SENIOR ADMIN OFFICER: NUTRITION REF NO: GW2015/09/03
Sub Directorate: Education Support

SALARY : R243 747 per annum (Plus Benefits)
CENTRE : Gauteng West District
REQUIREMENTS : An appropriate recognized Transport qualification (or equivalent) qualification (NQF L6) plus relevant experience. Applicant with prior learning, either by
means of experience or alternative course may also apply. Transport administration experience will be an added advantage. Knowledge of Transport policies (Subsidied and GG cars), Knowledge of Legislative frameworks applicable in the public sector. Good managerial skills, good interpersonal skills, organizing ability, computer literacy and typing skills. Advance, Ms. Word and Excel. Candidate must be in possession of a driver’s license (Manual). Key competencies: Training in electronic Log System, GG vehicle management system, Financial and Risk management and Policies regulating the use of Government vehicles and logistic scheduling. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline.

DUTIES: Provide administration support of the unit. Execute daily office record keeping. Management and control of logbooks for both Sub cars and G-Fleet as prescribed by Policies. Management of the Asset registers for both G Fleet and Subsidied vehicles. Monitor effective utilization of both G- Fleet and Subsidied vehicles (PFMA compliance). Ensure G.G cars are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure that capturing of expenditure for G.G. vehicles takes place on a monthly basis on the ELS System. Attendance of monthly meetings and provide feedback to the District team. Monthly reporting based on start and end dates of subsidized vehicles to avoid refund after the officials who have left the system. Ensure that Performance Management System is executed.

ENQUIRIES: (TS) Ms. Margie. Van der Walt. Tel. No: (012) 401 6363/65, (GW) Ms. Louisa. Dhlamini. Tel. No: (011) 660 4581

POST 35/112: CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICE
Sub Directorate: Transversal Human Resource Services

SALARY: R243 747 per annum (Plus Benefits)
CENTRE: Johannesburg Central

REQUIREMENTS: An appropriate Tertiary qualification or equivalent qualification (NQF L6) in Human Resource Management plus relevant years of experience. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of PERSAL. Knowledge of CORE, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during an audit process.

DUTIES: Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Manage conditions of services. Establish control and monitoring mechanism to ensure efficient and effective implementation in terms of Transfers; Resettlement; Debt Recovery; Promotions; Termination of Services, Housing, etc. Maintain and update database regarding Conditions of Services.

ENQUIRIES: (JC) Mr. Rendani Nemukula: Tel 011 983 2231, (GN) - Mr. S Mafa Tel No: (012) 846 3652

POST 35/113: SENIOR STATE ACCOUNTANT REF NO: JC2015/09/06
Sub Directorate: Finance & Administration
Unit: Finance & Procurement

SALARY: R243 747 per annum (Plus Benefits)
CENTRE: Johannesburg Central


DUTIES: Prepare and submit operational plans’ budget inputs. Budget maintenance and costing of operational plans Prepare monthly management reports. Check compliance with SCM processes and procedures Monitor, analyze and review
all accounts relating to area of responsibility. Monitor expenditure and analyze expenditure trends. Assist with inputs during the audit processes. Assist units with SCM processes and procedures.

ENQUIRIES : (JC) Mr. Rendani Nemukula: Tel 011 983 2231

POST 35/114 : SENIOR ADMIN OFFICER REF NO: GN2015/09/07
Sub Directorate: Examinations

SALARY : R 243 747 per annum (Plus Benefits)
CENTRE : Gauteng North District
REQUIREMENTS : An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6). Applicants with prior learning, either by means of experience or alternative courses may also apply. At least five (5) years examination experience is required. Applicant must have a driver’s license. Leadership, management and conflict resolutions skills. Communication skills (written & verbal), organizational and interpersonal. Computer literacy and ability to work under pressure. Knowledge of PFMA, procurement procedures, Treasury Regulations, knowledge of the National policy pertaining to the conduct, administration and management of the National Senior Certificate examination and other examination related policies and other. Database management. Applicant must be able to work overtime.

DUTIES : Render Administrative Support to the exams unit and examination centres. Administer the registration and conduct of the different examinations. Manage filing, storing retrieval and distribution of examination related material of the district. Record and type minutes of meetings. Perform any other examination related duties as requested. Disseminate information to stakeholders. Co-ordinate reports of the unit. Supervise staff. Procurement of stationary for the unit.

ENQUIRIES : Mr. Llewellyn Maritz: Tel No: (012) 846-3749

POST 35/115 : SENIOR ADMINISTRATION OFFICER: OFFICE SERVICE POOL REF NO: GN2015/09/09
Sub Directorate: Finance & Administration

SALARY : R243 747 per annum
CENTRE : Gauteng North


ENQUIRIES : GN – Mr. A. Phaswane. Tel. No: (012) 846 3504

POST 35/116 : SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS X2 POSTS
Sub Directorate: Dispute Management

SALARY : R243 747 per annum (Plus Benefits)
CENTRE : Tshwane North REF NO: TN2015/09/10, Gauteng North REF NO: GN2015/09/11, Gauteng West REF NO: GW2015/09/12,
REQUIREMENTS : An appropriate recognized 3-year Diploma or Degree in Labour Related field or LLB. Minimum of 1 year experience in the related field. Knowledge of legislations which include but not limited to LRA / EEA / EEA /PSA /PSR / BCEA / SDA / COIDA / SASSA. Knowledge of Collective Agreements concluded at PSCBC, ELRC and GPSSBC. Knowledge of Departmental Policy related to Employment Relations. Computer skills in all MS Package. Communications skills (verbal and written communications). Administrative

**DUTIES**
Investigate and initiate the disciplinary enquiry. Facilitate the resolution of grievance; provide advice on Labour Relations Matters. Conduct advocacy and capacity building of Labour Relations.

**ENQUIRIES**
(TN) – Ms. MP Ravele. Tel No: (012) 543 104, (GN) – Mr. PH Mokgothadi Tel No: (012) 646 3777, (GW) Ms. Louisa. Dhlamini. Tel No: (011) 660 4581

**POST 35/117**
**CHIEF PERSONNEL OFFICE: HUMAN RESOURCE PROVISIONING**
Sub Directorate: Transversal Human Resource Service

**SALARY**
R243 747 per annum (Plus Benefits)

**CENTRE**

**REQUIREMENTS**
An appropriate three year tertiary Human Resource or equivalent qualification and/or Grade 12 with more than 10 years human resources administration experience, being at supervisory level. 3 to 5 years’ experience in the HR working environment. Knowledge of Education Acts. Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Basic Knowledge of Persal. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Time Management. Good inter-personal relations skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Licensed Driver.

**DUTIES**
Ensure the implementation of post provisioning for Public Ordinary and LSEN schools (PS and CS). The receipt and verification of post establishment for LSEN Schools and Ordinary Schools; Receipt and verification of post establishment for extraordinary posts. Ensure that post establishments are correctly distributed to all stakeholders. Monitor utilization of all posts. Placement of personnel i.e. Additional and Funza Lushaka. Absorption of temporary staff. Participate in the analysis and planning of the HR Requirements for the Department. Identify vacant posts in the Institutions and / District Offices. Identify vacant posts in the Institutions and / District Offices. Receive and verify GDE 79 / HR1 / GDE 01 / Z83. Capture and submit GDE 79 / HR1 for publication. Receive and distribute vacancy list to institutions and Sub directorates. Oversee the response handling process. Process recommendations. Verify qualifications and ensure they are captured. Ensure the provision administrative support services for the Unit. Ensure all personnel administration verifications are done on PERSAL. Coordinate all the processes with regards to the realignment of the structure in the District (e.g. placements, transfers, implementation of the approved structure, etc.). Ensure safekeeping of all documentation in the office in line with relevant legislation and policies. Collate and compile of reports e.g. progress reports, monthly reports, etc.

**ENQUIRIES**
Mr. Lesiba Kgobe Tel No: 011 355 0368,

**POST 35/118**
**SENIOR PROVISIONING ADMIN OFFICER**
**REF NO: ES2015/09/24**
Sub Directorate: Financial Administration- Office Service Pool

**SALARY**
R 243 747 per annum (Plus Benefits)

**CENTRE**
Ekurhuleni South District

**REQUIREMENTS**
An Appropriate Recognized Tertiary qualification (or equivalent) qualifications (NQF L6) plus 3-5 years relevant experience. Senior Certificate (Grade 12) plus 6 years relevant experience. Knowledge of PERSAL, BAS, SAP, SRM, PFMA and. Treasury regulations, provisioning procedures and other Legislative frameworks Applicable to Public Sector. Good interpersonal skills and communication skills (verbal and Written). Administrative, analytical and organizational skills, Computer Literacy. Ability to work under pressure an long hours during audit process. Excellent report writing and supervisory skills.

**DUTIES**
Ensure effective management of provisioning of goods and services. Coordinate the disposal process and ensure that all records are filled and Managed. Produce relevant reports on time, reconcile inventories monthly and
Perform BAS reconciliation. Escalate reports to senior management on Outstanding/problematic cases. Provide assistance to Auditor general during Audit process. Process manually transactions as the disaster recovery plan. Manage and monitor provisioning of goods and services. Maintain Departmental calendar of events for planning and processing processes. Assist in provision of operational Planning services Liaise with GSSC On outstanding suppliers payments supervise staff.

ENQUIRIES: (ES) – Ms. E Raphoto Tel No: (011) 389 6077

POST 35/119: SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE & DEVELOPMENT REF NO: SE2015/09/25
Sub Directorate: Human Resource Transversal Services

SALARY: R 243 747 per annum (Plus Benefits)
CENTRE: District - Sedibeng East
REQUIREMENTS: An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6) in Human Resource Management. Applicants with prior learning, either by means of experience or alternative courses may also apply. Practical experience of PERSAL. Knowledge of HR prescripts, procedures and legislative frameworks applicable to the public service. Leadership, management and conflict resolutions skills. Knowledge of National skills Development Act and National Development Strategy. Communication skills (written & verbal), organizational and interpersonal. Computer literacy and ability to work under pressure. Driver's license will be an added advantage.

DUTIES: The successful candidate will be responsible for providing an effective Performance Management service in the Department. This would include; providing advice on Human Resources Development (HRD) matters; conduct needs analysis and skills audit; organize and co-ordinate training and development interventions based on the needs of the employees. Submit an approved WSP/ATR for the department. Administer internal bursaries, develop and revise policies, implement learnerships, internship and experiential learning programmes, compile and submit various reports to management stakeholders.

ENQUIRIES: (SE) - Ms. N Moyo Tel No: (016) 440 1748

POST 35/120: SENIOR PERSONNEL PRACTITIONER: EAP/HIV & AIDS COORDINATOR REF NO: SE2015/09/26
Sub Directorate: Human Resource Transversal Services

SALARY: R 243 747 per annum (Plus benefits)
CENTRE: District- Sedibeng East
REQUIREMENTS: An appropriate relevant Tertiary qualification (or equivalent) qualification (NQF L6) in Human Resource Management plus relevant years of experience. Applicants with prior learning either by means of experience or alternative courses may also apply. Knowledge of National Skills Development Act, National Skills Development Strategy, Policies on EAP and HIV/AIDS and applicable legislative frameworks within the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative analytical and organizational Skills. Supervisory skills and Computer literacy. Ability to work in a team and under pressure. Driver's license will be an added advantage.

DUTIES: Coordinate and provide employee health and wellness services i.e. conduct campaigns, organise interaction sessions provide first line counselling and coordinate the EAP, etc. Plan, coordinate and facilitate implementation of EHW framework as per Public Service strategic framework. Identify, report and provide information on Employee Health and Wellness, HIV/AIDS. Implement and monitor the Occupational Health and Safety programs in line with the applicable act and safety policies and practices in the Department. Conduct risk assessments to minimise and prevent occupational health and safety dangers in the workplace. Identify reports and provide information on Employee Health and Wellness, HIV/AIDS. Liaise with relevant organisations/stakeholders on issues relating to Employee Health and Wellness, HIV/AIDS as well as on issue of Occupational Health and Safety

ENQUIRIES: (SE) - Ms. N Moyo Tel No: (016) 440 1748

POST 35/121: SENIOR ADMIN OFFICER- INFO SYSTEMS REF NO: GE2015/09/27
Sub Directorate: Information Systems & Strategic Planning

SALARY: R 243 747 per annum (Plus benefits)
**CENTRE**: District- Gauteng East  
**REQUIREMENTS**: An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6) in Information systems operation. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of relevant policies, procedures and legislative frameworks in public sector. excellent Computer skills (Microsoft package). Good interpersonal skills and communication skills (Verbal and written). Administrative, analytical and organizational skills. Supervisory skills. Ability to work under pressure and in a team.

**DUTIES**: Proper keeping of records and databases. Gather and process information. functions such as filling, recording and compiling of minutes meetings, report writing and handling incoming and outgoing correspondence and telephone calls. Supervise Staff Convert system data into usable information. Manage the District information system, collate monthly and quarterly reports. Manage annual surveys. Manage the training and implementation of SA-SAMS. Co-Ordinate the use and acquisition of I.T for the District.

**ENQUIRIES**: (GE) - Mr. Mpho Leotlela Tel No: (011) 736 0717

**POST**: 35/122  
**SYSTEM REF NO**: GW2015/09/28  
**CHIEF PERSONNEL OFFICER: PERFORMANCE MANAGEMENT**  
**CENTRE**: District- Gauteng East  
**REQUIREMENTS**: A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate plus between 3 to 5 years’ experience in a Human Resources environment, with two years thereof being at supervisory. Experience should include extensive experience of conditions of service, appointment structuring of MMS packages etc. Experience in the use and interpretation of PERSAL and other reports will be an advantage. Knowledge and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills. Demonstrate the ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS Office. A valid South African driver's license is an added advantage.

**DUTIES**: Manage Conditions of Service functions to ensure timeous, quality service delivery. Monitor project s, audit processes, and observe service standards and due dates Ensure effective enquiry management. Provide professional advice and monitor compliance on all matters pertaining Conditions of Service. Provide statistics and inputs for reporting on Persal transactions. Supervise staff and manage their performance and development according to PMS.

**ENQUIRIES**: (GW) - Ms. Louisa. Dhlamini. Tel. No: (011) 660 4581

**POST**: 35/123  
**SENIOR STATE ACCOUNTANT 3 POSTS**  
**CENTRE**: Head Office, Johannesburg  

**DUTIES**: Capturing of the original And Adjustment Budget on the Basic Accounting System (Bas). original budget. Ensure that the operational plans and budgets split that balance to the line allocation are received from responsibility managers. Capture budget breakdown on the basic accounting system (BAS) per programme and economic classification. Ensure that the captured budget balances with the Estimates of provincial expenditure. Report on progress and
challenges to Assistant Directors weekly. Submit captured budget to Assistant Directors and distribute to responsibility managers. File signed budget copies. Adjustment Budget and Roll-Overs. Ensure that signed shifting and varmint's budget inputs are received from responsibility managers. Check and Consolidate shifting and varmints received and submit to the assistant director. Capture the budget on BAS per programme and economic classification. Submit captured adjustment budget to Assistant Directors and distribute to responsibility managers. File signed adjustment budget documents and keep the information for seven years. Assist the Assistant Director with the request for roll-overs and suspension Year End Shiftings and Virements. Identify shifts and virements as per section 43 of the PFMA for submission to treasury. Consolidate and send the report to Assistant Directors. Capture on BAS after receiving approval from treasury. Ensure that reports are filed properly after capturing. Expenditure Analysis. Weekly analysis of expenditure. Follow ups with offices to ensure that identified matters during analysis are attended to. File the expenditure analysis report. Prepare adhoc reports as may be required. Clearing Of Misallocations. Advice and assist with the correction of errors detected by the analysis exercise. Ensure and verify that all misallocations are cleared on weekly basis. Ensure that validation journals received are parked within 48 hours. Maintenance of SCOA. Assist with the maintenance of the code structure. Action requests and queries within 24 hours of receipt. Ensure that SCOA is updated timely. Advice end-users on the Standard Charts of Accounts. Ensure that SCOA is updated for the next financial year as per departmental and treasury’s requirements. Matlotlo. Consolidation, compilation and submission of monthly Matlotlo reports. Prepare adhoc reports as may be required.

ENQUIRIES: Head Office – Mr. Lesiba. Tel. No: (011) 355 0368

POST 35/124: SENIOR ADMIN OFFICER: RESPONSE HANDLING REF NO: HO2015/09/32
Directorate: Recruitment and Selection

SALARY: R 243 747 per annum (Plus benefits)
CENTRE: Head Office

DUTIES: Manage effective receipt, sifting, capture and distribution of all application. Receives application from applicants. Sort applications according to reference/post numbers. Sift the applications according to reference/post numbers. Packaging the applications according to qualified/disqualified. Deliver the application/packages to Recruitment and Consulting. Effective Monitor and Maintain an up to date response handling database. Capture the applications on a Database / Access. Produce Data and Analyse statistics. Assist to compile management report. Support the development, refine and maintain the response handling databases, reports and surveys. Support management of the storage and disposal of applications. Store disqualified & unsuccessful application. Provide Advisory Services. Ensure the achievement of management of performance against SLAS’s. Handle complex queries from the customers. Handle escalated query resolution. Management of Resources of the sub-directorate. Completion of Performance Agreements and Assessments for the Subordinate. Ongoing advice and guidance. Ensure all required resources are available. Ensure training and development (on the job and formal).

ENQUIRIES: Ms. L. Legodi. Tel. No: (011) 355 0359

POST 35/125: SENIOR ADMIN OFFICER REF NO: HO2015/09/33
Chief Directorate: School Support
**SALARY**: R 243 747 per annum (Plus benefits)  
**CENTRE**: Head Office  
**REQUIREMENTS**: A Grade 12 certificate plus 3 years’ experience in office administration and a relevant post matric qualification in office administration and project management. Advanced computer literacy (Microsoft package) knowledge of legislative framework applicable to the Public Sector, good communication skills (written and verbal) and skills such as organisational and presentation skills. Good research and analytical skills. Ability to work in a team and independently as well as the ability to multi-task work well under pressure.  
**DUTIES**: Co-ordinate and implement the office procedures, Liaise with internal and external stakeholders, respond to queries. Procure goods and services, co-ordinate projects, assist the project team and develop reports. Perform any other duties assigned or delegated by immediate supervisor.  
**ENQUIRIES**: Mr. M.P Ntsobi Tel: (011) 355 0812  
**POST 35/126**: SENIOR ADMIN OFFICER REF NO: HO2015/09/34  
**Chief Directorate**: School Management  
**SALARY**: R 243 747 per annum (Plus benefits)  
**CENTRE**: Head Office  
**REQUIREMENTS**: A senior certificate Grade 12, as well as a Diploma / Certificate equivalent to NQF 6, preferably in Office Administration plus 3 to 5 years' experience in an office environment with two years thereof being at supervisory level. Knowledge and understanding of effective administration and document management. Understanding of procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills necessary. Computer literacy in Ms Excel, MS Word MS Access and Ms Office. Ability to work under pressure. A valid driver's license is essential. Conflict management. Financial management. Project Management skills necessary. Sound verbal and written communication skills required. Self-disciplined and able to work under pressure with minimum supervision. Valid driver's license  
**DUTIES**: To co-ordinate key administrative functions within the Chief Directorate: School Management. To ensure that the daily administrative processes within the office is managed effectively e.g. the oversight and the management of an internal tracking grid to track and manage all cases referred from the offices of the MEC, HOD and DDG and all other referrals as received from the relevant line managers. Ensure that all tracking grids from all relevant offices that pertain to the Chief Directorate: School Management are updated and closed accordingly. Assist the office manager with the collation of Key Deliverable Reports and Quarterly Reports. Ensuring that filing systems are managed and providing oversight in this regard to ensure it is updated by keeping proper records and database. Typing and sending letters and memoranda to relevant directorates and stakeholders. Assisting to monitor the expenditure usage in the office of the Chief Director: School Management in line with the Procurement Plan and budget provided. Effectively manage and co-ordinate PMDS for PS staff in the office of the Chief Director: School Management Assist to provide oversight to PS staff in the Chief Directorate: School Management in terms of leave management and monitoring daily job functions. Organising, Planning, problem solving and implementing effective time management to complete given tasks. Assist with the compilation of agenda's for meetings and minute taking.  
**ENQUIRIES**: Ms E Froneman  
Tel: (011) 355 1515  
**POST 35/127**: SENIOR ADMIN OFFICER REF NO: HO2015/09/35  
**Sub Directorate**: Performance Management Development  
**SALARY**: R 243 747 per annum (Plus Benefits)  
**CENTRE**: Head Office  
**REQUIREMENTS**: An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6). Applicants with prior learning, either by means of experience or alternative courses may also apply. At least five (5) years examination experience is required. Applicant must have a driver’s license. Knowledge of Public Services Regulations; PMDS Policy, Public service act, basic conditions of employment act, PFMA, Ability to identified and managed Personal development; Communication skills, listen skills; leadership skills, mentoring and coaching skills, problem solving skills and presentation skills.  
**DUTIES**: To manage the overall administrative functions for the office of the director General administration (typing letters and submissions) Handling queries
related to HOD/MEC Tracking grid, Receive and verify PMD contracts
Capture and manage the database for PMD Contracts. Monitor expenditure for the office of the Director and compile quarterly, monthly and weekly report.
Administer the document management systems in the office. Supervise staff.

ENQUIRIES
Head Office- Ms. J Moema Tel 011 355 0102

POST 35/128
CHIEF PERSONNEL OFFICER: ESTABLISHMENT CONTROL AND
COMPENSATION REF NO: HO2015/09/62
Directorate: Transversal Human Resource Services
Sub Directorate: Strategic Operation Support

SALARY
R 243 747 per annum (Plus Benefits)

CENTRE
Head Office

REQUIREMENTS
An appropriate Tertiary qualification or equivalent qualification (NQF L6) in Human Resource Management plus 1-3 years’ experience in establishment administration. or Senior Certificate PLUS 5-7 years’ experience in HR environment. Supervisory in establishment admin will be an added advantage
Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of PERSAL. Knowledge of CORE, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process.

DUTIES
To effectively implement and administer organization and post establishment administration services. Verify the correctness of post establishment changes request. Establish control and monitoring mechanism to ensure efficient and effective implementation of post establishment. Generate and analyse reports with regards to special THRS projects. Implement all Departmental Transversal HR policies, strategies and procedures to ensure adherence by the Departmental personnel. Render an effective HR advisory service to management and employees in the department. Ensure compliance with applicable legislation. Supervise, manage and assess the performance of subordinates.

ENQUIRIES
Head Office Mr. L Banda: Tel (011) 011 355 0932

POST 35/129
CHIEF PERSONNEL OFFICER: PILIR X 2 POSTS REF NO: HO2015/09/64
Directorate: Transversal Human Resource Services

SALARY
R 243 747 per annum (Plus Benefits)

CENTRE
Head Office

REQUIREMENTS
A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate plus between 3 to 5 years’ experience in a Human Resources environment, with two years thereof being at a supervisory level. Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge of PILIR Administration; understanding of Resolutions and other legislative frameworks applicable in the Public Service. Knowledge of PERSAL. A valid driver’s license. Good interpersonal skills and communication skills (verbal and written). Knowledge of Microsoft office; Excel, PowerPoint, Access and Outlook. Must have administrative, analytical, planning and organizational skills. Ability to work under pressure and in a team. Exposure to a Human Resources environment will be an added advantage.

DUTIES
To ensure effective administration of sick leave and PILIR to ensure compliance. Ensure timeous and accurate capturing of PILIR transaction on Persal and Database. Provide administration support for the unit and ensure accurate PILIR recordkeeping. Maintain an effective Database. Quality assurance and timeous submission/ retrieval of applications to Health Risk Manager. Support, monitoring and maintain compliance in line with relevant PILIR policy. Participate in the collation and compilation of reports e.g. progress reports, monthly reports, etc. Respond to enquiries received from internal and external stakeholders. Liaise with stakeholders. Manage staff in terms of the GPG Performance Management and Development System: Conduct performance quarterly reviews and annual performance assessment for staff.

ENQUIRIES
Head Office Mr. L Banda: Tel (011) 011 355 0932
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<thead>
<tr>
<th>POST 35/130</th>
<th>HR PRACTITIONER: RESPONSE HANDLING REF NO: HO2015/09/36</th>
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<tr>
<td>SALARY</td>
<td>R196 278 per annum (Plus Benefits)</td>
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<td>CENTRE</td>
<td>Head Office</td>
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<tr>
<td>REQUIREMENTS</td>
<td>An appropriate Senior Certificate (Grade 12) and 3-5 years Human Resource Practitioner experience. Experience in word processing, spreadsheet and presentation software packages. Working knowledge of the relevant Acts, prescripts, regulations, practice notes and procedures pertaining to General Administration, Finance, Asset Management and Human Resource Management. Sound knowledge on the operation and utilization of the binding machines, Dictaphones, computer, printer, photocopier, fax machine, data video projectors and MS Office software i.e. Word, Excel and Presentation. Sound organisational skills. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Supervisory Skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentations. Computer Skills. Policy development and analysis. Communicate with Co-workers, Supervisors, Management, Senior Management, District Offices, Private Sector Organizations, General Public, Academic Institutions, Student, other Provincial Education Departments, National Department of Education.</td>
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<td>DUTIES</td>
<td>Receive and sifting of applications. Receiving and sifting of applications. Screening, sorting and distribution of applications. Check and verify received applications. Maintain an up to date response handling database. Applications captured accurately. Targeted agreed accuracy of processes on database system. Package and distribution of applications. Applications packaged and distributed to relevant stakeholders. Respond to enquiries received from internal and external stakeholders on time. Storage and disposal of applications. Applications are safely stored. Maintain the safekeeping of all documentation in the office in line with relevant legislation</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms. L. Legodi. Tel. No: (011) 355 0359</td>
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<tr>
<th>POST 35/131</th>
<th>CHIEF REGISTRY CLERK: THRS X 2 POSTS REF NO: HO2015/09/37</th>
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<td>SALARY</td>
<td>R196 278 per annum (Plus Benefits)</td>
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<tr>
<td>CENTRE</td>
<td>Head Office</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate plus between 3 to 5 years’ experience. Experience should include experience in a Human Resource Registry. A working knowledge and understanding of Record Management and Archive Legislative Framework, Policies, Procedures and Regulations is imperative. Excellent communication (verbal and written) at different levels and interpersonal skills, confidentiality, vigilant Security consciousness/awareness, ability to work under pressure, knowledge and ability to use PERSAL and MS Office software. A valid South African driver's license is an added advantage.</td>
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<tr>
<td>DUTIES</td>
<td>Supervise subordinates and registry activities in the business unit; oversee administration processes, ensure operations comply with file plan and regulatory framework. Control receipt, release, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to HR Registry Clerks on the day-to-day functions of the Registry. Maintain various documents/records control registers. Manage performance and training of subordinate(s) in line with delivery imperatives of business unit. Maintain the safekeeping of all documentation in the office in line with relevant legislation</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms. Sophie Tabudi Tel No: (011) 355 0364/Ms. Agnes Madia (011) 355-0418</td>
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<tr>
<th>POST 35/132</th>
<th>CHIEF ADMIN CLERK: AUXILIARY SERVICE - OFFICE SERVICE POOL REF NO: SE2015/09/38</th>
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<tr>
<td>SALARY</td>
<td>R196 278 per annum (Plus Benefits)</td>
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<td>CENTRE</td>
<td>District- Sedibeng East</td>
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**REQUIREMENTS**

An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6). Applicants with prior learning, either by means of experience or alternative courses may also apply. Working knowledge of relevant prescribed Act, regulations and policies within Gauteng Provincial Government, PMFA, treasury regulations. Knowledge of finance procedures and asset management. Communication skills (verbal & written). Computer Literacy (Ms Word, Excel, Access, PowerPoint BAS, SAP). Ability to work under pressure and work in a team. Good interpersonal relations. Ability to work under pressure and long hours during audit process. Valid driver’s license.

**DUTIES**

Supervision and coordination of subordinates. Maintain and update the Asset register and Loss register for the office. Barcoding of assets. Conduct asset verification and identify assets for disposal. Assist during the audit process. Dealing with all telephone account reconcilement, and communication with Telkom. Investigate, dealing and/or reporting maintenance problems to the maintenance selection at Head Office. Management of Leave within the Unit. Administrative Tasks such as record keeping, report writing etc.

**ENQUIRIES**

Sedibeng East - Ms. N Moyo Tel No: (016) 440 1748

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**REQUIREMENTS**

A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate plus between 2 to 3 years’ experience in a Human Resources environment. Experience should include experience of conditions of service, appointments, termination of service etc. Knowledge and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills. Ability to work under pressure, use PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. A valid South African driver’s license is an added advantage.

**DUTIES**

Responsible for supervision of Condition of Service functions: appointments, promotions, transfers, termination of services, payment of pension benefits, recognition of qualification, leave, etc. Revise and approve transactions on PERSAL. Compile submissions. Manage projects as identified. Supervise performance management and training of subordinate(s) to ensure a high level of service delivery to line functionaries and clients. Provide advice on conditions of service related matters. Prepare and provide statistics and compile reports. Ensure adherence to effective implementation of HR Policies, Regulations and Acts.

**ENQUIRIES**

(JW) Mr. Lizwe Jaffa: Tel 082 306 4221
(JN) Ms. Petunia Mahlangu: Tel 011 694 9300
(TS) Ms. Margie van der Walt, Tel No: (012) 401 6365
(SE) - Ms. N Moyo Tel No: (016) 440 1748

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**REQUIREMENTS**

DUTIES:
Monitoring Of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to ASD and HO. Receive invoices from municipalities/Head Office for Non-S21 schools and monitor payment by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non Section 21 functions. Facilitate of schools on Financial Management and Procurement procedures and policies. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring Of Overdraft, Loan, Investment And School Fee Compensations Applications Section 21. Ensure the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform the school of per letter on the outcome of the application submission. PMDS And Leave Administration. Function as team leader by supervising general clerical responsibilities of lower levels. Advice on office administration matters. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Execute any reasonable task requested by supervisor. Provide management information (weekly reports). Give written feedback on queries – internal and external. Execute any reasonable task requested by supervisor. Attend office meetings. Perform Assistant Directors duties and responsibilities when assigned to do so. To provide monthly reports to Circuit Managers on the functionality of the schools within their Circuits. Other admin duties (Filling, reports, etc.).

ENQUIRIES:

POST 35/135:
SENIOR LIBRARIAN X 2 POSTS REF NO: JW2015/09/46

Sub Directorate: Curriculum Management & Delivery Unit: Learning and Teaching Support Material

SALARY:
R196 278 per annum (Plus Benefits)

CENTRE:
Johannesburg West District

REQUIREMENTS:
Senior certificate plus relevant years’ experience in Library service. Applicant with prior learning, either by means of experience or alternative courses may also apply In-depth knowledge of education management and interaction with legislative framework and policy in inclusive education (white paper 6) and other relevant policies. Team player & ability to work under pressure. Facilitation & training skills. Valid driver’s license

DUTIES:
Administer the district library. Establish library Resource needs of district officials. Acquire library resources. Annual stock taking. Liaise with the Education library to serve the district. Information searching. Advise and coach library users on ways to access library services and products. Supervise Library staff.

ENQUIRIES:
Mr. Lizwe Jafta: Tel 082 306 4221

POST 35/136:
CHIEF ADMIN CLERK REF NO: JW2015/09/47

Sub Directorate: Finance & Administration Unit: Office Service Pool

SALARY:
R196 278 per annum (Plus Benefits)

CENTRE:
Tshwane South District

REQUIREMENTS:
A grade 12 certificates plus extensive relevant experience in office administration. A relevant post Matric qualification in secretarial studies /office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and
analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage.

**DUTIES**
Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget.

**ENQUIRIES**
(TS) Ms. Margie. Van der Walt. Tel. No: (012) 401 6363/65

**POST 35/137**

**CHIEF ADMIN CLERK**
Sub Directorate: Curriculum Management & Delivery

**SALARY**
R196 278 per annum (Plus Benefits)

**CENTRE**
Tshwane South REF NO: TS2015/09/48, Gauteng East REF NO: GE2015/09/65

**REQUIREMENTS**
A grade 12 certificates plus extensive relevant experience in office administration. A relevant post Matric qualification in secretarial studies/office management will be and added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage.

**DUTIES**
Assist in checking and clearing the suspense account. Process Journals and reallocation of Expenditure. Assist in the Preparation of all reconciliation. Bank reconciliation, Bas & Persal reconciliation, Revenue (including pay over), Payments and other Reconciliation. Assist in the collection and banking of revenue. Assist in monitoring and distribution of petty cash and reconciliation thereof. Assist in the processing of payments of service providers and revenue. Prepare the Interdepartmental receivables and check the debt account in line with GPF. Monitor and process the inter departmental payable; and travel and subsistence claim/advances. Assist with quality assurance of payments and other revenue related transactions. Assist in the Compilation of schedule (payments and others). Assist in the preparation of monthly, quarterly financial reports (including AFS disclosure notes) and assist with audit queries. Assist in the payroll administration.

**ENQUIRIES**
(TS) Ms. MP Ravele: Tel 012 543 1044, (JC) Mr. Rendani Nemukula: Tel 011 983 2231, (GE) Mr. Mpho Leotlela Tel No: (011) 736 0717

**POST 35/139**

**CHIEF TYPIST 2 POSTS**
Sub-Directorate: Finance and administration-Office Service Pool

**SALARY**
R196 278 per annum (Plus Benefits)

**CENTRE**
Districts–Gauteng North REF NO: GN2015/09/52, Ekurhuleni South REF NO: ES2015/09/53,
REQUIREMENTS: An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6). Applicants with prior learning, either by means of experience or alternative courses may also apply. Computer literate (MS Word, Excel, PowerPoint). Good organizational and communication skills. Able to work under pressure.


ENQUIRIES: (GN) - Ms. J Fourie Tel No. (012) 846 3504 (GN) (ES) – Ms. E Raphoto Tel No: (011) 389 6077

POST 35/140: CHIEF REGISTRY CLERK: OFFICE SERVICE POOL REF NO: JN2015/09/54
Sub Directorate: Finance and Administration

SALARY: R196 278 per annum (Plus Benefits)
CENTRE: Johannesburg North District

REQUIREMENTS: An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6). Applicants with prior learning, either by means of experience or alternative courses may also apply. Knowledge and skills in archives and mailing procedures (National Archiving Systems), Recording information and maintaining a Document Control System. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and in a team. Ability to maintain a high level of confidentiality.


ENQUIRIES: (JN) Ms. Petunia Mahlangu: Tel 011 694 9300

POST 35/141: CHIEF ADMINITRATIVE CLERK: OFFICE SERVICE POOL
Sub Directorate: Finance and Administration

SALARY: R196 278 per annum (Plus Benefits)
CENTRE: Johannesburg Central (X2 POST) REF NO: JC2015/09/55, Johannesburg North REF NO: JN2015/09/56

REQUIREMENTS: An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6) plus relevant years of experience. Applicants with prior learning either by means of experience or alternative courses may also apply. Knowledge of PERSAL,BAS, PFMA,SAP and Treasury Regulations, procurement procedures and other legislative frameworks applicable to the Public Sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process

DUTIES: Provide administration support of the unit. Ensure that procurement processes are carried out effectively and efficiently within the current line structure. Manage contract orders, renewals and amendments and update electronic records. Monitor orders and deliveries. Effective follow up mechanism, prepare, maintain and update procurement report. Quality control services/deliveries and report any deficiencies or discrepancies. Supervise staff.

ENQUIRIES: (JC) Mr. Rendani Nemukula: Tel 011 983 2231 (JN) Ms. Petunia Mahlangu: Tel 011 694 9300

POST 35/142: CHIEF ADMINISTRATION CLERK REF NO: GN2015/09/57
Sub Directorate: Information Systems & Strategic Planning

SALARY: R196 278 per annum (Plus Benefits)
CENTRE: Gauteng North District
REQUIREMENTS: A grade 12 certificates plus extensive relevant experience in office administration. A relevant post Matric qualification in secretarial studies/office management will be an added advantage. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to work after hours when needed will be an added advantage.

DUTIES: Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework. Assist with the compilation of Office budget.

ENQUIRIES: (GN) – Ms. P Dalton: Tel 012 846 3717

POST 35/143: CHIEF ACCOUNTING CLERK: REF NO: JW2015/09/58
Sub Directorate: Finance and Administration Unit: Provisioning & Administration

SALARY: R196 278 per annum (Plus Benefits)
CENTRE: Johannesburg West

REQUIREMENTS: An appropriate, recognized Tertiary qualification (or equivalent) qualification (NQF L6) plus relevant years of experience. Applicants with prior learning either by means of experience or alternative courses may also apply. Knowledge of PERSAL,BAS, PFMA,SAP and Treasury Regulations, procurement procedures and other legislative frameworks applicable to the Public Sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process.

DUTIES: Monitor expenditure on BAS reports. Ensure adherence to PFMA, Treasury instructions. Check and reconcile payments. Ensure that losses and thefts are managed and reported accordingly. Manage budgets report. Deal with journals. Engage other sections with regard to their budgets. Ensure that records of financial transactions are updated correctly Supervise, develop and mentor junior staff. Provide statistical reports when required.

ENQUIRIES: (JW) Mr. Lizwe Jafta: Tel 082 306 4221

POST 35/144: CHIEF ADMIN CLERK: REF NO: HO2015/09/59
Directorate: Public Ordinary Schools

SALARY: R196 278 per annum (Plus Benefits)
CENTRE: Johannesburg West

REQUIREMENTS: A grade 12 Certificate plus relevant experience in office management. A relevant post matric certificate in Secretarial Studies/Office management will be an added advantage. Knowledge of procurement processes. Good communication and interpersonal skills. Computer Literacy (packages such as Microsoft Word, Excel, PowerPoint, Outlook and Internet).

DUTIES: Overall management of the office administration functions. Logistical arrangements of events/meeting/workshops. Drafting of memorandum and submissions. Perform secretarial functions in all meetings. Proper keeping of records and database. Manage tracking grid for all queries within Public Ordinary Schools Directorate. Ensure effective liaison and communication with internal and external stakeholders. Keeping of telephone records. Control inventory for the unit. Maintain and update assets register for the unit. Manage all incoming and outgoing correspondence. Undertake adhoc assignments that may be assigned.

ENQUIRIES: Head Office Ms. Mmule Madonsela: Tel 011 355 148

POST 35/145: ADMIN OFFICER: REF NO: HO2015/09/60
Directorate: Public Ordinary Schools

SALARY: R196 278 per annum (Plus Benefits)
CENTRE: Johannesburg West

REQUIREMENTS: A grade 12 Certificate plus relevant experience in office management. A relevant post matric certificate in Secretarial Studies/Office management will
be an added advantage. Knowledge of procurement processes. Good communication and interpersonal skills. Computer Literacy (packages such as Microsoft Word, Excel, PowerPoint, Outlook and Internet).

**DUTIES**
Overall management of the office administration functions. Logistical arrangements of events/meeting/workshops. Drafting of memorandum and submissions. Perform secretarial functions in all meetings. Proper keeping of records and database. Manage tracking grid for all queries within Public Ordinary Schools Directorate. Ensure effective liaison and communication with internal and external stakeholders. Keeping of telephone records. Control inventory for the unit. Maintain and update assets register for the unit. Manage all incoming and outgoing correspondence. Undertake adhoc assignments that may be assigned.

**ENQUIRIES**
Head Office Ms. Mmule Madonsela: Tel 011 355 148

**POST 35/146**

**PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE X 3**

**POSTS REF NO: HO2015/09/61**

**DIRECTORATE: TRANSVERSAL HUMAN RESOURCE SERVICES**

**SALARY**
R196 278 per annum (Plus Benefits)

**CENTRE**
Head Office

**REQUIREMENTS**
A Senior Certificate (Grade 12) or equivalent NQF 4 certificate plus more than 10 years’ experience in Human Resource environment / Tertiary qualification in Human Resource Management plus 2 years’ experience in a Human Resources environment. Experience should include experience of conditions of service, appointments etc. Knowledge and understanding of Human Resource Management policies, procedure, regulations, current legislation peculiar to education and public service. Excellent communication (verbal and written ) and interpersonal skills. Ability to work under pressure and in a team, use PERSAL and to provide advisory support to business units. Computer literacy in MS Excel. MS word, MS Access and MS Outlook. A valid South African driver’s license is an added advantage.

**DUTIES**
Responsible for supervision of Condition of service functions: Appointments, Promotions, Transfers, Termination of services, Payment of pension benefits, Recognition of qualification, leave etc. Revise and approve transaction on persal. Compile submissions. Manage projects as identified. Supervise performance management and training of subordinates to ensure a high level of service delivery to line functionaries and clients. Provide advice on conditions of service and related matters. Prepare and provide statistics and compile reports. Ensure adherence to effective implementation of HR Policies, Regulations and Acts

**ENQUIRIES**
Head Office Ms. Luaan Glade: Tel (011) 3550352

**POST 35/147**

**PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO:**

**POSTS REF NO: HO2015/09/63**

**DIRECTORATE: TRANSVERSAL HUMAN RESOURCE SERVICES**

**SALARY**
R196 278 per annum (Plus Benefits)

**CENTRE**
Head Office

**REQUIREMENTS**
An appropriate Tertiary or equivalent qualification (NQF L6) in Human Resource Management plus 1-3 years HR experience, or Senior Certificate PLUS 3-5 years’ experience in establishment administration. Knowledge of PERSAL. Knowledge of CORE, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours.

**DUTIES**
To effectively implement and administer organization and post establishment administration services. Verify the correctness of post establishment changes request. Establish control and monitoring mechanism to ensure efficient and effective implementation of post establishment. Generate and analyse reports with regards to special THRS projects. Implement all Departmental Transversal HR policies, strategies and procedures to ensure adherence by the Departmental personnel. Render an effective HR advisory service to management and employees in the department. Ensure compliance with
applicable legislation. Supervise, approve and coordinate the work activities of subordinates

ENQUIRIES : Head Office Mr. L Banda: Tel 011 355 0932

DEPARTMENT OF FINANCE

APPLICATIONS : Applications can be delivered to: Gauteng Department of Finance, 75 Fox Street, Johannesburg or posted to Private Bag X112, Marshalltown 2107 or apply online by visiting our website at: www.gautengonline.gov.za or contact the Gauteng Department of Finance on (011) 355 2222 for more options.

CLOSING DATE : 14 September 2015

APPLICATIONS : Applications must be submitted on form Z83, obtainable from any Public Service Department or from the website, which must be completed in full. A recently certified copy (not later than 3 months) of your Identity Document and qualifications must be attached. The specific reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed.

OTHER POSTS

POST 35/148 : DEPUTY DIRECTOR: DOCUMENT MANAGEMENT CENTRE REF NO: 07328
Directorate: Corporate Management

SALARY : R569 538 per annum (all inclusive remuneration package)
CENTRE : Johannesburg

DUTIES : Ensure compliance to all times with SLA (Service Level Agreement) and Operating procedures to satisfy the GPG Departments and the GDF Business Unit expectations. Ensure that all clients are informed of any system and equipment problems and the escalation of any system related problems, e.g. systems downtimes to TSS as and when these occur. Ensure that the Document Management staff understand their responsibilities and acquire the necessary skills to perform their duties effectively and efficiently. Ensure that there is an evaluation criteria in place to monitor compliance to the Document Management policies and procedures as well as adequate measurement tools to facilitate intervention. Management Document review to enhance the DM systems and audit trails, ensuring that any gaps are closed. Continuously identify any risk areas and put the necessary risk mitigations in place.

ENQUIRIES : Portia Makotwane, Tel (011) 689 8898

POST 35/149 : DEPUTY DIRECTOR: HR PLANNING & ORGANISATIONAL DEVELOPMENT REF NO: 07269
Directorate: Corporate Management

SALARY : R569 538 per annum (all inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma or Degree in Human Resource Management with 3-4 years’ experience in the HR Planning/Work Study environment. Experience in project management would serve as an advantage. Knowledge and understanding of legislative frameworks: departmental policies, DPSA regulations and ministerial handbook, business performance management, HR Information system management, appropriate application skills, research and development skills, planning and organizing, change management, diagnostic and advisory, value delivery focus, process orientation, customer management, strategic capability, organizational developmental initiatives, job evaluations and weighting, and leadership as well as computer literacy.

manage the effective utilisation of resources within the Team. To facilitate the implementation of the team's training development programme.

**ENQUIRIES**: Errol Ogle, Tel (011) 689 6861
Portia Makotwane Tel (011) 689 8898

**POST 35/150**: ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: 07270
Directorate: Corporate Management

**SALARY**: R289 761 per annum (plus benefits)

**CENTRE**: Johannesburg

**REQUIREMENTS**: Grade 12 with National Diploma / NOF 6 qualification. A Certificate in business continuity or risk management will be an added advantage. Relevant experience: at least (two) 2 years in risk management/internal auditing. Plus (one) 1 year supervisory/management experience. Facilitating and reporting experience. Alternatively three (3) years external audit experience and three (3) years internal audit/risk management experience, one of which should be at supervisory/management level. Knowledge of key risk management concepts, framework and good practices. Knowledge of the PFMA Act and King 2. Knowledge of Enterprise Risk Management (ERM) principles. IT Audit experience will be an added advantage. PERSON PROFILE: High level of verbal and communication skills. Conversationalist and facilitation skills. Lateral thinking, ability good report writing skills, Organising and Self-confidence. Strong interpersonal skills. Ability to meet deadlines. Value delivery focus. Change agency. Diagnostic and advisory skills.

**DUTIES**: Develop the department’s Risk Management Strategy, policy and plan in line with Gauteng Provincial Government (GPG) Risk Management Framework. Develop business continuity management framework, policy and Strategy. Conduct risk assessments and develop departmental risk profile (Strategic and Operational). Conduct business impact analysis and develop business continuity plans. Ensure that the department has a Fraud Prevention Plan and monitor Fraud Risk Profile. Monitor the implementation of internal and external audit recommendations. Prepare and submit risk reports to be tabled at executive and oversight committees.

**ENQUIRIES**: Errol Ogle, Tel (011) 689 6861

**POST 35/151**: ASSISTANT DIRECTOR: SKILLS DEVELOPMENT FACILITATOR REF NO: 07271
Directorate: Resource Management

**SALARY**: R289 761 per annum (plus benefits)

**CENTRE**: Johannesburg

**REQUIREMENTS**: Grade 12 with a National Diploma in Human Resource or NOF 6 qualification. Education Training and Development Practitioner Certificate and or Management of Training, Skills Development Training Certificate, a Degree in HR would serve as an advantage. PERSON PROFILE: Team worker, flexible/changing oriented, problem solving ability, responsive, interpersonal relations, customer focus and credible.

**DUTIES**: To provide strategic direction, operational leadership, and mentorship to the skills development environment. To ensure that compliance is adhered to as well as the incorporation of all relevant legislations, strategies, and policies. To ensure that incorporation in terms of the Sector Skills Plans into the organisational skills plans are properly executed. To provide leadership in terms of the Skills development facilitation this includes compliance with the SFD requirements. To apply the Batho Pele principles. Maintain an integrated system of all data required for the effective management of skills development. To performance manage the skills development team. Establish, manage, and maintain good working and effective relations with business units. To assist with the performance management function. To manage all resources including budgets where applicable.

**ENQUIRIES**: Errol Ogle, Tel (011) 689 6861

**POST 35/152**: ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 07272
Directorate: Human Resource

**SALARY**: R289 761 per annum (plus benefits)

**CENTRE**: Johannesburg

**REQUIREMENTS**: National Diploma or Degree in Human Resource Management or BA in Psychology would serve an advantage or appropriate relevant qualification. 2-
3 years' experience in the Employee Health and Wellness field. Knowledge of Human Resource policies. Ability to handle and refer cases. Public sector experience recommended. PERSON PROFILE: Business acumen, results oriented, innovation, action planning, organizing skills, business process analysis, control/follow up, people management, problem solving, analytical skills, decision making skills, integrity/honesty, oral communication, written communication, interpersonal skills, serving clients.

DUTIES: To co-ordinate EHWP programmes for Gauteng Department of Finance. Responsible for implementing and ensuring compliance on the following standards:- HIV & AIDS and TB Management. Health and Productivity Management. Wellness Management. Sports and Recreation Management, Healthy and Safety environment. Disability mainstreaming. Conduct needs assessment, referrals and follow up services, consult and liaise with relevant stakeholders on EHWP procedures. Market EHWP programmes to increase its visibility and treatment, care and support mechanisms. Establish EHWP committee, Peer Educators and support groups. Manage various health promotions activities for employees. Coordinate training of supervisors and managers in the identified areas of management and the referrals of employees. Design business/operational plans for EHWP unit. Organise Employee Health and Wellness days. Interpret the utilization statistics and design and implement appropriate proactive intervention. Ensure that OHS specialist conducts inspections and evacuation drill. Provide statistics regarding safety inspections, health and safety incidents. Provide advice to management and staff on current and proposed OHS Legislation Prescripts and practice requirements. Ensure that Gauteng Department of Finance is compliant with legislative and regulatory requirements framework. Organise and facilitate marketing operations to attract more staff members to join the gym. Acquiring and maintaining the necessary gym equipment. Dealing with queries, complaints and emergencies.

ENQUIRIES: Portia Makotwane, Tel (011) 689 8898

POST 35/153: ASSISTANT DIRECTOR: PAYROLL SERVICES REF NO: 07370
Directorate: Human resource Services

SALARY: R289 761 – R350 025 per annum (plus benefits)
CENTRE: Johannesburg

REQUIREMENTS: National Diploma/Degree or relevant qualification plus 2 years’ experience in a Payroll environment and Grade 12 plus 2 years or more experience in a Payroll position. Intermediate Persal/BAS knowledge. Supervising people. Working experience in an accounting environment would serve as an added advantage. Knowledge of Government environment, policies and regulations.

DUTIES: Salary amendment approval and authorisation. To verify the correctness and completeness of transactions captured and approve on the system. Ensure salary item limits are in place for salary pay runs. Manage and supervise practitioners and utilisation of resources. To ensure that issues arising in the are resolved. To inform the practitioners at all times of any development in the organization. Allocate resources based on workload and to conduct performance measurement of the team. Contribute to training and do delegated work from manager. Resolve queries and issues with customers, beneficiaries and client departments. Analyse and provide daily and monthly progress reports to manager. Manage, guide and lead team. Schedule work and balance workloads amongst team. Conduct monthly customer visits. Identify and implement continuous improvement opportunities. Quality control. Monitor the progress of Practitioners and make necessary recommendation for performance appraisal.

ENQUIRIES: Mr Andre Jansen Van Rensburg. Tel (011) 689 8290
APPLICATIONS: It is the department's intention to promote equity through filling of all numeric targets as contain in Employment Equity Plan to facilitate this process successfully, an indication of race, gender and disability status is required Applications should be delivered to: Gauteng Department of Finance, Imbumba House, 75 Fox Street, Marshalltown or Applicants can apply online at: www.gautengonline.gov.za

CLOSING DATE: 18 September 2015

POST 35/154: SENIOR ADMINISTRATOR: RISK MANAGEMENT REF NO: 07273
Directorate: Corporate Management

SALARY: R243 747 per annum (plus benefits)
CENTRE: Johannesburg
**REQUIREMENTS**: Grade 12 or equivalent NQF 4 with Risk Management Admin experience. Office and administration management qualification will be an added advantage. At least one year experience, in junior management, planning, project management and administration. PERSON PROFILE: Knowledge of key risk management concepts, framework and good practices. Knowledge of the PFMA Act and King 2. Knowledge of Enterprise Risk Management (ERM) principles Knowledge of the business. High level of verbal and written communication skills. Conversationalist and facilitation skills. Lateral thinking ability. Effective report writing skills. Ability to meet deadlines. Self-confidence and strong interpersonal skills. Very diagnostic and advisory skills, value delivery focus, change agency, analytical, decision making and negotiation skills

**DUTIES**: To provide a full range of administrative and office secretarial support as well as Financial management to support the Internal Risk Management Directorate: Order office supplies and facilities that are required by the Enterprise Risk Management. Directorate. Liaise with Supply Chain Management for their support. Administer the Shopping card system. Prepare submissions for payments of Risk Management Committee Chairperson.

**ENQUIRIES**: Portia Makotwane, Tel (011) 689 8898

**POST 35/155**: ARTISAN REF NO: 07274

Directorate: Corporate Management

**SALARY**: R243 747 per annum (plus benefits)

**CENTRE**: Johannesburg

**REQUIREMENTS**: Grade 12 or equivalent NQF 4. Electrical Certificate. Diploma in air conditioning/refrigeration will serve as an advantage. Wireman’s licence. Completed an apprenticeship and have passed Trade Test in terms of the provision of section (13) of the Manpower Act of 1981, as amended and a valid driver’s licence. An experienced self-starter with a proven track record of at least two years in electrical, maintenance and repairs. HT and LT experience. UPS and standby generator maintenance experience. Person Profile: Artisan Aid, Problem solving, decision making, analytical, innovation, communication. Knowledge of the Gauteng Department of Finance and its operating procedures. Electrical specification and standards. Electrical compliance and statutory requirement, OHS, building and electrical maintenance, faults finding and planning. Quality oriented, team player, good listener, decisive, loyal and punctual.

**DUTIES**: Overall electrical repairs and maintenance within the building. Maintain all air-conditioning equipment in the building that includes: chillers, cooling towers, air handling units, air filter, BMS system and general upkeep of the plant rooms

**ENQUIRIES**: Portia Makotwane, Tel (011) 689 8898

**POST 35/156**: SENIOR PRACTITIONER: HUMAN RESOURCE ADMINISTRATION /RECRUITMENT REF NO: 07276

Directorate: Corporate Management

**SALARY**: R243 747 per annum (plus benefits)

**CENTRE**: Johannesburg

**REQUIREMENTS**: Grade 12 with a Diploma in HR or equivalent qualification NQF 5/6. Minimum of 1-3 years in a role relating to recruitment and selection. Understanding of various HR processes, GPG and GDF, Human Resource policies and recruitment procedures. Knowledge and understanding of recruitment practices and its applicable prescripts, relevant legislative frameworks as well as the Public Service Regulations. Location of different GPG departments. Skills required: Customer management, planning and organising, business acumen, strategic thinking, results/quality management, knowledge of data base management, problem solving, communication and negotiation. Job Purpose: To implement the strategies and plans for the recruitment, selection, deployment and exiting of people within the GDF. Quality assure on the effectiveness on the delivery of recruitment, selection and appointment plans and processes in resourcing for the GDF.

**DUTIES**: Implement models and techniques for recruitment, selection, redeployment and exiting function planning. Implement recruitment, selection and appointment plans and processes. Implement recruitment, selection and exiting functions strategies and plans. Process all vacancies from the point when the vacancy has arisen until the vacancy has been filled, in line with the recruitment SLA’s. Continuous assessment with a view to improving the
effectiveness of recruitment, selection, appointment plans and processes. Implement plans and processes for the redeployment of the organisation’s human resources. Assessments of the effectiveness of plans and processes for the redeployment of people in the organization. Co-ordinate all interview processes and the relevant assessments. Familiarise with Job Evaluation process and how it fits into the broader recruitment perspective. Be well informed of the gender process from an employee/employer perspective: Employment equity in order to drive the recruitment process for the GDF, based on the employment equity plan.

ENQUIRIES : Errol Ogle Tel no (011) 689 6861
            Portia Makotwane Tel No (011) 689 8898

POST 35/157 : SENIOR PRACTITIONER: HR INFORMATION MANAGEMENT REF NO: 07344
            Directorate: Human Resource

SALARY  : R243 747 – R287 121 per annum (plus benefits)
CENTRE  : Johannesburg
REQUIREMENTS : Matric with Mathematics. 3 Year IT related National Diploma/degree. PERSAL reporting knowledge advantageous. Microsoft Office at an advanced level, DBA (SQL) skills. 3 years’ work experience in the Data mining and reporting field. Public sector experience advantageous

DUTIES : Identify reporting needs from detail specifications given. Provide quality standard reports from Persal on request. SQL program coding to extract ad-hoc reports/analysis/Statistics. Data Base Administration (DBA). Assist in the compilation of business intelligent reporting. Verification and quality assurance. Ad-hoc tasks.

APPLICATIONS : It is the department’s intention to promote equity through filling of all numeric targets as contained in Employment Equity Plan to facilitate this process successfully, an indication of race, gender and disability status is required. Applications should be delivered to: Gauteng Department of Finance, Imbumba House, 75 Fox Street, Marshalltown or Applicants can apply online at: www.gautengonline.gov.za

ENQUIRIES : Mr. Khalid Manack, Tel: (011) 689 8968

POST 35/158 : TRANSPORT OFFICER 2 POSTS REF NO: 07279
            Directorate: Corporate Management

SALARY  : R196 278 per annum (plus benefits)
CENTRE  : Johannesburg

DUTIES : Receive Issue Government Garage (GG) vehicles, hire vehicle. Manage WesBank repairs and the overall management of GG transport services. Manage Government Garage transport. Manage subsidised vehicles. Book and arrange alternative transport for different official functions (V.I.P) as and when necessary. Manage query response and resolution time. Manage and develop appropriate relationships with clients/customers, including departmental contracts. Preparation of presentations and reports for the section/sub unit. Write reports and letters for different official purposes. Develop and maintain accurate office document management system for the GG Transport section.

ENQUIRIES : Portia Makotwane, Tel (011) 689 8898

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 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. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 35/159 : SENIOR MANAGER PHYSICIST/ACADEMIC AND CLINICAL HEAD OF MEDICAL PHYSICS REF NO: HRM 37/2015
Directorate: Radiation Oncology
(This is a Re-advertisement. Candidates who have applied previously are encouraged to apply)

SALARY : R864 177 per annum
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 certificate. Proof of registration with HPCSA as a Medical Physicist. M. Sc/Phd Medical Physicist with at least 7-10 years experience in clinical/medical physics. Good knowledge of IMRT and Stereotactic radiotherapy. Advanced knowledge of equipment and specifications. Previous research experience will be added advantage. Excellent communication skills. Good interpersonal skills. Excellent health record. Problem solving skills and initiative are very important. Experience in staff management and administration.

DUTIES : Overall management of the Medical Physics department. Responsible for management of the medical physics services and radiation safety programmes in Radiation Oncology, Nuclear Medicine and Radiology. Writing equipment specifications appropriate for service delivery objectives in Radiation Oncology, Radiology and Nuclear Medicine. Coordination, accreditation and Supervision of the Medical Physics academic education and internship training programme. Participation in Registrar and student radiation therapy teaching and research in line with the Department aims. Participation in SBAH management, equipment and maintenance committees. Responsible for the management of medical physics staffing including scheduling, recruitment, interviewing and performance management and appraisal.

ENQUIRIES : Professor R. Lakier Tel: 012 354 1184
APPLICATIONS : Applications can be hand delivered to Cnr. Malherbe and Steve Biko Road Main Entrance or posted to Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001. The completed and signed Z83 form should be accompanied by a recently updated CV as well as certified copies of all qualifications and ID document, no copies of certified copies allowed. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

CLOSING DATE : 11 September 2015

OTHER POSTS

POST 35/160 : ASSISTANT DIRECTOR-PHARMACEUTICAL SERVICES - REF NO: 07341
Directorate: Pharmaceutical Services

SALARY : R697 446 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Basic qualification (B Pharm) accredited with the South African Pharmacy Council (SAPC) that allows registration with SAPC as a Pharmacist. Candidate must have a minimum of 3 years appropriate experience after registration as a Pharmacist with the SAPC. Must be able to lead and manage Pharmaceutical Services to ensure a cost effective and efficient service. Candidate must have knowledge of Standard Treatment Guidelines and Essential Medicine List. Skills and competencies: Leadership, HR, Conflict management, Financial management, monitoring and evaluation, good interpersonal relations, communication, networking and information management, problem solving and decision making, presentation and training skills, computer literacy and a drivers licence.

DUTIES : Lead and manage Pharmaceutical Services in the institution ensuring a cost effective and efficient pharmaceutical service. Provide budget and expenditure management. Financial management and its reports e.g. ABC analysis, VEN analysis, budget commitment and disposal register. To facilitate the rationale use of medicines and conduct relevant medicine use evaluations in the institution. Oversee stock take and expired stock monitoring for the hospital. Provide expert advice and communicate to management on matters relating
to procurement, logistic and the use of medicine. Be an active member of budget, PTC, Quality assurance and Infection Control meetings. Update the Formulary and distribution thereof in the institution. Ensure provision of HR, labour relations, training and development of staff and performance management. Ensure quality Pharmaceutical Services in line with the National Core Standards and six Quality Ministerial Priorities.

**ENQUIRIES**

DR Kgomojoo A M Tel No: (016) 428-7000

**APPLICATIONS**

- Fully completed Z83, CV, certified copies of ID and qualifications not older than three months, must be submitted to: Kopanong Hospital, HR Office 2 Casino Road, Duncanville or Posted to P/bag X031, Vereeniging, 1930, or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

18 September 2015

**POST 35/161**

**ASSISTANT MANAGER NURSING (SPECIALTY UNIT) REF NO: 07345**

**Directorate: Primary Health Care**

**SALARY**

R 473 187 – R 532 566 per annum (plus benefits)

**CENTRE**

Ekurhuleni Health District (Ramokonopi CHC)

**REQUIREMENTS**

- Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 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( PHC & Advanced Midwifery). At least 3 years of the period referred above must be appropriate/recognizable experience at management level. Current proof of registration with SANC, valid driver’s license and computer skills. Competencies and knowledge should demonstrate an in depth understanding of project management, financial management, human resource management, computer literacy, quality assurance management as well as PHC Management policies and practices. Knowledge of norms and standards and quality assurance principles

**DUTIES**

- Coordinate, supervise and monitor all services in the facility. Ensure adherence to Batho Pele principles. Ensure accreditation of facilities to ideal clinic and national core standards. Develop operational plans and ensure implementation of policies and guidelines. Ensure availability and implementation. Monitor performance of facility HIS indicators against set targets. Develop quality improvement plans to address gaps. Ensure correct data management, appraisal and development of staff. Be able to utilize minimum resources optimally adhering to PFMA. Demonstrate effective communication with all relevant stakeholders, submit reports, and attend meetings. Form part of the sub-district management team and assist with the appraisal of Provincial staff in Local Government facilities. Perform any conflict management duties delegated by Supervisor. Oversee provincial personnel in Local Authority facilities in the surrounding area regarding to all issues pertaining to province. Able to work in multidisciplinary team. Perform all other duties delegated by Supervisor/Manager.

**ENQUIRIES**

Ms E. Mashigo Tel No: (011) 876 1814

**APPLICATIONS**

- Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager or apply online at: www.gautengonline.gov.za

**CLOSING DATE**

18 September 2015

**NOTE**

Please note this post is open to Public Service and Private Employees.

**POST 35/162**

**ASSISTANT MANAGER NURSING (SPECIALTY UNIT) REF NO: 07346**

**Directorate: Primary Health Care**

**SALARY**

R 473 187 – R 532 566 per annum (plus benefits)

**CENTRE**

Ekurhuleni Health District (Phola Park CHC)

**REQUIREMENTS**

- Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing as a Professional Nurse) plus a post basic nursing qualification with the duration of at least 1 year accredited with the SANC in terms of Government Notice R212 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( PHC & Advanced Midwifery). At least 3 years of the period referred above must be appropriate/recognizable experience at management level. Current proof of registration with SANC, valid driver’s license and computer skills. Competencies and knowledge should demonstrate an in depth understanding of project management, financial management, human resource management, computer literacy, quality assurance management as well as PHC Management policies and practices. Knowledge of norms and standards and quality assurance principles

- Coordinate, supervise and monitor all services in the facility. Ensure adherence to Batho Pele principles. Ensure accreditation of facilities to ideal clinic and national core standards. Develop operational plans and ensure implementation of policies and guidelines. Ensure availability and implementation. Monitor performance of facility HIS indicators against set targets. Develop quality improvement plans to address gaps. Ensure correct data management, appraisal and development of staff. Be able to utilize minimum resources optimally adhering to PFMA. Demonstrate effective communication with all relevant stakeholders, submit reports, and attend meetings. Form part of the sub-district management team and assist with the appraisal of Provincial staff in Local Government facilities. Perform any conflict management duties delegated by Supervisor. Oversee provincial personnel in Local Authority facilities in the surrounding area regarding to all issues pertaining to province. Able to work in multidisciplinary team. Perform all other duties delegated by Supervisor/Manager.
recognizable experience after obtaining the 1 year post basic qualification in
the relevant speciality (PHC & Advanced Midwifery). At least 3 years of the
period referred above must be appropriate/recognizable experience at
management level. Current proof of registration with SANC, valid driver’s
license and computer skills. Competencies and knowledge should
demonstrate an in depth understanding of project management, financial
management, human resource management, computer literacy, quality
assurance management as well as PHC Management policies and practices.
Knowledge of norms and standards and quality assurance principles.

DUTIES: Coordinate, supervise and monitor all services in the facility. Ensure
adherence to Batho Pele principles. Ensure accreditation of facilities to ideal
clinic and national core standards. Develop operational plans and ensure
implementation of policies and guidelines. Ensure availability and
implementation. Monitor performance of facility HIS indicators against set
targets. Develop quality improvement plans to address gaps. Ensure correct
data management, appraisal and development of staff. Be able to utilize
minimum resources optimally adhering to PFMA. Demonstrate effective
communication with all relevant stakeholders, submit reports, and attend
meetings. Form part of the sub-district management team and assist with the
appraisal of Provincial staff in Local Government facilities. Perform any
conflict management duties delegated by Supervisor. Oversee provincial
personnel in Local Authority facilities in the surrounding area regarding to all
issues pertaining to province. Able to work in multidisciplinary team. Perform
all other duties delegated by Supervisor/Manager.

ENQUIRIES: Ms E. Mashigo  Tel No: (011) 876 1814

APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other
means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag
X1005 Germiston 1400. Attention: Human Resource Manager or apply online
at: www.gautengonline.gov.za

CLOSING DATE: 18 September 2015

NOTE: Please note this post is open to Public Service and Private Employees.

POST 35/163: ASSISTANT MANAGER NURSING (SPECIALTY UNIT) REF NO: 07348
Directorate: Primary Health Care

SALARY: R 473 187 – R 532 566 per annum (plus benefits)
CENTRE: Ekurhuleni Health District (Esangweni CHC)
REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice
R425 (i.e. Diploma/ Degree in Nursing as a Professional Nurse) plus a post
basic nursing qualification with the duration of at least 1 year accredited with
the SANC in terms of Government Notice R212 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 (PHC & Advanced Midwifery). At least 3 years of the
period referred above must be appropriate/recognizable experience at
management level. Current proof of registration with SANC, valid driver’s
license and computer skills. Competencies and knowledge should
demonstrate an in depth understanding of project management, financial
management, human resource management, computer literacy, quality
assurance management as well as PHC Management policies and practices.
Knowledge of norms and standards and quality assurance principles.

DUTIES: Coordinate, supervise and monitor all services in the facility. Ensure
adherence to Batho Pele principles. Ensure accreditation of facilities to ideal
clinic and national core standards. Develop operational plans and ensure
implementation of policies and guidelines. Ensure availability and
implementation. Monitor performance of facility HIS indicators against set
targets. Develop quality improvement plans to address gaps. Ensure correct
data management, appraisal and development of staff. Be able to utilize
minimum resources optimally adhering to PFMA. Demonstrate effective
communication with all relevant stakeholders, submit reports, and attend
meetings. Form part of the sub-district management team and assist with the
appraisal of Provincial staff in Local Government facilities. Perform any
conflict management duties delegated by Supervisor. Oversee provincial
personnel in Local Authority facilities in the surrounding area regarding to all
issues pertaining to province. Able to work in multidisciplinary team. Perform
all other duties delegated by Supervisor/Manager.

ENQUIRIES: Ms E. Mashigo, Tel No: (011) 876 1814
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager or apply online at: www.gautengonline.gov.za

CLOSING DATE : 18 September 2015

NOTE : Please note this post is open to Public Service and Private Employees.

POST 35/164 : OPERATIONAL MANAGER–SPECIALTY (PAEDIATRICS) – REF NO: 07342
Directorate: Nursing

SALARY : R433 029 per annum (plus benefits)
CENTRE : Kopanong Hospital
REQUIREMENTS : Basic R425 qualification, i.e. (Diploma / degree in nursing that allows registration with the SANC as a Professional Nurse and Midwife. Nine or more years appropriate experience as a Nurse after registration with the SANC. Five years of the period referred to above must be appropriate/recognizable experience obtained after qualifying as a Specialty Nurse.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this will impact on service delivery. Supervising and ensuring the provision of an effective and efficient patient care. Maintain constructive working relationships with nursing and other stakeholders. Manage and monitor proper utilization of human, financial and physical resources. Compile and analyse statistics.

ENQUIRIES : Ms NG Nkutha Tel No: (016) 428-7130
APPLICATIONS : Fully completed Z83, CV, certified copies of ID and qualifications not older than three months must be submitted to: Kopanong Hospital, HR office. 2 Casino Road, Duncanville, Vereeniging or posted to P/bag X031, Vereeniging, 1930 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 18 September 2015

POST 35/165 : ASSISTANT MANAGER: NIGHT SUPERVISOR REF NO: 07206
Directorate: Nursing

SALARY : R433 029 – R501 996 per annum (all inclusive remuneration package)
CENTRE : Bheki Mlangeni District Hospital
REQUIREMENTS : Basic Diploma/ Degree accredited with the SANC in terms of R425 Equivalent or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum of 8 years appropriate/ Recognized experience in nursing after registration as a Professional Nurse with SANC. At least 3 years of the above must be appropriate recognizable experience in management level.

DUTIES : Overall supervision and management of the hospital during the night. Participate in the analysis, formulation and implementation of nursing guidelines, practices, Standards, Procedures and quality improvement Initiatives. Monitor and manage Human Resource in line with policy. Monitor and ensure proper utilization of financial resources. Develop Establish and maintain constructive relationships with all stakeholders, Inter-professional, inter-sectoral and multidisciplinary team. Able to analyze Problems. Monitor National Core Standards.

ENQUIRIES : Ms. G. Dhlamini (011) 241-5796
APPLICATIONS : Applications must be submitted on Z83 with CV, Certified copies of ID and qualifications. Applications should be submitted at Bheki Mlangeni District Hospital Entrance Gate or Apply on line at www.gautengonline.gov.za

CLOSING DATE : 18 September 2014

POST 35/166 : OPERATIONAL MANAGER GR.1 (NIGHT SUPER) REF NO: 07367
Directorate: Nursing

SALARY : R 341 835 per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital (Germiston)
REQUIREMENTS : Basic qualification accredited with the 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/recognizable experience in nursing after registering as professional nurse with SANC in general nursing. Two or more years' experience in as a unit supervisor, Critical decision making skills and exposure as a unit manager. Competencies Leadership, Management, Coordination and communication skills and Computer Literacy.
DUTIES: Supervise and manage the nursing activities. Draw operational plans and general duties. Co-ordinate clinical audits in the organization. Set standards for the unit and formulate unit policies. Put measures in place to comply with quality assurance standards as well as infection control. Comply with policies to maintain budget and fraud prevention. Plan unit staffing in proportion to daily patient care and nursing activities. Cost Centre management. Formulate training programmes of the unit. Leave management. Collate monthly HIS data OR Quality improvement, monthly audit in the unit. Ensure clinical updates and management.

ENQUIRIES: Mrs. Z. P. N. Mofokeng, Tel. No: (011) 089 8540

APPLICATIONS: Applications must be submitted on a Z83 form, certified copies of CV, ID AND Qualifications to be attached. Applications should be submitted to: Human Resource Department, Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400. or apply online at: www.gautengonline.gov.za. Failure to do so will lead to disqualification

CLOSING DATE: 18 September 2015

POST 34/167: ASSISTANT DIRECTOR (PATIENT AFFAIRS) REF NO: 07207

DIRECTORATE: Patient Affairs

SALARY: R288 135 per annum (plus benefits)

CENTRE: Bheki Mlangeni Hospital

REQUIREMENTS: Relevant Tertiary qualifications with 5-10 years’ experience or Grade 12 With more than 10 years in Patient Administration, understanding of hospital Administration will be an added advantage. Strong skills in Records management, Patient administration and support services. Good understanding of the PFMA, Labour Relations Act and other relevant Public Services Prescripts.

DUTIES: Be responsible for the overall management of the Hospital’s Administration services. Support core service with regard to record Management and Patient Administration Services. Improve Internal Control and systems to ensure continuous maintenance of the Institution. Assess Performance of staff on regular basis.

ENQUIRIES: Ms. R.S Mabyana, Tel No: (011) 241 -5818

APPLICATIONS: Applications must be filled on a z83 form accompanied by certified copies of certificates and id document. Applications may be submitted to Bheki Mlangeni Hospital, or post to Bheki Mlangeni Hospital, P.O.Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 18 September 2015

POST 35/168: EMPLOYEE ASSISTANCE PROGRAMME COORDINATOR REF NO: 07210

DIRECTORATE: Employee Wellness Programme

SALARY: R196 278 - R231 210 per annum (Non – OSD)

CENTRE: Bheki Mlangeni District Hospital

REQUIREMENTS: Tertiary qualifications with 0-2 years’ experience or Grade 12 with more than ten years’ experience in EAP programme. Minimum of 3 years’ experience in the field of Social work as a Social Worker with appropriate qualification that allows registration with the Relevant Body as a Social Worker. Knowledge and or experience in an integrated Employee Wellness model of delivery would be an added advantage. Computer literacy (Word, Excel, Access, Power point). Strong writing and computer skills. Good verbal and written communication skills - proficiency in English. Ability to work under pressure in a changing environment. Have ability to work well independently and in a team. Good interpersonal skills. Recommendations: An additional qualification in EAP is recommended. Registration with an EAP Professional Body such as EAP. Knowledge of Batho Pele Principles. Good time management skills.

DUTIES: Develop relevant protocols in line with National and Provincial policy. Ensure the rendering of Counseling and Debriefing services to Zola Jabulani Hospital employees. Implement programmes to manage Violence in the Workplace and Substance Abuse. The incumbent will be responsible for assisting with psychological assessments of staff when dealing with cases of incapacity and fitness to work management and assist in any Labour Relations cases as required. Assist in the implementation of the departments Healthy Lifestyle drive. Establish an EAP referral system. Ensure EAP Programme development, expansion and implementation and marketing of services. Plan and Budget for the all EAP programmes and services in the hospital. Identify training needs. Provide detailed reports ensuring quality control and confidentiality including
monthly Quarterly and annual reports to supervisor. Work together with other HIV/Occupational Health components to ensure employees remain healthy and productive. The incumbent will also be expected to be involved with Staff Satisfaction surveys. Must ensure promotion of health and well-being through occupational therapy services. The incumbent will represent the hospital at the monthly and quarterly Provincial meetings.

ENQUIRIES
APPLICATIONS: Ms. G. Ntsoane (011) 241-5876
APPLICATIONS: Applications must be submitted on Z83 with CV, Certified copies of ID and Qualifications. Applications should be submitted at Bheki Mlangeni District Hospital Entrance Gate or Apply on line a:t www.gautengonline.gov.za
CLOSING DATE: 18 September 2015
POST 35/169: CASE MANAGER PROFESSIONAL NURSE (GRADE 1) – REF NO: 07253
Directorate: Nursing
SALARY: R195 819 – R277 007 per annum (plus benefits)
CENTRE: Bheki Mlangeni District Hospital
REQUIREMENTS: Grade 12 with an appropriate diploma/ degree as Professional Nurse. 5 Years relevant experience in a clinical field. Knowledge of legal frameworks on: Health Act, PFMA Medical Schemes Act , PMDS regulations , RAF Act, UPFS, Administration Procedure Manual ICD 10 Coding and Procedure coding. Computer Literacy (Microsoft Office Suite, Ms Word, Ms Excel). Must be a driven, customer focuses individual with excellent planning, organizing, training, communication (verbal and written) and reporting skills. Must have good interpersonal relations and presentation skills. Decision making skills. Must be able to work under pressure.
DUTIES: Efficient and effective implementation of Case Management Standards of Practice, Policies, Protocols and Procedures in the hospital setting. Ensure that there is a process to manage financial risks for payment of care and protect patients from unnecessary costs. Procedure work of high quality standards by accurately checking work flow processes and tasks. Build relations with Funders 0, Patients and Multidisciplinary Health Care Team by facilitating, collaborating and coordinating client services to maximize positive outcomes. Ensure accuracy in terms of Prescribed Minimum Benefits, ICD 10 and procedure coding. Optimal, utilization of resources (Human, Financial, Physical and Material Resources). Contribute to the departments planning, budgeting and procurement processes. Monitoring and Evaluation of Patients accounts. Collect, analyze and interpret statistical data. Keep electronic and physical records. Submit monthly reports to management. Ensure compliance to Regulations, Prescripts and policies to the department.
ENQUIRIES
APPLICATIONS: Ms. G Dhlamini: (011) 241-5842
APPLICATIONS: Applications must be filled on a Z83 accompanied by certified copies of certificates and ID documents. Applications may be submitted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 18 September 2015
POST 35/170: ADMINISTRATIVE OFFICER REF NO: 07349
Directorate: Primary Health Care
SALARY: R196 278. – 231 210 per annum (plus benefits)
CENTRE: Ekurhuleni Health District (Esangweni CHC)
REQUIREMENTS: Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience as an administration clerk. National diploma/degree in administration with 3 years’ experience as an administration clerk. Minimum of three years’ experience as an Administration Clerk in the patient section. Must have knowledge in record keeping and filling. Good communication skills. Computer literacy. Driver’s license will be an advantage.
DUTIES: Perform administrative duties, filling of clients records. Planning and organizing operations of the junior administration clerks and data capturers. Ensure knowledge and management of waiting times. Ensure availability of stationary in the facility. Provide secretariat services in the facility. Assist with preparations and retrieval of booked clients’ files for facilitation of booking system. Ordering of stock and other consumables. Write memos, letters and any other documents as requested by Supervisor. Perform all other duties delegated by Supervisor/Manager.
ENQUIRIES
APPLICATIONS: Ms M.L Nhleko, Tel No: (011) 565 5160
APPLICATIONS: Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Gatlin Street Germiston 1400 or Private Bag
X1005 Germiston 1400. Attention: Human Resource Manager or apply online at: www.gautengonline.gov.za

CLOSED DATE : 18 September 2015

POST 35/171 : ADMINISTRATIVE OFFICER (TRANSPORT) REF NO: 07350
Directorate: Primary Health Care

SALARY : R196 278 – 231 210 per annum (plus benefits)
CENTRE : Ekurhuleni Health District (SSDR)
REQUIREMENTS : Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience as a transport officer. National diploma/degree in transport management with 3 years’ experience as a transport officer. Good interpersonal relations, computer literacy skills, verbal and written communication skills. Understanding of fleet management functions. A valid driver’s license is essential.
DUTIES : Responsible for control, inspection and allocation of vehicles daily. Give advises to staff regarding transport policy on handling of accidents, damages, hijacking and theft or loss of petrol cards. To check transactions/log sheets are correctly completed by users. Ensure that monthly, quarterly, and annual expenditure is completed. Ensure that vehicles are send in for maintenance on time. Workshop staff and new employees on the use of GG vehicles. Monitoring and capturing of log sheets on the electronic log sheets system. Negotiate with the government garage for the replacement of condemned vehicles. Monitor kilometers travelled versus petrol used. Identify abuse and recover from individuals. Responsible to compile daily program of drivers and give orders. Manage human resources. Perform all other duties delegated by Supervisor/Manager.

ENQUIRIES : Ms T.G Marumolo , Tel No: (011) 878 8540
APPLICATIONS : Applications to be sent to Ekurhuleni Health District, Hand Post and other means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager or apply online at: www.gautengonline.gov.za

CLOSED DATE : 18 September 2015

POST 35/172 : CHIEF ADMINISTRATION CLERK L7 REF NO: 07366
Directorate: Administration

SALARY : R 183 438 – R 216 084 per annum (plus benefits)
CENTRE : Bertha Gxowa Hospital
REQUIREMENTS : An appropriate three years Diploma or Degree Public Administration and Management with more than 2 Years’ experience in Patient Affairs or Grade 12 with 5-10 years’ experience in Patient Affairs. Computer Literacy (MS Word, MS Excel). Must have experience in Knowledge and understanding of PFMA, Treasury Regulations, Treasury Regulations and Administrative Procedure Manual. Good communication, Report writing and interpersonal skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to handle information confidentiality. Must be able to plan, organize and Coordinate the activities of the unit. Ability to work under pressure and to handle conflict.
DUTIES : Supervise Patient Administration personnel, i.e. ensuring that there is reduced waiting time, adequate patient data is collected, UPFS is implemented. Revenue Policies and Prescripts are adhered to. Take supervision role in Patient’s Record Management, Mortuary, Porters and Ward Clerks. Compile and submit monthly reports. Plan and control leave for staff. Manage down time occurrences in all patient registration points. Carry out Performance Management and Development System in areas of responsibility.

ENQUIRIES : Mr. MN Gumbi (011) 089 8585
APPLICATIONS : Applications to be sent for: Attention Ms. CC Molele, Bertha Gxowa Hospital, Private Bag x 1035, Germiston, 1400 or hand delivered to: Bertha Gxowa Hospital, Admin Block, Corner Angus and Joubert Street, Germiston or apply online at: www.gautengonline.gov.za

CLOSED DATE : 18 September 2015

POST 35/173 : FORENSIC PATHOLOGY OFFICER GRADE 2 REF NO: 07364
Directorate: Forensic Pathology Service

SALARY : R151 221 per annum (plus benefits) OSD level
CENTRE : Ga-Rankuwa - FPS

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REQUIREMENTS: Senior Certificate / Grade 12. A minimum of 3 years’ experience in the Medico-Legal field. Relevant qualifications in the Medico-Legal (health sciences) field will be an added advantage. Valid driver’s license minimum Code C1 with current Public Driver Permit. Advanced computer skills (MS Word, MS Excel, MS PowerPoint). Must be able to work with corpses (mutilated, decomposed, infected with infectious diseases). Must be able to work shift duties. Must be able to work on a supervisory level. Organizing and planning, communication, time management and inter-personal skills. Sufficient knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele

DUTIES: Efficient support to the manager with regard to the management of the facility. Supervision of fellow and junior staff members and performance management. Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased’s documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process (which includes evisceration, scribining and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports, including completion and administration of statements and documentation during and after the forensic pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES: Mr P Majoro, Tel No: (012) 700 9240
APPLICATIONS: Applications must be forwarded to Forensic Pathology Services, No. 28 Harrison Street, ground floor, reception area or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000. or apply online at: www.gautengonline.gov.za
CLOSING DATE: 18 September 2015
NOTE: NB: Applicants invited for interviews will be tested in terms of computer literacy (MS-Word, Excel & PowerPoint) and vehicle driving skills due to job inherent requirements of the post. Applicants who pass the interview phase will be subjected to: Medical screening to determine medical fitness due to the job inherent requirements and Security clearance check with the South African Police Service or other relevant State agencies.

POST 35/174: ADMINISTRATIVE CLERK REF NO: 07184
Directorate: Administration

SALARY: R 132 399 per annum (plus benefits) Level 5
CENTRE: Ga-Rankuwa Nursing College

REQUIREMENTS: Post Matric qualification i.e. a degree/diploma or certificate in Public Administration/Office Administration/Information Technology/Business Administration. One year experience in general office administration and services. Excellent communication skills (written and verbal). Knowledge of record keeping and document management. Knowledge of MS Office Suite. A drivers’ licence will be added advantage.


ENQUIRIES: Ms K R Lekgeu Tel. No: (012) 560-0448/50
APPLICATIONS: College Building or posted to Private Bag X830 Pretoria 0001 or apply online at: www.gautengonline.gov.za. The institution reserves the right not to fill this post.
CLOSING DATE: 11 September 2015
NOTE: All applications must be addressed to the Registrar, and should be placed in the application box situated at Security at the entrance to the Ga-rankuwa Nursing

POST 35/175: SECURITY OFFICER REF NO: 07335
Directorate: Logistics

SALARY: R 132 399 per annum (plus benefits)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: A senior certificate, Grade 12 or equivalent NQF 4 Certificate. Registration with PRSIRA. Successful completion of Security Officers Training Grade B. At
least 4 years’ experience in a security environment. Supervisory experience
will serve as a recommendation. Sound knowledge of security legislation such
as Criminal Procedures Act 1997 (Act 51of 1977), Control of Access to Public
Premises and vehicles Act 1985 (Act 53 of 1985) and Firearms Control of
2000. Good communication skills, interpersonal and problem solving skills.
Computer literacy. Must be prepared to work shifts, weekends and irregular
hours.

**DUTIES**

Provide supervision of security personnel. Ensure that all access and exit
control points are manned at all times. Inspect and complete security
registers. Organise all resources required by security personnel to perform
their duties. Draft a monthly security roster. Allocate duties to security
personnel. Compile monthly security shift allowance claims. Maintain staff
discipline in the unit. Check all security equipment. Manage and control the
development of security personnel. Handle staff grievances. Investigate and
report incidents of security breaches. Compile monthly incidents reports.
Provide support in admin to Chief Security Officer.

**ENQUIRIES**

Mr. T.M. Paledi, Tel. No: (011) 488 3071

**APPLICATIONS**

The Department of Health is committed to the achievement and maintenance
of diversity and equity employment, especially of race, gender and disability.
Application must be submitted on a Z83 form with a C.V, Certified copies of
I.D and Qualifications to be attached. Applications should be submitted at the
Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor,
Room 7 No 17 Jubilee Road, Parktown or apply online at:

www.gautengonline.gov.za

**CLOSING DATE**

18 September 2015

**POST 35/176**

ADMINISTRATION CLERKS 10 POSTS

**REF NO:** 07339

Directorate: Randfontein Sub District x (2) Mogale x (4) Westonaria x (4)

**SALARY**

R132 399 per annum (plus benefits)

**CENTRE**

West Rand Health District

**REQUIREMENTS**

Grade 12 or Equivalent qualifications, Computer Literacy, Communication
Skills, Conflict Management Skills, Ability to work under pressure.

**DUTIES**

Admission of patients, Proper records managements systems, management
of Queues. Recording of patients waiting times and proper direction of
patients. Ordering and safe keeping of stationery. Monitoring and recording of
facility assets. Capture information electronically and manually . File
documents properly. Retrieve files a per request. Coordinates logistical
arrangements for meetings and functions. Make copies and fax. Render
auxiliary services to supervisory and professional personnel. Do receptionist
functions. Updating of patients information and files

**ENQUIRIES**

Ms. MR Khojane (011 693 5270)-Randfontein

Ms. MN Mchunu (011 753 1506) – Westonaria

Ms. A Xaba/Mr. D Lekoba (011 953 6464)– Mogale

**APPLICATIONS**

Application must be submitted to: West Rand District, Cnr.Luipaard & Vlei
Street, Krugersdorp, 1740 Or Private Bag X2053, Krugersdorp, 1739 or apply
online at www.gautengonline.go.za

**CLOSING DATE**

18 September 2015

**NOTE**

People with disability are encouraged to apply

**POST 35/177**

DENTAL ASSISTANT

**REF NO:** 07338

Directorate: Oral Health Services

**SALARY**

R128 382 – 1467 84 per annum (Salary will be determined according to OSD)

**CENTRE**

West Rand Health District

**REQUIREMENTS**

Grade 12 certificate, Dental Assistant certificate and Current registration with
health professionals council of SA, Post qualification experience. Good writing
and communication skills will be a recommendation.

**DUTIES**

Assist in clinical operators in the rendering of Comprehensive dental
treatment. Apply infection control procedures at all times. Assist with the oral
health school children treatment programme. Complete patient records charts
including – charting during dental examination. Execute necessary
administration work and be willing to undertake relief duties when required to
do so anywhere in the district. Responsible for hygiene in the surgery.
Efficient assisting during various dental treatments. Developing X-Rays.
Maintenance of equipment. Oral health education to patients. Keeping the
internal stock control register up to date and performing SCM requisition
procedures.

**ENQUIRIES**

Dr. NN Mwangi, Tel No: (011) 953 1898/1897/1899
APPLICATIONS: Application must be submitted to: West Rand District, Cnr.Luipaard & Vlei Street, Krugersdorp, 1740 or Private Bag X2053, Krugersdorp, 1739 or apply online at www.gautengonline.go.za

CLOSING DATE: 18 September 2015

NOTE: People with disability are encouraged to apply.

POST 35/178: DENTAL ASSISTANT GRADE 1 REF NO: 07254
Directorate: Oral Health

SALARY: R128 382- R146 784 per annum (plus benefits)

CENTRE: Bheki Mlangeni District Hospital

REQUIREMENTS: Certificate in Dental Assisting, Grade 12 Certificates, Dental Assisting certificate. HPCSA, good communication, writing and interpersonal Skills.

DUTIES: Assist clinicians in the rendering of comprehensive Dental Treatment. Assist with Oral Health Programme. Apply and maintain an effective and efficient Infection Control services. Complete patients records charts, including charting during examination. Execute the necessary administration work and be willing to undertake relief duty when the need arises.

ENQUIRIES: Dr. F. Soraiya, Tel No: (011) 933-1055

APPLICATIONS: Applications must be filled on a Z83 accompanied by certified copies of certificates and ID documents. Applications may be submitted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 18 September 2015

POST 35/179: FORENSIC PATHOLOGY OFFICER GRADE I 2 POSTS REF NO: 07363
Directorate: Forensic Pathology Service

SALARY: R128 382 per annum (plus benefits) (OSD post level)

CENTRE: Ga-Rankuwa - FPS

REQUIREMENTS: Senior Certificate / Grade 12 (Related experience in the Medico-Legal field will be an added advantage). Relevant qualifications in the Medico-Legal (health sciences) field will be an added advantage. Valid driver’s license minimum Code C1 with current Public Driver Permit. Basic computer skills (MS Word). Willingness to work with corpses (mutilated, decomposed, infected with infectious diseases). Willingness to work shift duties. Organizing and planning, communication, time management and inter-personal skills. Basic knowledge regarding the Legislative Framework regulating Forensic Pathology Service. Commitment to the Principles of Batho Pele.

DUTIES: Effective and efficient recovery, storage and processing of bodies. Safe keeping of the deceased’s documents, evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process (which includes evisceration, scribbling and typing) in accordance with set standards and guidelines by assisting the Forensic Pathologists in autopsies. Management of exhibits, specimens, specimen statements and reports, including completion and administration of statements and documentation during and after the forensic pathology process. Maintenance of mortuary and equipment hygiene in terms of Occupational Health and Safety. Caring and kind interaction with bereaved families.

ENQUIRIES: Mr P Majoro Tel No: (012) 700 9240.

APPLICATIONS: Applications must be forwarded to Forensic Pathology Services, No. 28 Harrison Street,ground floor, reception area or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 18 September 2015

NOTE: NB: Applicants invited for interviews will be tested in terms of computer literacy (MS-Word, Excel & PowerPoint) and vehicle driving skills due to job inherent requirements of the post. Applicants who pass the interview phase will be subjected to: Medical screening to determine medical fitness due to the job inherent requirements and Security clearance check with the South African Police Service or other relevant State agencies.

POST 35/180: CLEANER SUPERVISOR REF NO: 07337
Directorate: Admin & Support

SALARY: R110 739 - R130 446 per annum (plus benefits)

CENTRE: Sizwe Tropical Disease Hospital
REQUIREMENTS: Grade 12 with at least five years experience in cleaning. Good Communication skills, interpersonal relations. Ability to work under pressure, independently and within time frames. Candidates should be prepared to work on weekends and public holidays.

DUTIES: Supervise cleaners, contract and evaluate cleaners as well as Monitoring absenteeism. Ensure that cleanliness protocol are Adhered to, sign cleaning checklist daily. Train cleaners Regarding chemicals and equipment. Attend meetings and give Feedback. Ensure compliance to infection control and quality Assurance.

ENQUIRIES: Ms. M. E Sekhaoeleo, Tel No: (011) 531 – 4311

APPLICATIONS: Applications can be delivered to: Sizwe TD Hospital, HR Dept. Modderfontein road, Sandringham or posted to: The HR Manager, Sizwe TD Hospital, Private Bag X2, Sandringham, 2131 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 18 September 2015

POST 35/181: DRIVER REF NO: 07336

Directorate: Logistics

SALARY: R110 739 per annum (plus benefits)

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Grade 10/12 with 2-5 years’ experience in driving. Be in possession of a valid driver’s licence Code 10 with valid PDP. Willing to renew PDP at own expenses. Knowledge and understanding of Customer Care (Batho Pele Principles). Excellent verbal and written communication skills and good interpersonal skills. Ability to work independently. Be able to work shifts and work under pressure. Be prepared to undergo drivers pre-testing exercise.

DUTIES: Transporting patients and staff to and from various destinations on a 24 hour basis. Transport the scarce skills categories whenever the need arises. Ensure that vehicles are properly maintained in terms of cleanliness. Do pre-trip inspection on daily basis. Update log sheet and submit petrol receipts on daily basis. Follow instructions as directed by head of department.

ENQUIRIES: Ms P Maruping, Tel. No: (011) 488 4948

APPLICATIONS: Application must be submitted on a Z83 form with a C.V, Certified copies of I.D and Qualifications to be attached. Applications should be submitted at the Charlotte Maxeke Johannesburg Academic Hospital, Admin Building first floor, Room 7 No 17 Jubilee Road, Parktown or apply online at: www.gautengonline.gov.za

CLOSING DATE: 18 September 2015

POST 35/182: CHIEF PORTER L4 REF NO: 07365

Directorate: Support

SALARY: R110 739 per annum (plus benefits)

CENTRE: Bertha Gxowa Hospital (Germiston)

REQUIREMENTS: Grade 12 with minimum 2 years’ experience as a team leader or Grade 10 with more than 5 years’ experience as a team leader. Knowledge of operating theatres, Mortuary, Portering, PMDS, Disciplinary code and procedure, Work Scheduling, Patients Safety, Report writing and ability to lead a big team.

DUTIES: Supervision, Allocating and evaluating of porters. Placing orders for uniforms and also ensure that all porters wear it. Placing orders electronically for new equipment and requesting repairs. Deal with other porters issues that need your attention. Mortuary issues are well maintained. Ensure appropriate management of equipment. i.e. Stretchers and recovery beds. Proper implementation and Compliance with HR Prescripts. Ensure that all employees under your supervision comply with HR Prescripts. Ensure that support services complies with the National Core Standard. The incumbent will work shifts (night and day).

ENQURIES: Mr. C.B. Msimango Tel. no. (011) 089 8630

APPLICATIONS: Applications to be sent for: Attention Ms. CC Molele, Bertha Gxowa Hospital, Private Bag x 1035, Germiston, 1400 or hand delivered to: Bertha Gxowa Hospital, Admin Block, Corner Angus and Joubert Street, Germiston or apply online at: www.gautengonline.gov.za

CLOSING DATE: 18 September 2015

NOTE: The application must be submitted on form Z83, obtainable from any Public Service Department or from website, which must be completed in full and certified copies of qualifications, ID and C.V should be attached. The specific
reference number of the post must be quoted; failure to comply with these instructions will disqualify applications from being processed. If you do not receive any response within 3 months, please accept that your application was not successful.

POST 35/183

HOUSEKEEPER - REF NO: 07319
Directorate: Support

SALARY : R81 207 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Grade 10/ABET L4 or equivalent. Must be able to provide and obtain information. Compile written notes/memos and reports. Must have leadership and delivery skills. Conflict management.
DUTIES : Oversee and monitor the functioning of all general assistants and household workers. Implement policies within the unit. Assist subordinates with administrative duties. Implement and encourage PMDS. Ensure a high standard of hygiene and safety in the work area. Attend to visitors.

ENQUIRIES : Mr. N.A. Seanego Tel. (011) 681 2075
APPLICATIONS : Quoting the relevant reference number, direct applications to The HR Manager-South Rand Hospital Private Bag X 1 ROSETTENVILLE 2130 or hand deliver at 1st Floor, Friars Hill Road, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 14 September 2015

POST 35/184

GROUNDSMAN REF NO: 07362
Directorate: Pretoria FPS

SALARY : R78 156 per annum (plus benefits)
CENTRE : Forensic Medical Service
REQUIREMENTS : ABET. No experience required (experience in grounds maintenance or an equivalent qualification will be added advantage). Ability to work in a team.
DUTIES : Maintaining the premises and the garden. Clean premises and surroundings. Empty dirt bins. Watering the garden, prune and trim flowers and trees, mow the grass, remove weeds and garden refuse. Apply insecticides; cultivate the soil for tree and flowers. Garden and municipal waste management on premises. Maintain gardening equipments and tools. Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Performing of other job-related duties and those that may be assigned by the manager from time to time.

ENQUIRIES : Mr L.A Sekhaolelo, Tel No: (012) 301 1700
APPLICATIONS : Applications must be forwarded or delivered to Forensic Pathology Service, 28 Harrison Street, ground floor, reception or can be posted to: PO BOX 7128, JOHANNESBURG, 2000, or apply online at: www.gautengonline.gov.za
CLOSING DATE : 18 September 2015

POST 35/185

CLEANER 10 POSTS - REF NO: 07320
Directorate: Support

SALARY : R70 716 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Grade 10/ABET/Basic Elementary Education. Numerical skills. Good verbal and written communication skills. Experience in cleaning in a health environment, be able to work under pressure. Knowledge of OHSA will be added advantage.
DUTIES : Perform cleaning services of a routine nature by utilizing a variety of aids. Be prepared to clean floors, washing windows and other cleaning functions. Moving furniture, collect waste boxes. Be prepared to rotate within the scope of work.

ENQUIRIES : Mr. N.A. Seanego Tel. (011) 681 2075
APPLICATIONS : Quoting the relevant reference number, direct applications to The HR Manager-South Rand Hospital Private Bag X 1 ROSETTENVILLE 2130 or hand deliver at 1st Floor, Friars Hill Road, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at: www.gautengonline.gov.za
CLOSING DATE : 14 September 2015
POST 35/186 : LINEN ASSISTANT 2 POSTS - REF NO: 07321
Directorate: Support

SALARY : R70 716 per annum (plus benefits)
CENTRE : South Rand Hospital
REQUIREMENTS : Grade 10/ABET/Basic Elementary Education. Must be able to read and write. Prepared to work under pressure. Must be able to work shifts (Night, weekend and public holidays)

DUTIES : Issuing and delivering of clean linen to relevant departments. Packing of linen in the shelves, controlling and monitoring stock in the linen stores. Collecting the dirty linen for washing, sorting out and counting of linen before sending for washing, making follow up on linen not receive back. Attend to queries and assist in the process of stock taking.

ENQUIRIES : Mr. N.A. Seanego Tel. (011) 681 2075
APPLICATIONS : Quoting the relevant reference number, direct applications to The HR Manager-South Rand Hospital Private Bag X 1 ROSETTENVILLE 2130 or hand deliver at 1st Floor, Friars Hill Road, HR Managers office NB! Attach certified copies of your qualifications, identity book, curriculum vitae, and z83 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 14 September 2015
It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference.

APPLICATIONS: To apply for the above position, please apply online at www.gautengonline.gov.za. Only online applications will be considered and for general enquiries please contact Human Resource on: 076 521 4118 OR 076 521 3914.

CLOSING DATE: 18 September 2015

NOTE: It is the Department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. 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 35/187: DEPUTY DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT

REF NO: 07353
Directorate: Supply Chain Management: Goods and Services

SALARY: R569 538 - R670 890 per annum (all inclusive package)
CENTRE: Johannesburg (Head Office)
REQUIREMENTS: A 3 year appropriate recognized Degree/ National Diploma in Supply Chain Management/ Logistics/ Cost and Management Accounting/ Business Management/ Strategic Source/ Purchasing Management plus 5 years’ experience in the Supply Chain Management of which 2 years must be at managerial level OR Grade 12 certificate plus more than 10 years’ experience in Supply Chain Management of which 2 years must be at managerial level. Experience in managing acquisitions and contracts will be an added advantage. A valid Driver’s License. COMPETENCIES: Knowledge of Public Sector Supply Chain Management Policies, Promotion of access to Information Act of 2000, National Archives Act of 1996, Public Service Regulations and other relevant Legislations. SKILLS: planning and organizing, verbal and written communication and computer literacy skills.

DUTIES: Managing the Directorate in terms of Acquisition of goods and services for internal clients and improving the turnaround times in acquisitions management. Manage tender box administration. Manage relationship between tender management and other process areas in Procurement. Provision of an internal procurement service in terms of running tenders, evaluating and recommending tenders for award to the BAC in accordance PPPFA, PFMA and all relevant SCM legislation. Approval of administrative documents in procurement within delegation. Assist end-users in drafting and preparing technical specifications, tender documents and designs. Project co-ordination, planning and ensuring that quality and safety measures are being adhered to as per the tender specification. Preparing award letters to successful bidders, contract documentation and having it signed. Arranging performance guarantees. Prepare and present good reports. Ensure proper record keeping. Controlling and generating all sites records. Prepare interim payment certificates for contractors. Managing Departmental internal processes to support contract/project success. Liaison with Clients Department. Manage staff performance and development. Compile monthly and quarterly reports. Approval of contracts on SAP system.

ENQUIRIES: Ms Shatadi Mahlangu: (011) 355 5157

POST 35/188: ASSISTANT DIRECTOR: TENDER ADMINISTRATION AND VETTING

REF NO: 07355
Directorate: Supply Chain Management: Construction Procurement (Education)

This is re-advertisement, candidates who applied before are encouraged to re-apply as previous applications will not be considered.

SALARY: R289 761 - R341 313 per annum (plus benefits)
CENTRE: Johannesburg (Head Office)
REQUIREMENTS: A 3 year appropriate recognized Degree/ National Diploma in Supply Chain Management/ Logistics/ Cost and Management Accounting/ Business Management/ Strategic Source/ Purchasing Management. A minimum of 3 years’ experience in the Tender Administration environment of which 2 years must be at supervisory level. A valid Driver’s License. COMPETENCIES: Knowledge Public Sector Supply Chain Management Policies, Promotion of access to Information Act of 2000, National Archives Act of 1996, Public Service Regulations and other relevant Legislations. SKILLS: planning and organizing, verbal and written communication and computer literacy skills.

DUTIES: Advertise tenders and provide dedicated, clearly marked tender boxes. Assist to prepare presentations for tender clarification meetings. Ensure proper receipts and opening of tender proposals and/or Expressions of Interest. Review, schedule vetting processes and reporting. Validate information on Supplier Database. Vetting of Public Servants that work in SCM, Infrastructure/ Property Professionals in GDID and any SCM committee. Allocate tenders and/or expressions of interest for responsiveness testing and monitor that the test is correctly implemented. Ensure proper document management system is in place. Managing staff performance and Development. Proper record keeping.

ENQUIRIES: Ms Tina Majozo: (011) 355 5157

PROVINCIAL TREASURY

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

APPLICATIONS: Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X 12, Marshalltown, 2107

CLOSING DATE: 11 September 2015

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 six months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract. 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. 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 implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools’.

OTHER POST

POST 35/189: PRACTITIONER: HR PLANNING AND OD (ERRATUM)
Directorate: Corporate Services

SALARY: R 196 278 per annum, (plus benefits)

CENTRE: Johannesburg

REQUIREMENTS: Relevant 3 year qualification related to the job Content (not lower than NQF 6) 1-2 years’ experience in HR Administration or HR Planning and Organizational environment. Experience in preparing and analyzing data and use of MS Excel is critical. The candidates must have the ability to conduct workplace planning
| **DUTIES** | Manage the development of HR strategies, Manage HR information and knowledge, Monitor and evaluate the implementation of HR strategies, Co-ordinate organisational design and development, Manage the provision and allocation of posts, Co-ordinate human resource information system. Prepare and submit various report in Excel format. Co-ordinate job evaluation process. |
| **ENQUIRIES** | Ms Phindile Ngwenya Tel: No: (011) 227 9000 |
NOTES: 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.

MANAGEMENT ECHELON

POST 35/190 : MEDICAL SPECIALIST IALCH REF NO: MEDESPECOPHTHAL/1/2015
Department: Ophthalmology

SALARY : Grade 1: Medical Specialist R859 086 per annum all inclusive salary package (excluding commuted overtime) Experience: Not applicable
Grade 2: Medical Specialist R982 263 per annum all inclusive salary package (excluding commuted overtime) Experience: 5 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Ophthalmology)
Grade 3: Medical Specialist R1 139 958 per annum all inclusive salary package (excluding commuted overtime). Experience: 10 years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist in a normal speciality (Ophthalmology)

REQUIREMENTS: Tertiary Qualification in an appropriate Health Science. Applicants must be currently registered as a Specialist Ophthalmologist with the Health Professions Council of South Africa. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. KNOWLEDGE SKILLS, TRAINING AND COMPETENCIES REQUIRED: Broad knowledge of working in an Ophthalmology Department. Good communication and supervisory skills. Appropriate specialist procedures and protocol within the field of expertise. Assessment, diagnosis and management of patients within field of expertise. HR management skills. Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships. Knowledge of and competence in paediatric ophthalmology or retina (medical and surgical) will be an advantage.

DUTIES: Manage designated areas of responsibility of the ophthalmology department. Conduct general ophthalmology clinics and perform ophthalmic surgery. Supervision of post graduate and undergraduate training Participate in the academic programme & perform research of the Department Ophthalmology, NELSON R MANDELA Medical School.

ENQUIRIES: Dr Linda Visser, Dept of Ophthalmology Tel: 031-2604341
APPLICATIONS: All applications must be addressed to the Human Resources Manager and should be placed in the application box situated at Security, at the entrance to the Management Building at IALCH, or posted to Private Bag X93 Mayville 4058.

CLOSING DATE: 18 September 2015
OTHER POSTS

POST 35/191 : HEAD OF DEPARTMENT (OPHTHALMOLOGY CLINICAL NURSING) REF NO: ENC 99/2015

SALARY : R446 031 – R 517 065 per annum, Plus 13th Cheque, 8% Inhospitable Area Allowance, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Edendale Nursing College

REQUIREMENTS : Senior Certificate/Matric/Grade 12, 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, Community Nurse and registration as a Midwife/Accoucher. Post Basic qualification in Nursing Education registered with the SANC. A minimum of nine (9) years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council of which five (5) years must be appropriate/recognizable experience in Nursing Education. Post Registration qualification in Nursing Administration or Health Service Management. A certificate of service endorsed by Human Resource Department must be attached. In depth knowledge of Ophthalmology Clinical Nursing Science and Primary Eye Care including Priority Programmes. Possess knowledge of relevant legislation, Acts, Prescripts and Policy Frameworks within the areas of operation. Have excellent communication skills (written and verbal) and presentation skills. In depth knowledge of nursing education programs, Curriculum Innovations and Current Issues in Nursing Education Training and Practice. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound Conflict Management and decision making/problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial, interpersonal and leadership skills. Recommendations: Unendorsed valid driver’s License (Code EB), Computer Literacy

DUTIES : Coordinate provision of education and training of student nurses. Manage clinical learning exposure to students between campus and clinical learning areas. Collaborate with other stake holders and build a sound relationship within the department. Supervise staff within the Ophthalmology Nursing Science Department. Overseer supervision and clinical facilitation of students. Develop and ensure implementation of quality improvement programs. Implement Performance Management and Development systems (PMDS). Maintain all teaching records and relevant clinical records and reports of learners. Participate in the Management of the Campus as a Subject Head

ENQUIRIES : Mrs. N.C. Majola (033) 395 4691

APPLICATIONS : All applications to be posted to: The Human Resource Manager, Edendale Hospital, Private Bag X 509, Plessislaer, 3216

CLOSING DATE : 23 September 2015

POST 35/192 : PND LECTURER SPECIALISED NURSE GRADE 1/2 REF NO. ENC 100/2015 03 POSTS

SALARY : Grade 1 - R 294 861 – R 341 835 per annum
Grade 2 - R 362 655 – R 473 187 per annum, PLUS 13th Cheque, 8% Inhospitable Area Allowance, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Edendale Nursing College

REQUIREMENTS : Senior Certificate/Grade 12 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 and registration as a Midwife/Accoucher, Community and Psychiatry Nursing Science. Post Basic qualification in Nursing Education registered with the S.A.N.C. R212 Trauma Care/Ophthalmology/Advanced Midwifery and Neonatal Nursing Science/Primary Health Care RECOMMENDATIONS: Unendorsed valid driver’s License (Code EB), Computer Literacy
GRADE 1: A minimum of four (04) years appropriate/recognizable nursing experience after registration as a Professional Nurse with the South African Nursing Council – PND 1
GRADE 2: A minimum of fourteen years (14) experience after registration as a Professional Nurse with the South African Nursing Council as a Professional Nurse; ten (10) years of that period must be recognizable experience in
Nursing Education – PN D2. A certificate of service endorsed by Human Resource Department must be attached. Possess knowledge of relevant Legislations, Prescripts and Policy Framework regarding the area of operation. Have in-depth knowledge of procedure related to Nursing and Nursing Education. Possess sound knowledge of nursing education approaches. Have research and analytic thinking. Have problem-solving skills. Have effective interpersonal skills. Curriculum planning and development. Good research and analytical skills.

**DUTIES**

Administer and facilitate nurse education and training. Develop training curricula and prepare training material. Work as a team. Prepare course material for learners for the duration of training. Liaise with clinical personnel re-learning opportunities; and continuing professional development. Monitor learners’ performance and provide academic reinforcement opportunities. Implement creative and innovative teaching strategies to stimulate learning. Ensure efficient documentation of all aspects of learners’ training. Provide opportunities for learners’ support. Implement quality assurance policies with relevance to nursing education.

**ENQUIRIES**

Mrs. N.C. Majola (033) 395 4691

**APPLICATIONS**

All applications to be posted to: The Human Resource Manager, Edendale Hospital, Private Bag X 509, Plessislaer, 3216

**CLOSING DATE**

23 September 2015

**POST 35/193**

**SPEECH THERAPIST: AUDIOLOGIST (GRADE 1) REF NO: AUDIO/1/2015**

Department: Speech Therapy and Audiology

**SALARY**

- **Grade 1 R243 513 pa, Plus 13th Cheque, Medical Aid – Optional & Housing Allowance:** Employee must meet prescribed requirements. No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Speech and Hearing Therapist or Communication Pathologist: Audiologist in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Speech and Hearing Therapist or Communication Pathology: Audiologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
- **Grade 2: R286 848 pa Plus 13th Cheque, Medical Aid optional and Housing Allowance:** Employee must meet prescribed requirements. Minimum of 10 years relevant experience after registration with the HPCSA as a Speech and Hearing Therapist or Communication Pathology: Audiologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA as a Speech and Hearing Therapist or Communication Pathology: Audiologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.
- **Grade 3: R337 902 pa Plus 13th Cheque, Medical Aid optional and Housing Allowance:** Employee must meet prescribed requirements Minimum of 20 years relevant experience after registration with the HPCSA as a Speech and Hearing Therapist or Communication Pathology: Audiologist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a Speech and Hearing Therapist or Communication Pathology: Audiologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.

**CENTRE REQUIREMENTS**

- Inkosi Albert Luthuli Central Hospital (IALCH)
- Bachelor’s degree in Speech and Hearing Therapy or a Bachelor’s degree in Communication Pathology: Audiology. Registration Certificate with HPCSA and Proof of current registration. At least one year work experience in Audiology, after completion of the Community Service year. KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED: Application of theoretical knowledge of assessment and treatment procedures in the field of Audiology, for different communication pathologies as applicable to the level of care rendered at Inkosi Albert Luthuli Central hospital. Exposure to, and ability to work within specialised units e.g. Paediatric Neurology, High care wards, ICU’s (incl NICU). Ability to assess and differentially diagnose Paediatric and Adult patients via various electro physiologic methods. Ability to assess and manage patients with Vestibular disorders. Ability to assess and monitor patients in on going chronic Programmes (e.g. in the Renal or Oncology units i.e. Ototoxicity monitoring programmes) Sound knowledge of policies, protocols and procedures as is applicable to the profession and the
hospital. Good verbal and written communication skills. Computer literacy essential. Good interpersonal, decision-making and problem solving abilities.

**DUTIES**
To ensure effective and efficient management of all persons with communication pathologies referred to the Audiology department. To manage clients within a multi-disciplinary team framework. To manage and provide a high quality Audiology service in accordance with Batho Pele principles. To ensure that safe and effective policies and procedures are in place and fully implemented. To build capacity and engage in skills transfer to other personnel. To promote the profession of Speech Therapy and Audiology whenever possible. To engage in effective communication and interaction between departments, personnel, and other service providers.

**ENQUIRIES**
Rasheena Dooki Tel No: 031 2401052

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

**CLOSING DATE**
18 September 2015

**POST 35/194**
**RADIOGRAPHER REF NO: RADIOONCO/2/2015**
Department: Radiation Oncology
NB: this is the re-advert, it was advertised of advert previously advertised. applicants who applied before, can re apply

**SALARY**
Grade 1 R243 513 per annum, Plus 13th cheque, Medical Aid - Optional & Housing Allowance: Employee must meet prescribed requirements No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service. Current Community Service workers can apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa as Radiographer.

Grade 2: R286 848 pa Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements. Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 11 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

Grade 3: R337 902.pa Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements Minimum 20 years relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

**CENTRE**
Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS**
Diploma or Bachelor degree in Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. A minimum of one year clinical experience in Radiotherapy will be an advantage. KNOWLEDGE, SKILLS, TRAINING AND COMPETENCE REQUIRED: Knowledge of radiotherapy standard techniques, dose protocols, equipment and accessories associated with relevant techniques and including specialised techniques. Knowledge of basic quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. Anatomy vs. tumor treatment vs. effects on physiology care patterns for patients. Taking and evaluating of Portal images/Check films C.T. scans and MRI scans for treatment planning purposes. Radiotherapy planning. Good interpersonal skills and basic supervisory skills and the ability to perform effectively in a team. Knowledge of Basic patient care.

**DUTIES**
Undertake all basic radiation planning and treatment preparation including the tumor localisation, graphic planning, radiation dose calculation and the necessary data preparation needed for treatment accessory construction. Undertake Brachytherapy treatment procedure. Liase with the Physicist,
Oncologist, Oncology nurses and the patient. Safely operate, and care and construct accessories and immobilization devices used in the planning and treatment of the patient. Ensure that all record keeping of radiation treatment planning and delivery is accurately delivered. Provide an overtime support when needed.

ENQUIRIES: B. Rasool: 013 2401856/1839
APPLICATIONS: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03 Mayville 4058.
CLOSING DATE: 18 September 2015

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: As stipulated below each advertisement
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), identity document as well as valid driver’s licence (where a driver’s licence is a requirement). 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. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged and applicants who have not received 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. 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 the post(s).

OTHER POSTS
POST 35/195: DEPUTY MANAGER: CONFLICT MEDIATION AND RESOLUTION: REF NO: P 54/2015
Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY: R 674 979 per annum (all inclusive flexible remuneration package)
CENTRE: Public Transport Monitoring and Compliance: Pietermaritzburg
REQUIREMENTS: A relevant Bachelor’s Degree/ 3 years National Diploma (NQF Level 6); plus A minimum of 3 years’ Supervisory/ Management experience; plus A minimum of 3 years’ experience in Public Transport and/or conflict mediation environment will be an added advantage; plus Possession of a valid driver’s licence (minimum Code B). Knowledge of the Public Transport Legislation and Prescripts i.e. NLTA 5 of 2009. Knowledge of Public Service Legislation. Mediation and facilitation skills. Communication (verbal and written) and presentation skills. Problem solving and decision making skills. Leadership skills. Computer literacy. The ideal candidate should be impartiality, dependable, reliable and honest. He/she should be innovative, creative, ability to critically analyse information and team player.
DUTIES: Mediate and manage conflict situations within Public Transport. Provide strategic information on a periodic basis to Senior Management for consideration and decision making. Ensure that safety and security of Public
Transport users, Public Transport providers and the Public in general. Liaise with the taxi industry, bus industry, freight industry, law enforcement, municipalities and other provinces on matters related to land transport. Investigate matters referred to the PRE for investigation.

ENQUIRIES: Mr S Ntuli 033 – 341 9500
FOR ATTENTION: Mr C McDougall
CLOSING DATE: 18 September 2015
NOTE: It is the intention of this Department to consider equity targets when filling this position. Short-listed candidate may be required to undergo a competency-based assessment. The successful candidate will be required to enter into a Performance Agreement.

POST 35/196: ASSISTANT MANAGER: PROVINCIAL TRANSPORT MANAGEMENT REF NO: P 58/2015

SALARY: R289 761 per annum
CENTRE: Motor Transport Services: Pietermaritzburg
REQUIREMENTS: A Degree / National Diploma in Fleet Management (NQF Level 6); plus A minimum of 3 years’ supervisory experience in Fleet Management environment; plus A valid driver’s licence (minimum Code B). Thorough knowledge of Procurement legislation, Asset Management framework, Fleet Management principles and industry norms. Knowledge of labour legislation and agreements. Knowledge of Human Resource prescripts within the Public Service. General of tax legislation. Thorough knowledge of legislative framework regulating the employer and employee relationships. Above average knowledge of the PFMA. In-depth knowledge of Contract Management. Computer literacy. Good communication skills (verbal and written). Ability to use legislation and industry norms to develop guideline policy relating to fleet management. Ability to compile meaningful reports. Interpretation and application of legislation and procedures. Analytical and innovative approach to tasks. Interpersonal relations skills. Good human relation skills. The ideal candidate should be assertiveness and self-confidence in dealing with peers, be able to manage time effectively and meet deadlines and work under pressure. He/she should also be able to work in a team and individually.

DUTIES: Facilitate the development of Fleet Management Policy Guidelines for, inter alia, Pool Vehicles, Sub Vehicles and Political Office Bearers. Represent the Province at National and Provincial forums, and ensure affective implementation of National Contracts, Policy and Procedures, by User Departments. Monitor/manage the risks associated with the National and Provincial Fleet Management Contracts and Provincial vehicle usage, keeping User Departments informed of problem areas. Facilitate working group meetings and training sessions with user Departments and Service Providers. Deal with high level correspondence regarding Provincial Fleet Management. Manage the Provincial Transport Management Section including direct supervision of staff and therefore affective Human Resources Management.

ENQUIRIES: Mr R Abramson 033 – 3951800
FOR ATTENTION: Ms E Louwrens
CLOSING DATE: 25 September 2015
NOTE: It is the intention of this Department to consider equity targets when filling this position. The successful candidate will be required to enter into a Performance Agreement.
ANNEXURE Y

PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF HEALTH

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

APPLICATIONS
Please forward all applications, clearly stating the post for which you are applying, Private Bag X5021, Kimberley, 8300 or hand-deliver to Kimberley Hospital Complex, Administration Building, Security Entrance, Kimberley.

FOR ATTENTION
Ms F.P Ntsiko the Human Resource Manager, Kimberley Hospital Complex

CLOSING DATE
18 September 2015 @ 16:00

NOTE
Applications must be submitted on form Z83 obtainable from any Public Service Department which must be originally signed, dated by the applicant and accompanied by a comprehensive recently updated CV (including three contactable references) and certified copies of original educational qualifications certificates, drivers licence (where applicable), ID document and proof of citizenship if not an SA citizen. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and the Department of Higher Education (where applicable). All applications, including those submitted via registered mail must reach the department before 16:00hrs on the day of the closing date. Incomplete applications, faxed applications, emailed applications or applications received after the closing date will be disqualified. Separate Z83 forms and accompanying CVs must be completed for each post and candidates must quote the relevant reference number of each post and the name of the relevant publication in which the advert appeared. 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, qualification verification, criminal records, credit records and previous employment. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged and applicants who have not received a response from the Department within three (3) months from the closing date of this advertisement must accept that their applications were unsuccessful. The department reserves the right not to fill the post.

MANAGEMENT ECHELON

POST 35/197
HEAD OF CLINICAL UNIT X 6 POSTS

SALARY
R1 342 803.00 per annum (inclusive package) per annum (Please provide service records as proof of experience if possible)

CENTRE
Kimberley Hospital Complex Ref No: Health /KHC/1504: Anaesthesiology
Ref No: Health /KHC/1505: Ear Nose and Throat Surgery
Ref No: Health /KHC/1506: Internal Medicine
Ref No: Health /KHC/1507: Neuro Surgery
Ref No: Health /KHC/1508: Obstetrics and Gynaecology
Ref No: Health /KHC/1509: Radiology

REQUIREMENTS
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 in a recognized Sub – Specialty. Management experience will serve as an advantage. (It may be expected of the successful candidates to participate in a system of remunerated commuted overtime). COMPETENCIES:
(knowledge and skills): Sound knowledge of Human Resource Management, Information management and quality assurance programmes. Knowledge of current Health policies including Medical Ethics and evidence-based medical practice including epidemiology and statistics. Ability to design and supervise research. Good communication, leadership, decision making and clinical skills. The successful candidate will have to work compulsory overtime on top of the normal 40 working hours per week. Compulsory over time hours and remuneration as per agreement upon appointment will be discussed.

DUTIES
Render comprehensive, quality care to patients. Effective management service with regard to Administrative functions. Optimally supervise, instruct and train junior personnel, including Registrars. Render outreach and support service to other levels of care in our drainage areas. Participate in academic activities at under graduate and post graduate levels as required, including outside the Department. Participate in continuous medical education, as required by the Health Professional Council of South Africa.

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ENQUIRIES
Dr S Joubert Tel No. 053-8022147

NOTE
NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview.
ANNEXURE Z

PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER

APPLICATIONS: Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735, or hand delivered to Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

CLOSING DATE: 11 September 2015

NOTE: The Office of the Premier 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. People with disabilities who meet the requirements are encouraged to apply. Note: Applications must be accompanied by Z83, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with 3 contactable referees. Failure to submit the requested documents will result in your application not being considered. Late, faxed and e-mailed applications will not be considered. Qualifications will be verified. The successful candidates for the above positions will be required to undergo security screening. Candidates It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority.

OTHER POST

POST 35/198: ASSISTANT DIRECTOR (PA TO DIRECTOR-GENERAL) REF NO: K25420

SALARY: R289 761 per annum

CENTRE: Mmabatho

REQUIREMENTS: Three year Degree/ National Diploma in Administration or equivalent qualification. Three years relevant experience. Working knowledge of the functioning of the three spheres of Government. Knowledge and understanding of Public Service Policies and Procedures. Competencies: Communication, Writing, good personal relations, sound organizational and managerial skills. Computer literate, Ability to act with tact and discretion. Willingness to work extended hours. Ability to work under pressure.

DUTIES: Provide administrative support to the office of the Director-General. Provide secretarial services to the Director-General’s meetings. Co-ordinate submissions and agenda items for meetings. Manage the Director-General’s Schedule/ Itinerary. Arrange Director-General’s meetings. Ensure effective and professional liaison within the Office of the Premier, Clients Departments and stakeholders. Strict management of correspondence to and from the Director-General’s office. Ensure follow-ups on tasks assigned to managers. Monitor the Director-General’s task list.

ENQUIRIES: Mr. M Tselangoe, tel. (018) 388-4276

AMENDMENTS: Please note amendments to the following posts, previously advertised on 16 and 17 August 2015: Deputy Director-General: Administration (Ref. K25367/1) Deputy Director-General: Policy Research Planning and Monitoring and Evaluation (Ref. K25367/2) The qualification required for the above two posts is a Bachelor’s degree in Management/Public Administration. A Master’s degree will be an added advantage. Government Information Technology Officer (GITO) (Ref. K25367/4) The duties of this post are provincially focused. We apologise for any inconvenience caused.
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.

MANAGEMENT ECHelon

POST 35/199 : MANAGER: MEDICAL SERVICES GRADE 1
(Chief Directorate: Metro District Health Services)

SALARY : R 911 796 per annum. (A portion of the package can be structured according to the individual's personal needs). It will be expected of the successful candidate to participate in a system of remunerated commuted overtime.

CENTRE : Eerste River Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3 years’ experience after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness and skills to do after-hour clinical work. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Strong business orientation with proven skills and abilities in the clinical management of a health service and appropriate experience of managing clinical services. Proven management competencies specific to a health-care environment. Computer literacy (i.e. MS Word, Excel, PowerPoint, Internet and e-mail). Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Strategic and operational management of all clinical service areas and clinical support services (including pharmaceutical, radiology and health service therapeutics). Ensure clinical services comply with professional laws of the country and compatible with acceptable clinical practices. Set up systems to manage quality assurance in Eerste River Hospital to support patient centered experience and compliance to national core standards. Provide operational support to office of the Sub-structure Director by effective and efficient use of allocated resources and supporting functional business units of the clinical departments and clinical support services. Liaise with appropriate district health services and tertiary referral services. Render clinical support services in- and after hours when necessary.

ENQUIRIES : Dr G Perez, tel.no. (021) 483-2518
APPLICATIONS : The Chief Director: Metro District Health Services, 8 Riebeek Street, 2nd Floor, Cape Town, 8000.
FOR ATTENTION : Ms R Williams
CLOSING DATE : 18 September 2015

OTHER POSTS

POST 35/200 : QUALITY ASSURANCE MANAGER
(Chief Directorate: Metro District Health Services)

SALARY : R 361 659 per annum
CENTRE : Khayelitsha/Eastern Sub-structure Office
REQUIREMENTS : Minimum educational qualification: A Health related qualification registrable with a South African Statutory Health Professions Council. Experience: Extensive experience in health science practice and health services management. Inherent requirement of the job: A valid (Code B/EB) driver’s licence.Competencies (knowledge/skills): Managerial, leadership, Project Management skills and innovative problem-solving skills. Sound knowledge and/or experience in Quality Assurance and Improvement, Risk Management, Infection, Prevention and Control and consumer satisfaction. Good verbal and written communication skills in at least two of the three official languages of the Western Cape and ability to capture interpret and compile reports using
(MS Word, Excel, and PowerPoint). Analytical, strategic thinking and ability to function independently. Note: No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: Effective co-ordination, management, control, monitoring and evaluation of Quality Assurance, Risk Management, OHS and ICP Programmes. Formulate policies and strategies for quality improvement and drive the implementation thereof. Provision of technical support to facilities with the implementation of the National Core Standards to achieve compliance with the standards. Monitor consumer satisfaction and assist facilities with improving the patient centred experience. Collect and analyse data and provide technical reports for internal and external stakeholders. Provide support to Substructure and Facility Staff.

**ENQUIRIES**

Ms C Steyn tel.no. (021)360-4713

**APPLICATIONS**

the Director: Khayelitsha Eastern Substructure Office, c/o Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.

**FOR ATTENTION**

Ms Z Willie

**CLOSING DATE**

18 September 2015

**POST 35/201**

ASSISTANT DIRECTOR: HEALTH SUPPORT (HIV TREATMENT CLINICAL GOVERNANCE COORDINATOR)

Directorate: HIV/AIDS Treatment (STI and TB Programmes)

**SALARY**

R289 761 per annum

**CENTRE**

(Head Office, Cape Town)

**REQUIREMENTS**

Minimum educational qualification: Appropriate health-related qualification (degree/diploma) that is registrable with the South African Nursing Council (SANC). Experience: Appropriate experience in the HIV/AIDS/STI and TB Programmes and/or other health programmes. Inherent requirements of the job: Valid driver’s licence (Code B/EB) and willingness to travel within the Province as necessary. Willingness to work after hours, should it be required. Competencies (knowledge/skills): Previous experience in the HIV/AIDS/STI and TB Programmes and/or other health programmes. Understanding of the District Health System, Primary Health Care Services, Comprehensive Service Plan, Health Care Plan 2030 and the DOH Management Accountability Framework. Proficiency (verbal and written) in at least two of the three official languages of the Western Cape and report writing skills. Basic computer literacy (MS Word, Excel and PowerPoint). Note: No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: Manage, coordinate and provide technical detail/clinical work support to the HIV Treatment Programme and responsible for Clinical policy implementation as it relates to HAST. Responsible for all Clinical Tasks/Quality Assurance/Infection Control/ Technical program support. Participate in audits: HAST; Chronic Diseases and clinical governance audits. Support linkage to care; retention in care projects and the chronic club system for HAST while compiling, presenting and interpreting statistical data, on the progress of these projects. Conduct training on clinical stationery and ART guidelines. Provide input into PACK guidelines; ART guidelines; IMCI guidelines, EDL; Protocols/SOP specific to the HIV Treatment programme.

**ENQUIRIES**

Ms N Peton, tel. no. (021) 483-3116

**APPLICATIONS**

The Director: Peoples Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION**

Ms C Versfeld

**CLOSING DATE**

18 September 2015

**POST 35/202**

ASSISTANT DIRECTOR: HEALTH SUPPORT (NEONATAL HEALTH)

Directorate: Health Programmes

**SALARY**

R 289 761 per annum (Salary Negotiable)

**CENTRE**

(Norton Rose House, Cape Town)

**REQUIREMENTS**

Minimum educational qualification: An appropriate health related Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or with the South African Nursing Council (SANC). Experience: Appropriate experience in Health Sciences and Health Service Management. Inherent requirement of the job: Valid driver’s licence (Code B/EB). Competencies (knowledge/skills): Sound verbal and written communication skills in at least two of the three official languages of the Western Cape. Ability and willingness to work flexibly as part of a team. Knowledge of project

**DUTIES**
Key result areas/outputs: Facilitate the development of policies, guidelines, protocols, SOP’s and monitoring tools in Neonatal Health Care. Monitor and evaluate service delivery performance to determine efficacy of the implementation of the above policies, guidelines and protocols. Maintain the Perinatal Problem Identification Programme (PPIP) and Child PIP Programme. Provide support to relevant institutions and districts offices regarding Neonatal Health Care; PPIP and Child PIP. Develop and facilitate suitable training programmes in Neonatal Health Care for health workers in collaboration NDOH; Directorate: Human Resource Development; the Regional Training centre and relevant Academic Institutions and other stakeholders.

**ENQUIRIES**
Ms E Arends, tel. no. (021) 483-2680

**APPLICATIONS**
The Director: Peoples Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION**
Ms C Versfeld

**CLOSING DATE**
18 September 2015

**POST 35/203**
SENIOR TRAINING OFFICER
Directorate: People Development

**SALARY**
R 243 747 per annum

**CENTRE**
(Head Office, Cape Town, Based at: Plumstead)

**REQUIREMENTS**
Minimum educational qualification: Degree in Clinical or Counselling Psychology or honours degree in Social Work registrable with the Health Professions Council of South Africa (HPCSA) or South African Council for Social Services Professions (SACSSP). Experience: Appropriate experience in counseling and group work. Appropriate experience in facilitation. Appropriate experience in adult training and education. Inherent requirements of the job: Valid (Code B/EB) drivers licence and willingness to travel. Competencies (knowledge/skills): Knowledge and understanding of counselling methodologies as well as group work methodologies. Knowledge of training material preparation and facilitation. Knowledge and understanding of HIV/AIDS, TB and STI’s. Knowledge and understanding of health related Acts and regulations, guidelines and other related policies. Ability to use all relevant computer application effectively, independently and with ease. Note: No payment of any kind is required when applying for this post.

**DUTIES**
Key result areas/outputs: Deliver training in HIV/AIDS, TB and STI’s and related counselling and therapeutic training course. Develop and updated training material in line with current counselling methodologies and departmental policies and guidelines. Conduct monitoring and evaluation activities in HIV/AIDS, and STI’s and related counselling and therapeutic training courses. Assist and support the functioning of the Regional Training Centre (ATICC).

**ENQUIRIES**
Ms N Calvert, tel. no. (021) 763-5320

**APPLICATIONS**
The Director: People’s Practices and Administration, Department of Health, P.O Box 2060, Cape Town 8000.

**FOR ATTENTION**
Ms C Versfeld

**CLOSING DATE**
18 September 2015