PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 41 OF 2017
DATE ISSUED: 13 OCTOBER 2017

1. Introduction

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

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

2. Directions to candidates

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

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

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

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

3. Directions to departments

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

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

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

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

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ANNEXURE A

DEPARTMENT OF CORRECTIONAL SERVICES

APPLICATIONS: Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poynton's Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street). Contact persons: Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589

CLOSING DATE: 31 October 2017

NOTE: Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representativity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be reconsidered/possibly terminated. Finger prints may be taken on the day of interview. The Department of Correctional Services reserves the right not to fill any of these advertised posts. Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver’s licence. All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV’s should be aligned to reflect one’s degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before 31 October 2017 @ 15h45. 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 assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

MANAGEMENT ECHELON

POST 41/01: DIRECTOR-GENERAL: NATIONAL COMMISSIONER: CORRECTIONAL SERVICES REF: HO 2017/10/01

SALARY: An all-inclusive remuneration package of R1 782 687.00 per annum is offered. The package can be structured according to the individual’s personal needs.
A non-pensionable HOD allowance equal to 10% of the annual all-inclusive. Remuneration package is also payable (Five year contract).

**CENTRE**
National Head Office: Pretoria

**REQUIREMENTS**

**DUTIES**
The successful candidate will sign a performance agreement with the executive authority and will be in control of the department as Accounting Officer. He/she will be responsible for rendering expert advice to the Minister of Justice and Correctional Services on the functioning of the Department and for the transformation of the corrections system in South Africa. To this end, he/she will be responsible for providing strategic advice to the Minister on the work of the department in the areas of corrections, rehabilitation, care and social reintegration of offenders/inmates. He/she will be responsible for the development and articulation of the overall strategy of the Department of Correctional Services in line with the priorities of government. As the Head of Department, he/she will be responsible for ensuring the attainment of the goals of the Department of Correctional Services enunciated in the RSA Constitution and other legislation, including the Correctional Services Act, the White Paper on Corrections in South Africa as well as the White Paper on Remand Detention. As the Accounting Officer the successful candidate will have to ensure the existence of effective governance systems in the Department to ensure compliance with the Public Finance Management Act and provide strategic direction on all key policy issues that confront the Department of Correctional Services. Further responsibilities include the maintenance of sound relations with internal and external stakeholders, including oversight bodies such as Parliamentary Committees, Cabinet Cluster Committees, the Auditor General of South Africa (AGSA), the Office of the Inspecting Judge and the National Council on Correctional Services (NCCS). The successful candidate will also play a pivotal role in the development and implementation of policies and strategies of the African Correctional Services Association (ACSA).

**ENQUIRIES**
Mr TO Mokhele 012 307 2173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589

**NOTE**
Appointment under the Public Service Act. The service of a dynamic, versatile and experienced senior manager is required to fill this position. The successful candidate will be expected to enter into an employment contract of 5 years and to sign an annual performance agreement with the Minister of Justice and Correctional Services. Although the appointment of the National Commissioner will be made in accordance with the requirements of the Public Service Act of 1994, the conditions of employment will be regulated through the Correctional Service Act, Act 111 of 1998: Re-Advertisement: Candidates Who Previously Responded To The Advertisement Of 10 September 2017 Need Not Re-Apply

**POST 41/02**
CHIEF DEPUTY COMMISSIONER: HUMAN RESOURCES REF: HO 2017/10/02

**SALARY**
R1 395 657 all-inclusive package

**CENTRE**
National Head Office: Branch: Human Resources

**REQUIREMENTS**
An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) in Public Administration/equivalent as recognized by the SAQA.
8-10 years of experience at a senior managerial level. Relevant experience in regulatory framework governing Public Service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resources management. Computer literacy. Valid driver’s license. Competencies and Attributes: Coordination, leadership, monitoring and evaluation skills. Service delivery champion. Diversity and change management. Planning, organizing, client orientation, customer focus and good communication skills. Performance information management. Risk and compliance management. Understanding of Public Service policy and legislative framework. Ability to network. Diplomacy, tactfulness, influence, impact and strategic capability skills. Policy development, financial management, project and programme management skills. Problem solving, analysis, decision making, people management and empowerment skills. Integrity, honesty, confidentiality, interpersonal relations and assertiveness. Facilitation and presentation skills. In-depth knowledge and understanding of Public Service human resources’ transformation agenda and the ability to convert policy into action.

**DUTIES**

Provide strategic guidance and advice with regard to the following areas: Human resource management, human resource development, organizational design and development, employee relations, integrated employee health and wellness and equity and gender related matters. Provide sound financial management leadership to the Department with regard to the compensation of employees’ budget for the Department as a whole and for the human resources’ branch. Play a leading role in the design and implementation of all human resource strategies and tactics to ensure that the department achieves its strategic goals and objectives. Management of sound labour relations. Strengthening good working relations with strategic partners, clients and stakeholders (both internal and external). Management of human resource, finance and assets.

**ENQUIRIES**

Mr TO Mokhele 012 307 2173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589

**NOTE**

Appointment under the Correctional Services Act.

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**POST 41/03**

**DEPUTY COMMISSIONER: AREA COMMISSIONER**

**REF:** HO 2017/10/03

**SALARY**

R1 147 632 all-inclusive package

**CENTRE**

Johannesburg: Gauteng Region

**REQUIREMENTS**


**DUTIES**

Enforcing sentences of the courts in the manner prescribed by the Correctional Services Act. Detaining all offenders in safe custody whilst ensuring their human dignity. Promoting the social responsibility and human development of all offenders and parolees subject to community corrections. Effective management of court appearances of remand detainees. Establish and maintain effective relationships with key stakeholders. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Management of the operational risks within the management area. Management of human resource, finance and assets. Management of performance information.

**ENQUIRIES**

Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589

**NOTE**

Appointment under the Correctional Services Act.
POST 41/04: DEPUTY REGIONAL COMMISSIONER REF: HO 2017/10/04

SALARY: R1 147 632 all-inclusive package
CENTRE: Free State and Northern Cape Region

DUTIES: Support the process of effective and efficient management of the region to realize its objectives. Facilitate the provisioning of care programmes to maintain the personal well-being of offenders. Facilitate the provisioning of services aimed at the development of offenders. Coordinate the maintenance, improvement and/or extension of current facilities. Facilitate the development and implementation of after care services to offenders. Facilitate the development of institutional capacity and the implementation of correctional programmes to correct offending behaviour. Coordinate effective risk management to ensure compliance with the DCS Risk Management Plan. Provide strategic leadership and direction for the region and management areas. Management of Regional Head functions. Management of human resource, finance and assets. Management of performance information.

ENQUIRIES: Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589
NOTE: Appointment under the Correctional Services Act.

POST 41/05: DIRECTOR: AREA COMMISSIONER REF: HO 2017/10/05

SALARY: R965 250 all-inclusive package
CENTRE: Kokstad Management Area: Kwazulu Natal Region

DUTIES: Enforcing sentences of the courts in the manner prescribed by the Correctional Services Act. Detaining all offenders in safe custody whilst ensuring their human dignity. Promoting the social responsibility and human development of all offenders and parolees subject to community corrections. Effective management of court appearances of remand detainees. Establish and maintain effective relationships with key stakeholders. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Management of the operational risks within the management area. Management of human resource, finance and assets. Management of performance information.

ENQUIRIES: Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 305 8589
NOTE: Appointment under the Correctional Services Act.
NOTE: The advertisement(s) contained herein is/are meant for the attention/perusal of all interested job seekers, whether they are serving employees/officials of the DOD/Public Service, unemployed persons or persons employed outside the Public Service. Persons not employed by the DOD/Public Service are encouraged to apply for the vacancies advertised in this circular. Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in the prescribed rules.

MANAGEMENT ECHELON

POST 41/06: DIRECTOR: NATIONAL CONVENTIONAL ARMS CONTROL INSPECTORATE, REF: NCAC/33/17

SALARY: R948 174 per annum.


REQUIREMENTS: A recognized three – year degree in Law, Auditing or Forensic Investigation (NOF Level 7). Knowledge in Strategic Management, Financial Management and Human Resource Management is strongly recommended. Must have 5 years of experience at a middle /senior managerial level. Understanding of Defence Industry. Understanding the National Conventional Arms Control Act, Act 41 of 2002, as amended and the Regulation for Foreign Military Assistance Act, 15 of 1998. Sufficient experience or exposure in the Conventional Arms Control discipline particularly in inspections, investigations and auditing. Special requirements (skills needed): The ability to lead and give direction to a team of Compliance Inspectors and Auditors in the area of Conventional Arms Control. Competency in effective communication, writing and creativity skills. Skills in analytical thinking and problem solving. Good skills in planning, organization and administration. Good interpersonal relations skills. Applicants must be in a possession of a valid driver’s license and prepared to travel.

DUTIES: Establish and implement an effective conventional arms control compliance inspections and auditing system. Manage the inspection and auditing system. Manage the inspections and auditing of the related industry to ensure that trade in conventional arms conducted in a manner consistent with provisions of the National Conventional Arms Control Act. Interact with the relevant Government agencies on Inspections and prosecutions. Manage the verification of designated foreign end users. Advise the National Conventional Arms Control Committee (NCACC) on issues of Conventional Arms Control Compliance. Ensure the execution of the NCACC instructions in so far as
Conventional Arms Control Compliance is concerned. Attend all meetings incidental to the conventional arms control compliance function. Manage the Conventional Arms Control Inspectorate and all its related resources.

ENQUIRIES: Ms J.F. Smit, Tel: (012) 339 5605.
APPLICATIONS: Department of Defence, Chief Directorate Human Resources Management, Private Bag X137, Pretoria 0001 or may be hand delivered to Bank of Lisbon Building, Corner of Paul Kruger and Visagie Streets, Pretoria where it may be placed in a marked box at Reception

NOTE: Candidates will be subjected to a technical exercise that intends to test relevant technical elements of the required job.
CLOSING DATE: 10 November 2017 (Applications received after the closing date and faxed copies will not be considered).

OTHER POSTS
POST 41/07: ASSISTANT DIRECTOR, REF NO: CFO 17/5/1

SALARY: R334 545 per annum.
CENTRE: Financial Management Division, Directorate Stores, Services and Related Payments, Cash Payments Region 2, Pretoria.

REQUIREMENTS: Minimum requirements: Grade 12 Certificate plus a three year Degree/National Diploma in Finance/Accounting. A minimum of five (5) years relevant experience of which at least three years must be at the level of Senior State Accountant (Level 8) or equivalent. In possession of a valid RSA/Military driver licence. Through knowledge of State Tender Board regulations, State contract as well as financial processes and core processes of the Department of Defence (DOD)/Public Service. Conversant regarding Microsoft Office software packages. Comprehensive experience of mainframe programs utilised in the DOD and Public service, including PERSOL/PERSAL, Financial Management System (FMS)/BAS will serve as strong recommendation. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy. Well-developed verbal and written communication skills and able to compile effective reports. Ability to function as part of a team receptive to work related suggestion/ideas, decisive/persevering regarding task finalisation and able to effectively function under pressure. The Financial Accounting Service Centre Management/Public Service course (FASCMC) qualification or Regional Accounting Management course (RAMC) or DSSRP course qualification will be recommendation.

DUTIES: Oversees the management of all transactions processed on the Central Advance System (CAS). Act as the functional custodian of the CAS Sub-System on the Financial Management System. Manage the final approval of Sundry Transactions on the CAS. Manage the advance payments to the Travel Agent of the DOD and processing of transaction for domestic travel expenditure. Management of Main Advance Account and Sub-Advance Account replenishments and cash withdrawals. Manage the administration of all commercial bank accounts utilised for the purpose of dispensing cash in the DOD. Compile inputs related to domestic cash management for the purpose of Interim and Annual Financial Statements. Performing of staff visits to Cash Offices country wide. Responding to audit queries related to cash management in the DOD. Management of Suspense, Disallowance and Link Accounts operated by the Sub-Directorate Cash Payments. Execution of Human Resource Management Responsibilities. Management of all resources utilised by Cash Payment Region 2.

ENQUIRIES: Mr J.S. Rademeyer, Tel (012) 392 2884.
APPLICATIONS: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag x137.Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poyntons building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE: Please use reference number not post number.
CLOSING DATE: 27 October 2017 (Applications received after the closing date and faxed copies will not be considered).
POST 41/08: ASSISTANT DIRECTOR, REF NO: CFO 17/5/2

SALARY: R334 545 per annum.


REQUIREMENTS: Minimum requirements: Grade 12 Certificate plus a three year Degree/National Diploma in Finance/Accounting. A minimum of five (5) years relevant experience of which three (3) years must be at a level of Senior State Accountant (Level 8) in Debtors Management or equivalent. Knowledge and application of PFMA (Public Finance Management Act) and Treasury Regulation. An RSA/Military valid driver’s licence. Computer literate in MS Office particularly MS Word, MS Excel and PowerPoint. Ability to understand, interpret and apply financial policies, regulations and legislation prescripts related to debt management in the Public Service. Project management would be a strong recommendation. Be analytical, mathematical and a problem solver. Have skills to draw, compile and present reports with statistics for management. Endeavour to work well under pressure and an ability to work in a team. Good management approach and supervisory skills. The incumbent must be willing to travel to different regional offices in the province.

DUTIES: Rendering effective support in managing, controlling, following-up and maintaining of current as well as new and existing departmental debts. Ensure that all debts of the Department of Defence are accounted for. Administration of Debtor Accounts and monitoring the recovery process. Manage debts that are referred to the State Attorney for legal advice and legal recovery. Attend consultations with the State Attorney on complex matters and to monitor legal process followed by the State Attorney on cases handed over. Respond to audit queries and assist subordinates with the enquiries from debtors, internal sections including the State Attorney. Analyse write off submissions. Adherence to month-end closure procedures. Verify accounting transactions and allocations. Provide supervision, training, motivation and prepare performance assessment of subordinates within your section. Effective management of all personnel under this post and give assistance to the Deputy Director.

ENQUIRIES: Mr K.O. Nyamane, Tel (012) 392 2753.

APPLICATIONS: Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag x137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poyntons building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE: Please use reference number not post number

CLOSING DATE: 27 October 2017 (Applications received after the closing date and faxed copies will not be considered).

POST 41/09: ASSISTANT DIRECTOR, REF NO: CFO 17/5/3

SALARY: R334 545 per annum.


REQUIREMENTS: Minimum requirements: Grade 12 certificate plus a three year Degree/National Diploma in Finance/Accounting. A minimum of five (5) years relevant experience of which at least three (3) years must be at a level of Senior State Accountant (Level 8) in Debtors Management or equivalent. Knowledge and application of PFMA (Public Finance Management Act) and Treasury Regulation. An RSA/Military valid driver’s licence. Computer literate in MS Office particularly MS Word, MS Excel and PowerPoint. Ability to understand, interpret and apply financial policies, regulations and legislation prescripts related to debt management in the Public Service. Project management would be a strong recommendation. Be analytical, mathematical and a problem solver. Have skills to draw, compile and present reports with statistics for management. Endeavour to work well under pressure and an ability to work in a team. Good management approach and supervisory skills. The incumbent must be willing to travel to different regional offices in the province.

DUTIES: Rendering effective support in managing, controlling, following-up and maintaining of current as well as new and existing departmental debts. Ensure that all debts of the Department of Defence are accounted for. Administration of Debtor Accounts and monitoring the recovery process. Manage debts that are referred to the State Attorney for legal advice and legal recovery. Attend
consultations with the State Attorney on complex matters and to monitor legal process followed by the State Attorney on cases handed over. Respond to audit queries and assist subordinates with the enquiries from debtors, internal sections including the State Attorney. Analyse write off submissions. Adherence to month-end closure procedures. Verify accounting transactions and allocations. Provide supervision, training, motivation and prepare performance assessment of subordinates within your section. Effective management of all personnel under this post and give assistance to the Deputy Director.

ENQUIRIES
APPLICATIONS
Mr K.O. Nyamane, Tel (012) 392 2753.
Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poyntons building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception.

NOTE
Please use reference number not post number.

CLOSING DATE
27 October 2017 (Applications received after the closing date and faxed copies will not be considered).
ANNEXURE C

DEPARTMENT OF ENERGY

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

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

CLOSING DATE: 27 October 2017

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

POST 41/10: DEPUTY DIRECTOR-GENERAL: GOVERNANCE AND COMPLIANCE

SALARY: R 1 299 501 per annum all-inclusive package (Level 15)

CENTRE: Pretoria

REQUIREMENTS: Post Graduate Degree in Public Management/ Business Management/Law with Minimum of 8 years’ relevant experience in Senior Management within the governance and compliance PLUS the following key competencies, Knowledge of Enterprise-wide risk management, Internal Audit ,PFMA, Corporate governance, Financial Management, Project Management, Research ,Public Service Knowledge and understanding of DoE policies, functions, projects, etc. Strategic planning Government policies, Skills: Problem Solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills. Proven management skills, Management & Organization skills, Advanced Analytical skills, Good interpersonal relations at all levels, Conflict Management skills, Creativity and innovation, Numerical, Organizing and coordinating, Facilitation and implementation, Financial Management, Negotiation and consultation skills, Problem solving and analysis Strategic capability and leadership, Change Management, Thinking Demands: Creative/Innovative thinker, Ability to analyze information, Logical, Objective, Accurate, Diplomatic.

DUTIES: Manage/co-ordinate departmental strategic planning, risk management, monitoring and evaluation, State Owned Enterprise oversight and International coordination. Give strategic planning direction and guidance with respect to strategic planning, risk management, monitoring and evaluation, State Owned Enterprise oversight as well as international coordination. Support the Minister, Director-General and other senior manages in the execution of their functions relating to strategic planning, risk management, monitoring and evaluation, State Owned Enterprise oversight as well as international coordination, Liaise with the relevant role-players, Manage the branch.

ENQUIRIES: Mr K Makgohlo (012) 406 7337/ 7840

NOTE: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job; some of the interviewed candidates will be subjected to a 2 days competency assessment that will test generic managerial competencies. Appointment will be subjected to the signing of the performance agreement, employment contract and financial disclosure. This is a re-advertisement-People who applied previously are
Women and people with disability are encouraged to re-apply. Women and people with disability are encouraged to apply.

POST 41/11 : INSPECTOR ENERGY X2

SALARY : R 417 552 per annum (Level 10)
CENTRE : Northern Cape (Kimberley) & Kwa-Zulu Natal (Durban)
REQUIREMENTS : An Applicant must be in possession of a National Diploma/Degree in Chemical Engineering/ Chemical Science/ or Energy Studies with minimum of 3 years relevant experience in the energy sector. PLUS the following key competencies, Knowledge, Comprehensive and demonstration of the Petroleum Industry in South Africa, Strategic and demonstrate understanding of critical issues within the petroleum value chain and the associates supply chains, Knowledge of Petroleum Products Act, 1997, Research (at academic level) and good communication competence (written and spoken), including drafting documents and reports, Working knowledge of liquid Fuels Charter and strategic understanding of the implementation potential and/or constraints thereof Thinking Demand, Attention to detail, Skills, Good communication skills (written & verbal), Strong negotiation and process management skills, Organising, planning and interpersonal skills, Ability to communicate clearly with stakeholders in the public and private sectors, Ability to maintain confidentiality Personal Attributes, Analytical and innovative thinker, Problem Solving, Ability to work independently. Recommendation: Applicant must possess a valid driver’s license as the job requires working outside the office

DUTIES : Oversee the work of contractors executing sampling tests, Analyse the result of test and inspections to monitor compliance with fuel specifications (identify trends and specific focus areas), Execute on-site inspections to monitor compliance with licensing Conditions Legislation, regulations and good practice, Investigate complaints and institute corrective measures, Report on non-compliance and complaints, Promote awareness of petroleum and gas legislation and regulations.

ENQUIRIES : Mr R Maake (012) 406 7516
GCIS is an equal opportunity employer and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the department through filling these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference. Applicants with disabilities are welcome to apply.

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

FOR ATTENTION: Mr S Matshageng

CLOSING DATE: 27 October 2017

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, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance”. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

MANAGEMENT ECHELON

POST 41/12: DEPUTY DIRECTOR-GENERAL: INTERGOVERNMENTAL COORDINATION & STAKEHOLDER MANAGEMENT
Branch: Intergovernmental Coordination & Stakeholder Management

SALARY: All-inclusive salary package of R1 370 973 per annum of which 30% may be structured according to the individual’s needs

CENTRE: Pretoria

REQUIREMENTS: Envisage for appointment to this position is a seasoned and experienced Senior Manager with a minimum of eight (8) to ten (10) years’ experience in Senior Management Services dealing with government policy, intergovernmental relations, stakeholder and relationship management and development communication. An appropriate 4 years undergraduate qualification (NQF8) in Public Relations/Development Communication/Public Management or any other related qualification. Excellent writing skills with extensive report writing experience. Strong Financial and Human Resource Management skills. Computer Skills. A code 8 driver’s license.

DUTIES: Provide effective strategic leadership and management of the Chief Directorate: Provincial Liaison, Media Engagement and Cluster Communications. Provide strategic leadership to Cluster Communication system in government and media. Build partnership with strategic stakeholders in pursuit of the GCIS’ vision of access to information. Ensure effective functioning of the ICSM Branch. Supervise, lead or participate in government communication projects, including giving strategic guidance to cluster communications. Manage intergovernmental relations, as well as stakeholder management for the programme. Provide support in developing communication system at the sphere of local government as well as working
closely with the office of the Director-general and communication unit in the provincial government. Ensure synergy in the work of GCIS and that of the provinces with respect to communication guided by the national communication strategy. Build partnership with strategic stakeholders in pursuit of the GCIS’ vision of access to information.

ENQUIRIES
Ms Zanele Ramatsese Tel no: (012) 473 0472

NOTE
This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.

POST 41/13
DEPUTY DIRECTOR-GENERAL: CONTENT PROCESSING AND DISSEMINATION
Branch: Content Processing and Dissemination

SALARY
All-inclusive salary package of R1 370 973 per annum of which 30% may be structured according to the individual’s needs

CENTRE
Pretoria

REQUIREMENTS
Envisage for appointment to this position is a seasoned and experienced Senior Manager with a minimum of eight (8) to ten (10) years’ experience in Senior Management Services dealing with government policy, intergovernmental relations, stakeholder and relationship management and development communication. An appropriate 4 years undergraduate qualification (NQF8) in areas such as political science, communication and research would be an advantage.

DUTIES
Effective management of the Branch: Content Processing and Dissemination and also deputies for the DG in providing leadership in Government communication. Manage the following Chief Directorates: Products and Platforms, Marketing and Distribution as well as Policy and Research. Carry out all functions delegated to him/her by the DG. Co-ordinate strategic communication planning in GCIS and across government. Oversee the content development process implemented through the Communication Service Agency, Intergovernmental Coordination and Stakeholder Management, Media Engagement and Electronic Information Resources. Coordinate the dissemination of information about GCIS services. Supervise, lead or participate in communication projects. Development of a communication strategy for government and GCIS. Oversight over production of accurate and high quality content for GCIS platforms. Strategic oversight of the media Bulk Buying. Oversee the building and maintenance of reliable knowledge base to inform communication interventions. Coherence in the work of GCIS with respect to content development and management, integrated messaging.

ENQUIRIES
Ms Zanele Ramatsese Tel no: (012) 473 0472

NOTE
This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.

POST 41/14
CHIEF FINANCIAL OFFICER

SALARY
All-inclusive salary package of R1 127 334 per annum

CENTRE
Pretoria

REQUIREMENTS
Applicants must be in possession of an appropriate three year Bachelor’s Degree (NQF level 7) in the field of Financial Management, with at least 5 years proven experience in a senior managerial position. Advanced financial analytical skills and innovativeness. Adequate financial management and knowledge of registry, asset management and supply chain management (SCM). Five years’ work experience in financial and supply chain management environment. Strong managerial and communication skills (written and verbal). Thorough knowledge of the Financial Prescripts of the Public Service, Registry and Supply Chain Management, and communication trends including research.

DUTIES
The successful candidate will be responsible for the provision of sound financial, supply chain and auxiliary services management to enable Departmental Management to make informed decisions. He / she will ensure an effective budget (MTEF adjusted and compiled), and the preparation of interim financial and unaudited annual financial statements. Maintaining an effective Supply Management System. Ensuring proper maintenance of systems of internal control, cash management, liabilities management and expenditure and revenue management. Identifying, managing and implementing risk and risk mitigation plans for the achievement of GCIS
objectives Furthermore, for the incumbent will ensure overall management and control of the Chief-Directorate, Financial management. Providing strategic advice to the Department in respect of Financial Management. Overseeing the budgeting and expenditure monitoring processes. Presenting the monthly financial reports to the Budget Committee and the Executive Committee. Ensuring the timeous submissions of Government Communication and Information System’s financial documentation to National Treasury. Providing professional financial advice to the line function managers. Ensuring full compliance to the PFMA, SCM Regulations, Treasury Regulations and all the relevant Acts relating to Auxiliary Services.

ENQUIRIES
NOTE
Ms Zanele Ramatsebe Tel no: (012) 473 0472
This is a re-advertisement, applicants who previously applied for these post are encouraged to re-apply.
ANNEXURE E

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

APPLICATIONS : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria 0001
FOR ATTENTION : Ms. M. Mbokane, Human Resources, Tel no: 012 748 6271.
CLOSING DATE : 27 October 2017
NOTE : Applications must be submitted on form Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. The Government Printing Works reserves the right to fill or not fill the above-mentioned posts. General information: Short-listed candidates must be available for interviews at a date and time determine by the Government Printing Works. Successful candidates may be subjected to competency assessment and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POST

POST 41/15 : SPECIALIST SYSTEMS ADMINISTRATOR: UNIFIED COMMUNICATIONS (3RD LEVEL SUPPORT) REF NO: 17/60
SALARY : R657 558.00 per annum (all-inclusive salary package) (Salary level 11)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 or equivalent qualification plus a National Diploma/Degree in Information Technology/Information Management/ Business Informatics/Computer Science/Software Development with 5 - 7 years’ experience in ICT Support and a minimum of 3 years Unified Communications Systems Administration experience or Grade 12 plus an IT Certificate in Microsoft and Lync Server 2013, Microsoft Exchange Server 2013 or higher international certificate, MCSE/MCTS/MCSA plus 8 – 10 years’ experience in ICT Support and a minimum of 5 years Unified Communications Systems Administration, ITIL Foundations and CompTIA Security+ certifications will be an added advantage.
DUTIES : To provide third level support for Unified Communications Infrastructure, and ensure calls are resolved within SLA, Ensure minimal disruptions on the unified communications infrastructure during business hours, Monitor email queues to ensure incoming and outgoing emails are delivered timely, Manage unified communications infrastructure performance and capacity, and implement performance enhancements, Manage Microsoft Exchange & Lync upgrade projects, Analysing system logs and identify potential issues, Manage mailbox security and prevent unauthorised access, Provide advance management of windows DHCP and DNS services, Apply patches on all Unified Communication systems servers monthly, to strengthen the operating systems and mitigate vulnerabilities, Manage Forefront Security for SharePoint deployment and administration, Installing, Configuring and Maintaining Microsoft Exchange servers and Microsoft Lync servers, Manage Active Directory Administration and Maintenance, Configure and Manage Windows File and Print server, Installing, configuring and administration of RightFax services, Manage Telephone Management System and the reporting thereof, Write scripts for automation of server administration, Administer and manage SharePoint Servers, Create and deploy Group Policies, Document all problems on servers and client computers and their solutions for future reference, Research and test new technologies and ways to improve ICT service offerings, Ensure change control process are adhered to when making changes on the production systems, Implement mailbox data backup and
archiving plan and periodically test mailbox restores, Implement exchange server redundancy or high availability configuration, Implement Lync infrastructure server redundancy or high availability configuration

ENQUIRIES

: Mr. Lindani Ngema, tel no: (012) 748 6104
DEPARTMENT OF HIGHER EDUCATION AND TRAINING

OTHER POSTS

POST 41/16

ACADEMIC MANAGER: BUSINESS STUDIES

REF NO: BUS P5/1/2017

SALARY

Starting salary: R 453 246 – 885 571 per annum (Plus Benefits), Post Level 5

CENTRE

College of Cape Town TVET

REQUIREMENTS

3-year relevant post matric technical/ professional qualification, plus a Teacher’s qualification. 7 years appropriate teaching experience plus at least 5 years appropriate managerial experience. a valid Code 08 driver’s licence (compulsory). Computer literacy (MS Office: Word & Excel). Fluency in at least two official languages (preferably English plus Afrikaans or Xhosa). South African citizenship.

DUTIES

Implement the College strategic plan at campus and academic delivery level. Identification of funded engineering programme mix and management of the quality of the implementation of the curriculum and performance across the college. Plan and implement the registration process at the campus as per each academic cycle. Verify the validity and reliability of campus registration documentation and all EMIS data and reports. Manage and coordinate the implementation of all student administration policies and procedures at the campus. Manage and coordinate the compilation and implementation of all College QMS policies and procedures. Coordinate the preparation of examination for all programmes to ensure current examination regulations and compliances are adhered to. Provide input for budget purposes to finance department and manage the allocated budget at the campus. Manage daily operations regarding all resources of the campus are effectively and efficiently. Implement an induction programme for all new educators and staff. Implement strategies and policies related to staff and student performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool. Implement Progressive Disciplinary procedures for staff and students at the campus. Assist with the management and operationalising of academic industry linkages and partnerships by building a strong network of contacts with other institutions and industries. Manage education and training support programmes and functions to students at the campus. Managing and reporting progress to the Vice-Principal Academic Services on the achievement of the requisite pass rate through the monitoring of assessments, attendance, retention of students and certification are key deliverables.

ENQUIRIES

Siphokazi Funda/Samantha Valelo (021) 404 6710/61

APPLICATIONS

The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt River 7925 OR Post to: The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.

NOTE

Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College/department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 60 days of the closing date consider your application unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability

CLOSING DATE

27 October 2017, applications received after the closing date or faxed applications will not be considered.
POST 41/17: **ACADEMIC MANAGER: ENGINEERING**

**REF NO:** ENG P5/2/2017

**SALARY**: Starting salary: R 453 246 – 885 571 per annum (Plus Benefits), Post Level 5

**CENTRE**: College of Cape Town TVET

**REQUIREMENTS**

- 3-year relevant post matric technical/ professional qualification, plus a Teacher’s qualification. 7 years appropriate teaching experience plus at least 5 years appropriate managerial experience. a valid Code 08 driver’s licence (compulsory).
- Computer literacy (MS Office: Word & Excel). Fluency in at least two official languages (preferably English plus Afrikaans or Xhosa).
- South African citizenship.

**DUTIES**

- Implement the College strategic plan at campus and academic delivery level.
- Identification of funded engineering programme mix and management of the quality of the implementation of the curriculum and performance across the college.
- Verification of the registration documentation and all EMIS data and reports.
- Manage and coordinate the implementation of all student administration policies and procedures at the campus.
- Manage daily operations regarding all resources of the campus are effectively and efficiently.
- Implement an induction programme for all new educators and staff.
- Implement strategies and policies related to staff and student performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool.
- Implement Progressive Disciplinary procedures for staff and students at the campus.
- Assist with the management and operationalising of academic industry linkages and partnerships by building a strong network of contacts with other institutions and industries.

**ENQUIRIES**

Sipokazi Funda/Samantha Valelo (021) 404 6710/61

**APPLICATIONS**

The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt River 7925 OR Post to: The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.

**NOTE**

Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 60 days of the closing date consider your application unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

**CLOSING DATE**

27 October 2017, applications received after the closing date or faxed applications will not be considered.

POST 41/18: **DEPUTY CHIEF EDUCATION SPECIALIST: CAMPUS MANAGER**

**REF NO:** GTVETC 31/10/2017

Goldfields TVET College for Technical and Vocational Education and Training (TVET) is inviting applications from suitably qualified candidates to fill the following PERSAL paid vacancies:

**SALARY**: R 417 552 per annum level 10

**CENTRE**: TOSA Campus (Goldfields TVET College)

**REQUIREMENTS**

- A recognised 3 year Degree/Diploma (REQV 13) related to KPAs including an appropriate Teacher/Educator qualification. SACE registration. Seven years’ experience in an Educational Institution of which three must have been at a
management level. Examinations/assessments Knowledge/experience of supervision, timetables, staff utilisation and thorough knowledge and understanding of relevant legislation and the TVET College landscape. Sound knowledge of Financial Management, HR Management, Project Management, QMS, Diversity Management, Conflict Management and negotiations. Advanced computer skills. Advanced oral and written communication skills in English and ability to communicate in English on a high level. Ability to work under pressure. Leadership and strategic thinking skills. Good analytical skills and the ability to liaise at highest level. Managerial, supervisory, problem solving, motivational, negotiation and good interpersonal skills. Project and Resource Management skills. A valid driver’s licence.

DUTIES:
- Reports to the Principal on general governance and management issues, to the Deputy Principal Academic Services and Student Support Services on Academic Programmes and Student Affairs and to the Deputy Principal Corporate Services on HR, IT, Administration and Communication and to the Deputy Principal Finance on Financial and Supply Chain Management.
- Implement and monitor policy compliance.
- Initiate new innovations that are congruent to the strategic plan of the College.
- Ensure quality assurance of learning delivery, academic excellence and student retention and success.
- Promote an environment conducive to effective teaching and learning.
- Oversee and monitor staff capacity building activities in collaboration with the Human Resources Manager.
- Maintain staff and students discipline.
- Ensure an equitable workload distribution for staff.
- Ensure proper utilisation, maintenance and security of resources, facilities and grounds.
- Oversee and monitor enrolment and registration as well as assessment and examinations activities.
- Establish and maintain partnerships with business firms and government departments.
- Guide, supervise and offer professional advice to staff.
- Responsible for the smooth running of the Campus in general, as well as ensuring that all requests from the Central Office and the Department of Higher Education and Training are adhered to within the stipulated time frames.
- Oversee and monitor all administrative and financial activities.

ENQUIRIES:
- DR RS Radile 057 910 6000

APPLICATIONS:
- Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X 95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingo Park, Reception area.

CLOSING DATE:
- 03 November 2017, applications received after the closing date or faxed applications will not be considered.

NOTE:
- Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached.
- Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

POST 41/19:
- PROGRAMME MANAGER: OPERATIONAL OCCUPATIONAL MANAGER: ENGINEERING STUDIES REF NO: ENGS P3/1/2017

SALARY:
- Starting salary: R 367 773 – 836 139 per annum (Plus Benefits), Post Level 3

CENTRE:
- College of Cape Town TVET

REQUIREMENTS:
- 3 year Post matric/ tertiary qualification in the related/ specialisation field/ profession. A relevant trade test qualification. Teacher’s qualification. Five years relevant teaching/ industry/business experience. Two years management experience. Computer Literacy in MS Office (Word, Excel and Powerpoint). Fully Bilingual in at least two official languages (Preferably:
ENGLISH plus Afrikaans or Xhosa, but must be fluent in English). South African citizenship. Valid driver’s license.

**DUTIES**
- Identify new market trends to determine training needs and opportunities.
- Formulate strategies to expand occupational delivery. Marketing of College of Cape Town to the external stakeholders to enhance business opportunities.
- Liaison with relevant stakeholders to build and/or strengthen the College’s partnerships and linkages. Project Management inclusive of monitoring the implementation and progress of all projects/contracts such as work integrated learning and stipend management.
- Keep abreast with the latest regional and national skills needs to ensure legislative compliance. Develop course content to keep abreast of industry requirements. Manage cost of the unit’s budget to ensure cost effectiveness.
- Compile reports for all relevant structures. Manage operational staff and students within contracts/projects. Implementation and management functions related to the Occupational Training Unit and its delivery targets and outcomes.

**ENQUIRIES**
Siphokazi Funda/Samantha Valelo (021) 404 6710/61

**APPLICATIONS**
The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt River 7925 OR Post to: The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.

**NOTE**
Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the evaluation certificate from SAQA must be attached.

Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 60 days of the closing date consider your application unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

**CLOSING DATE**
27 October 2017, applications received after the closing date or faxed applications will not be considered.

**POST 41/20**
PROGRAMME MANAGER: OPERATIONAL OCCUPATIONAL MANAGER:
**OCCUPATIONAL UNIT REF NO:** PM P3/2/2017

**SALARY**
Starting salary: R 367 773 – 836 139 per annum (Plus Benefits), Post Level 3

**CENTRE**
College of Cape Town TVET

**REQUIREMENTS**
- 3 year Post matric/ tertiary qualification in the related/ specialisation field/ profession. A relevant trade test qualification. Teacher’s qualification. Five years relevant teaching/ industry/business experience. Two years management experience. Computer Literacy in MS Office (Word, Excel and Powerpoint). Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English). South African citizenship. Valid driver’s license.

**DUTIES**
- Identify new market trends to determine training needs and opportunities.
- Formulate strategies to expand occupational delivery. Marketing of College of Cape Town to the external stakeholders to enhance business opportunities.
- Liaison with relevant stakeholders to build and/or strengthen the College’s partnership and linkages. Project Management inclusive of monitoring the implementation and progress of all projects/contracts such as work integrated learning and stipend management. Keep abreast with the latest regional and national skills needs to ensure legislative compliance. Develop Course content to keep abreast of industry requirements. Manage cost of the unit’s budget to ensure cost effectiveness. Compile reports for all relevant structures. Manage operational staff and students within contracts/projects. Implement and manage functions related to the Occupational Training Unit and its delivery targets and outcomes.

**ENQUIRIES**
Siphokazi Funda/Samantha Valelo (021) 404 6710/61
APPLICATIONS: The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt River 7925 OR Post to: The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.

NOTE: Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 60 days of the closing date consider your application unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

CLOSING DATE: 27 October 2017, applications received after the closing date or faxed applications will not be considered.

POST 41/21: FINANCE MANAGER REF NO: FM/1/2017

SALARY: Starting salary: R 334 545 – 394 065 per annum (Plus Benefits) Level 9

CENTRE: College of Cape Town TVET

REQUIREMENTS: B.Com/Diploma with Accounting level 3. Completed Articles. Minimum of 3 years’ experience in managing a finance department. Computer Literacy (MS Excel and MS Word). Experience in working in a medium sized computerised accounting system. Exposure to education sector would be advantageous. Good administrative, organisational and data management skills. Excellent communication skills (written and verbal) and fluency in at least 2 official languages (English/ Afrikaans/Xhosa). Valid driver’s license. South African citizenship. Work overtime, when required

DUTIES: Management of the Finance and Bursaries staff. Manage the accounting systems of the College. Budget preparation, management and control. Monthly financial reporting to various stakeholders. Ensure that departmental deadlines are met. Manage the external audit process

ENQUIRIES: Siphokazi Funda/Samantha Valelo (021) 404 6710/61

APPLICATIONS: The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt River 7925 OR Post to: The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.

NOTE: Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 60 days of the closing date consider your application unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

CLOSING DATE: 27 October 2017, applications received after the closing date or faxed applications will not be considered.
POST 41/22: HOSPITALITY SENIOR LECTURER REF NO: HOSP P2/1/2017

SALARY: Starting salary: R 308 877 – 772 176 per annum (Plus Benefits), Post Level 2
CENTRE: College of Cape Town TVET
REQUIREMENTS: 3 year Post matric/ tertiary qualification in the related/ specialisation field/ profession. Teacher qualification. Three years appropriate teaching or industry related experience. Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa but must be fluent in English). Intermediate computer literacy (MS Word, Excel and PowerPoint). South African citizenship. Valid Code 08 driver's license (compulsory). Registered Assessor and Moderator.
ENQUIRIES: Siphokazi Funda/Samantha Valelo (021) 404 6710/61
APPLICATIONS: The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt River 7925 OR Post to: The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.
NOTE: Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 60 days of the closing date consider your application unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.
CLOSING DATE: 27 October 2017, applications received after the closing date or faxed applications will not be considered.

POST 41/23: ADMINISTRATOR X2 REF NO: ADM/1/2017

SALARY: Starting salary: R 152 862 per annum (Plus Benefits) Salary Level 5
CENTRE: College of Cape Town TVET
REQUIREMENTS: A Senior Certificate/Grade 12 or NCV certificate (level 4) and a minimum of one to 3 years administrative experience will be strongly recommended. Candidates must have understanding and/or experience of engineering administration and trimester academic cycles. Candidates must have report writing, problem solving skills, financial management, planning and organization of work, and administration skills. Advanced Computer Literacy of Microsoft (Word, Excel, PowerPoint and Outlook). Exposure to the TVET sector related to Engineering would be advantageous. Fully bilingual (English plus Afrikaans or Xhosa). Candidates must be prepared to work flexi hours as per operational requirements.
DUTIES: Assist with Registration (Capture student biographical information to ensure issuing of student numbers, adding of subjects and Filling of registration forms). Archiving previous trimester registration forms for recording keeping. Assisting students with: Printing proof of registrations, statement of accounts, and Student Cards and Letters to employers regarding assessments. Assisting lecturers with: Printing class lists, Time tables/schedules, printing mark sheets, loading marks and attendance onto the administration management system (ITS). General clerical support services: Recording, capturing and storing of data; Update registers and statistics; Handle routine enquiries; Email, scanning, filing and printing and making photocopies; Keep and maintain the filing system for the component; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component; Obtain
quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component; Capture and update expenditure in component; Handle telephone accounts and petty cash for the component. ITS and SETA uploads and Invoicing.

ENQUIRIES : Siphokazi Funda/Samantha Valelo (021) 404 6710/61
APPLICATIONS : The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt River 7925 OR Post to : The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.

NOTE : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 60 days of the closing date consider your application unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability

CLOSING DATE : 27 October 2017, applications received after the closing date or faxed applications will not be considered.

POST 41/24 : TRADE TEST CENTRE ADMINISTRATOR REF NO: TTCA/1/2017

SALARY : Starting salary: R 152 862 per annum (Plus Benefits) Salary Level 5
CENTRE : College of Cape Town TVET
REQUIREMENTS : Grade 12 or NCV certificate (level 4) Two to three years administration experience must have good interpersonal, good communication skills, report writing, financial management, planning and organizational skills. Must have ability to work with an electronic diary and experience in managing a filing system. Strong time management and problem solving skills are an advantage. Must be computer literate with computer skills and a good working knowledge of Microsoft programmes such as (MS Word, Excel, PowerPoint, Outlook and Internet Explorer. Exposure to the TVET sector related to Engineering and ITS would be advantageous. Fully bilingual (English plus Afrikaans or Xhosa)

DUTIES : Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Email, scanning, filing and printing and making photocopies. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Capture and update expenditure in component, Handle telephone accounts and petty cash for the component. ITS and SETA uploads. Invoicing. Liaison: Liaise with QCTO; Liaise with NAMB; Liaise with SETAS; Setting up of meetings with SETAs and companies; Distribute documents/packages to various stakeholders as required; Correspondence of both email and telephonically; Providing reports to stakeholders: Specific duties and responsibilities: Receive Trade Test applications; Schedule trade test dates; Prepare trade test reports and forward to SETAs and NAMB; Receive ARPL applications; Schedule evaluation dates; Prepare gap analysis reports and forward to company / candidate; Prepare POE's; Keep Track of Seta documentation. (Contracts, etc.); Invoices, Requisitions, Quotes for companies and suppliers

ENQUIRIES : Siphokazi Funda/Samantha Valelo (021) 404 6710/61
APPLICATIONS : The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt River 7925 OR Post to : The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.
NOTE: Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College/department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 60 days of the closing date consider your application unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability.

CLOSING DATE: 27 October 2017, applications received after the closing date or faxed applications will not be considered.
NOTE

Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications and identity document and a driver’s licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical 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). Candidate will 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. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. 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 41/25: LEGAL ADMINISTRATION OFFICER (MR-3) REF NO: 17/TEMP08/NW

Contract Appointment Ending 30 September 2018

SALARY: R226 227.– R258 672. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

An LLB Degree or 4 year recognized legal qualification; At least 2 years appropriate post qualification legal experience; A valid driver’s licence. The following will serve as an added advantage: Knowledge of South African Legal System and legal practices with specific reference to civil litigation; Knowledge of criminal procedures and practice; Knowledge and experience in office administration. Skills and Competencies: Legal Research and drafting; Dispute Resolution; Project Management; Strategic Capability and leadership skills; Conflict and knowledge management; Report writing; Reliability; Excellent Communication (written and verbal); Computer literacy. Compliance management

DUTIES:

Key Performance Areas: Draft legal documents and give legal advice to the Department and other organs of the State regarding problems of interpretation execution of powers and legal matters; Facilitate legal research and interventions to improve performance; Respond to petitions, representations and complaints from Civil Society and other Government departments; Liaise with other departments and communities on programmes around crime prevention; Prepare memoranda for the appointments of Commissioners of Oaths Justice of the Peace; Determine Legal Liability and Recover Departmental Losses in the Region; Oversee the smooth functioning of specialized courts in the province, i.e Sexual Offences, Family, Equality and the Children’s Courts; Train the community on the Victims Charter; Coordinate programmes related to children in custody, awaiting trial prisoners, small claims courts, the lay assessors system and maintenance; Support the Courts regarding quasi-judicial functions; Facilitate implementation on relevant legislation including the Victims Charter and the Restorative Justice National Policy Framework; Initiate, plan, implement and conduct community awareness campaigns in legislations administered by the department.
ENQUIRIES : Ms G Tabane ☎ 018 397 7054
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand delivery it at 22 Molopo Road, Ayob Gardens, Mafikeng.
CLOSING DATE : 27 October 2017

POST 41/26 : MAINTENANCE OFFICER: 4 POSTS
Contract Appointment ending 30 September 2018
(This is Re-advertisement, candidates who previously applied are encouraged to re-apply)

SALARY : R174 606 + 37% per annum in lieu of benefits. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : REF NO: 2017/07Con/MP: Evander Magistrate Office
REF NO: 2017/09Con/MP: Kwamhlanga Magistrate Office
REF NO: 2017/08Con/MP: Kriel Magistrate Office
REF NO: 2017/10Con/MP: White River Magistrate Office

REQUIREMENTS : An LLB Degree or 4 year recognized legal qualification. Skills and Competencies: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides Clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration; and conciliation; Languages skills (oral & written); Motivational skills; Loyalty, honesty, ability to work under pressure etc; Driving skills; Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care. Computer literacy

DUTIES : Key Performance Areas: Conduct preliminary interviews; Conduct informal and formal maintenance enquires; Render administrative support;

ENQUIRIES : Ms NC Maseko ☎ (013) 753 9300 Ext. 224
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: Application Box, Fourth Floor Room 4.26, 24 Brown Street, Nedbank Centre, Nelspruit.

NOTE : People with disabilities are highly encouraged to apply Separate application must be made quoting the relevant reference number

CLOSING DATE : 27 October 2017

27
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: 23 October 2017 at 16:00

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, 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.

MANAGEMENT ECHELON

POST 41/27: CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/17/09/12HO

(Re-advertisement, applicants who previously applied are encouraged to re-apply. The post also advertised on the PSCV NO 39 of 2017, this is a re-advert and extension of closing date)

SALARY: R 1 127 334 per annum (All inclusive)

CENTRE: Provincial Office: Western Cape


DUTIES: Develop and manage the effective implementation of Inspection and Enforcement Services including the specialization model. Manage Labour Market Information system services in the Province. Develop and manage effective implementation of Public Employment Services. Manage implementation of Management Support Services and financial management in line with relevant prescripts. Manage strategic plan of integrated beneficiary service in the Province in line with the relevant prescripts. Develop strategic plan to reach the community of the Province. Promote sound work ethics on
Establish and maintain partnerships and working relations with key relevant stakeholders. Manage all resources within the Chief Directorate.

ENQUIRIES:
Ms M Bronkhorst, Tel: (012) 309 4969

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

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

OTHER POSTS

POST 41/28:
DEPUTY DIRECTOR: ASSETS AND FLEET MANAGEMENT: REF NO: HR4/4/3/2DDAFM/UIF

(Salaries are inclusive of government contributions to pension, medical and any other benefits. Dependents are only paid if the employee has a valid and approved dependant card on the date of appointment.)

(Please be informed that this is a re-advertisement of the above-mentioned post. Applicants who applied previously should re-apply.)

SALARY:
R 657 558 per annum (All inclusive)

CENTRE:
Unemployment Insurance Fund: Pretoria

REQUIREMENTS:

ENQUIRIES:
Ms TM Tivane, Tel: (012) 337 1463

APPLICATIONS:
Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION:
Sub-directorate: Human Resource Management, UIF

POST 41/29:
DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION: REF NO: HR4/4/3/2DDFA/UIF

SALARY:
R 657 558 per annum (All inclusive)

CENTRE:
Unemployment Insurance Fund: Pretoria

REQUIREMENTS:
A three years tertiary qualification in Accounting or equivalent qualification in Accounting and Auditing. Five (5) years relevant experience in Accounting or Auditing. Two (2) years must be at a management level. Knowledge: Public Finance Management Act (PFMA), Financial Management, Public Service Regulations (PSR), Public Service Act (PSA), National Treasury Regulations, Generally Recognised Accounting Practices (GRAP), Generally Accepted Accounting Practices (GAAP), Basic Condition of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA). Skills: Accounting, Communications, Listening, Computer Literacy (MS Office Suite), Interpersonal, Time Management, People Management, Report writing, Planning and organising, Analytical, Research, Numeracy.

ENQUIRIES:
Mr ND Maleka, Tel: (012) 337 1891
APPLICATIONS: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION: Sub-directorate: Human Resource Management, UIF

POST 41/30: ASSISTANT DIRECTOR: COIDA 8 POSTS
(Re-advertisement, applicants who applied before must re-apply)

SALARY: R 334 545 per annum

CENTRE: Provincial Office: Braamfontein – Ref No: HR4/4/4/10/01 (1 Post)
Labour Centre: Kempton Park -Ref No: HR4/4/4/10/02 (1 Post)
Labour Centre: Krugersdorp -Ref No: HR4/4/4/10/03 (1 Post)
Labour Centre: Germiston-Ref No: HR4/4/4/10/04 (1 Post)
Labour Centre: Soshanguve -Ref No: HR4/4/4/10/05 (1 Post)
Labour Centre: Vereeniging-Ref No: HR4/4/4/10/06 (1 Post)
Labour Centre: Mbombela - Ref No: HR4/4/7/41 (1 Post)
Labour Centre: Secunda –Ref No: HR4/4/7/42 (1 Post)

REQUIREMENTS: Three (3) 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. Five (5) to eight years supervisory experience in compensation of claims and medical claims processing environment. Valid drivers licence. Knowledge of: Public Services, DoL and Compensation 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: 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 J D Nkambule / Ms P Mafata: Tel: (011) 853 0478
Ms LL Shawe, Tel: (013) 753 2844/5
Ms LP Magubane, Tel: (013) 655 8733

APPLICATIONS: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001Hand deliver at 77 Korte Street, Braamfontein.

FOR ATTENTION: Sub-directorate: Human Resources Management, Gauteng Province.

APPLICATIONS: Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

FOR ATTENTION: Sub-directorate: Human Resources Management, Emalahleni.


SALARY: Members will be remunerated according to rates approved by the Department.

CENTRE: Unemployment Insurance Fund: Pretoria

APPLICATIONS: Chief Director: Provincial Operations: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION: Sub-directorate: Human Resource Management, UIF

APPLICATIONS: Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

FOR ATTENTION: Sub-directorate: Human Resources Management, Emalahleni.

APPLICATIONS: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION: Sub-directorate: Human Resource Management, UIF

APPLICATIONS: Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

FOR ATTENTION: Sub-directorate: Human Resources Management, Emalahleni.

APPLICATIONS: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION: Sub-directorate: Human Resource Management, UIF

APPLICATIONS: Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1053 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

FOR ATTENTION: Sub-directorate: Human Resources Management, Emalahleni.
citizens. Candidates should have been exposed in the auditing, governance and risk management environment for more than ten years. Exposure in serving in the oversight committee will be an added advantage.

**DUTIES**

The Chairperson will be responsible to establish procedures to govern the Committee’s work and ensure the Committee’s full discharge of its duties. The Audit and Risk Assurance Committee must review the following: The effectiveness of the Unemployment Insurance Fund internal control system. The effectiveness of the Unemployment Insurance Fund internal audit function. The Risk areas of the Entities Funds to be covered in the scope on internal and external audits. The adequacy, reliability and accuracy of the financial information provided to management and users of such information. Any accounting and auditing concern identified as a result of internal and external audits. The Funds compliance with legal and regulatory provisions. The activities of internal audit function including its annual work programme, coordination with external auditors, reporting of significant investigations and responses of management to specific recommendations. Where relevant, the independence and objectivity of the external auditors.

**ENQUIRIES**

Mr KB Mahloko, Tel: (012) 337 1609/1135

**APPLICATIONS**

Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**FOR ATTENTION**

Sub-directorate: Human Resource Management, UIF
The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 23 August 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic persons are required to establish the Office: The Office of the Chief Justice is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) in line with the Office of the Chief Justice (OCJ) Employment Equity targets, through the filling of positions. To further the objectivity of representivity within the Department.

APPLICATIONS: Supreme Court Of Appeal: Quoting the relevant reference number, direct your application to: The Director, Human Resource Management, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107. Applications can also be hand delivered to, Office of the Chief Justice, No. 188, 14th Road, Noordwyk, Midrand. Gauteng: Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to, Office of the Chief Justice Provincial Service Centre, 12th floor, Cnr Pritchard and Kris Street, Johannesburg

CLOSING DATE: 27 October 2017

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

OTHER POSTS

POST 41/32: CONTRACT LAW RESEARCHER: (5 POSTS)

SALARY: R334 545.00 – R394 065.00 plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE: Supreme Court Of Appeal: Bloemfontein (Free State), Ref No: 2017/145/OCJ (2 Posts)
Labour and Labour Appeals Court: Johannesburg, Ref No: 2017/172/OCJ (1 Post)
Gauteng Division: Pretoria, Ref No: 2017/173/OCJ (2 Posts)

REQUIREMENTS: Grade 12 and an LLB Degree or equivalent legal qualification. A minimum of 3 years relevant research experience, knowledge of electronic information resource and online retrieval (e.g My LexisNexis, Jutastat etc.) and a valid driver’s license. Skills and competencies: Job Knowledge; Excellent communication skills (verbal and written); proven ability to analyze and conceptualize policy and to apply policy successfully; Interpretation of law; Legal writing/ drafting/ legislative drafting skills; Computer literacy (MS word, PowerPoint, Outlook and internet etc.); Research skills; Presentation skills; Problem solving; Interpersonal relations; Planning; Creative and analytical thinking; Customer service orientation; Ability to work under pressure and meet deadlines; Assertiveness and decisive where appropriate; Professionalism; Ability and willingness to learn; Understanding confidentiality in Government; Strong interpersonal relations; Decision making.

DUTIES: Research and retrieve material from the library accessible at the court physically and electronically; Participate in sub-committee of research at the
court; Attend training programs and orientation program or seminars of the court; Proofreading and side checking of all draft judgements; Convey all documents and criticisms to the Judiciary; Retrieve and analyse pertinent information in order to prepare draft speech and papers for local and international conferences; Provide updating services to ensure the Judges are alerted to the impact of recent local and foreign policies on the previous judgement; Conduct research for the Judges of the Division; Write competent research memorandums; Keep Judges abreast with new developments in law; Perform Quasi-judicial functions; Library duties; Attend to additional tasks for Judges.

**ENQUIRIES**
: Supreme Court of Appeal: Ms C Martin (051) 412 7400
: Labour and Labour Appeals Court / Gauteng Division Pretoria: Ms T Mbalekwa (011) 335 0284

**POST 41/33**
: SENIOR COURT INTERPRETER (3 POSTS) RE-ADVERT
(Candidates who previously applied need to re-apply as previous applications will not be considered).

**SALARY**
: R226 611.00 – R266 943.00 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE**
: Gauteng Local Division: Johannesburg, REF NO: 2017/169/OCJ
: Gauteng Division Pretoria, REF NO: 2017/170/OCJ
: Labour and Labour Appeals Court, REF NO: 2017/171/OCJ

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

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

**ENQUIRIES**
: Ms T Mbalekwa (011) 335 0284
ANNEXURE J

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

APPLICATIONS: Applications must be sent to: The Department of Planning, Monitoring and Evaluation, attention Ms J Mchunu, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria, www.dpme.gov.za

CLOSING DATE: 27 October 2017 @ 12:00 pm

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

OTHER POSTS

POST 41/34

DEPUTY DIRECTOR: FSDM IMPLEMENTATION REF NO 067 /2017
Directorate: FSD Implementation

SALARY: R779 295.00 – R917 970.00 all-inclusive salary package per annum (Salary Level 12)

CENTRE: Pretoria

REQUIREMENTS: An appropriate 3 year tertiary qualification (NQF 6) or equivalent plus a minimum of 6 years’ work experience of which 3 years must be in the area of service delivery monitoring and 3 years at ASD level. The successful applicant will need to be energetic, agile, and passionate about service delivery and be a fast learner. A good working knowledge of government in South Africa at different levels is key. Also required: good project management experience; knowledge of government prescripts, policies, practices and programmes; excellent problem-solving, communication (written, spoken and multi-lingual) and analytical skills; computer literacy. The post will require frequent travel to remote locations in South Africa and the successful candidate must be willing
to spend nights away from home. The candidate should have Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. Driver's license and driving experience is a requirement.

**DUTIES**

The successful candidate will be responsible for supporting the Director in the implementation of the frontline service delivery monitoring programme. This entails being responsible for managing high-level engagements with stakeholders (national, provincial, facility level) to monitor and ensure that monitoring findings are acted on: Conduct FSDM visits (new and improvements monitoring), in line with the standard operating procedures of the programme, with Offices of the Premier and providing technical support to provinces for the planning, implementation and monitoring of the frontline service delivery monitoring visits; Plan, implement and document effective feedback discussions and improvements discussions and produce quality reports on the monitoring visits and assist provinces with the documenting of the monitoring visits. Conduct monthly and quarterly data and trend analyses of the monitoring reports and present findings to different decision-making forums; Identify and document good practices and identify cases in need of intervention and assist with planning and monitoring of the intervention. Coordinate and support provincial review meetings; Support the updating of the standard operating procedures (tools and guidelines) of the programme and conduct training of monitors; Develop and maintain effective stakeholder relations with relevant provincial, national and local decision makers and support the Director in managing effective Directorate planning and review functions.

**ENQUIRIES**

In connection with the applications kindly contact Ms J Mchunu Tel No (012) 312 0462.

**POST 41/35**

**ASSISTANT DIRECTOR: ASSETS, FLEET AND MOBILE ACCOUNTS MANAGEMENT REF NO: 068/2017**

Unit: Logistics & Contract Management

**SALARY**

R334 545.00 to R404 121.00 per annum (salary level 9) plus benefits

**CENTRE**

Pretoria

**REQUIREMENTS**

A relevant 3 year tertiary qualification (NQF 6) or equivalent with at least 5 years relevant experience of which 3 years must be in SCM and 2 years at supervisory level Must have knowledge of SCM procedures and policies, PFMA, PPPFA and National Treasury Regulations, Computer literacy and sound knowledge of Microsoft Office suite applications is essential and LOGIS. Organisational skills and good interpersonal relations, communication skills (written & verbal). The candidate should have Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

**DUTIES**

The successful candidate will be responsible to provide assets, fleet and Mobile account management services. This entails the management of Departmental assets from acquisition until disposal; Compiling of financial inputs for disclosure notes, such as accruals, finance leases, commitments for financial statements; Verification and approval of unit payments and updating and monitoring of units information on tracking system and databases. Attending to audit queries and implementation of improvement measures; Management of the department mobile accounts and ensuring accurate mobile account information is updated on databases timeously. Management of the departmental fleet vehicles; Ensuring that transport is available for the departments use and ensuring fleet is well maintained and roadworthy. Monitor inspections, trips and log book reconciliations are conducted: Ensure the implementation of policies and adherence to Legislations; Manage, monitor and improve resources and manage and training of staff and other stakeholders.
ENQUIRIES: In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.

POST 41/36: SUPPLY CHAIN OFFICER: LOGISTICS AND CONTRACT MANAGEMENT
REF NO: 063/2017
Unit: Logistics & Contract Management

SALARY: R226 611.00 to R266 943.00 per annum (salary level 7) plus benefits

CENTRE: Pretoria

REQUIREMENTS: A relevant 3 year tertiary qualification (NQF 6) or equivalent with at least 3 years relevant experience. Must have knowledge of SCM procedures and policies, PFMA, PPPFA and National Treasury Regulations, Computer literacy and sound knowledge of Microsoft Office suite applications is essential and LOGIS. Organisational skills and good interpersonal relations, communication skills (written & verbal), ability to maintain high level of confidentiality and be able to work under pressure.

DUTIES: The successful candidate will be responsible to provide effective and efficient Supply Chain Management services and procure services and goods. This entails verification of invoices; Payment of invoices by 10 days within 30 days and verifying and Pre-authorisation of payments on LOGIS; Complying and capturing of Sundry payments and capturing of credit notes and disallowances as well as back dated price increases on the system. Requisition authorisation on LOGIS; Procurement approval manual and system; Closing and finalization of orders and follow up on accruals weekly. Updating of payment advice on databases; Updating and reconciliation of supplier and contract payments schedules and communication with service providers and internal clients on payments, contracts and orders. Follow up on outstanding orders and monitoring of award contracts; Maintaining of the 0 to 9 file and award contracts and assisting in complying of monthly accruals and commitments. Perform LOGIS Sub System Controller functions, overseeing warehouse and transit, perform other general office administration duties and supervise staff.

ENQUIRIES: In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.

POST 41/37: SENIOR SUPPLY CHAIN CLERK: ASSETS, FLEET AND MOBILE ACCOUNTS
REF NO: 064/2017
Unit: Logistics & Contract Management

SALARY: R183 558.00 to R 216 216.00 per annum (salary level 6) plus benefits

CENTRE: Pretoria

REQUIREMENTS: A relevant 3 year tertiary qualification (NQF 6) or equivalent with at least 1 - 3 years relevant experience. Must have knowledge of SCM procedures and policies, PFMA, PPPFA and National Treasury Regulations, Computer literacy and sound knowledge of Microsoft Office suite applications is essential and LOGIS. Organisational skills and good interpersonal relations, communication skills (written & verbal), ability to maintain high level of confidentiality and be able to work under pressure.

DUTIES: The successful candidate will be responsible to provide support with the administration/ payment of assets, fleet and mobile accounts and the updating and maintaining of the records/registers. The maintenance of mobile accounts and assets information on the tracking and databases. Coordinated physical asset movements. Asset verification and updated asset register. Invoice scrutinised and verified before payments are effected and updated on tracking system in align with policies and prescripts. Coordinated and updated mobile account. The support and maintenance of the fleet. Licencing of vehicles ensured. Regular inspections of vehicles performed and repairs, services conducted. Accurate accident reporting. Reconciled log sheets. The keeping of records and reporting. Effective filing system maintained and database updated. Periodically reporting and reconciliation provided accurately. Detected fruitless and wasteful expenditure are submitted to LCC.

ENQUIRIES: In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.
**DEPARTMENT OF PUBLIC WORKS**

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

**APPLICATIONS**

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

**CLOSING DATE**

20 October 2017

**NOTE**

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

**OTHER POSTS**

**POST 41/38**

**DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING**

REF NO: 2017/158

(PMTE FINANCE AND SCM)

24 Months Contract

**SALARY**

All-inclusive salary package of R779 295 per annum.

**CENTRE**

Cape Town

**REQUIREMENTS**

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

**DUTIES**

Management of production, incidental and administration of lease accounts and lease register, including monthly monitoring of lease expenditure. Assisting in reviewing efficiency and effectiveness of systems of internal controls in the region in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, leases expenses, immovable assets and project related expenses). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Develop and monitor audit action plan. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the region. Assist in performing month-end procedures including clearing suspense accounts, 30 day payment reporting, debt account reporting. Empower officials with GRAP accounting and financial management.
skills development. Effective management of the finance officials under candidate’s supervision. Ensure effective corporate governance processes and sound resources management.

ENQUIRIES: Ms S Stipe, Tel (012) 406 1863
FOR ATTENTION: Ms N.P Mudau
NOTE: This is a re-advertised post. Applicants who applied previously are encouraged to re-apply.


SALARY: All-inclusive salary package of R657, 558.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A three year tertiary qualification in any of the following fields: Social Science, Administration, Building Sciences, Financial related or related field plus appropriate junior management experience related to office management. Knowledge of the relevant Public Service Regulation, Wide range of office management and administrative tasks, Project management. Skills: Communication (verbal and written), Policy analysis and development, Planning and organising, Financial Management, Facilitation and presentation, Stakeholder and client liaison and Report writing. Personal Attributes: People orientated, Resourceful, Creative, Trustworthy, Hardworking, Ability to work independently and Ability to work under pressure.

DUTIES: Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; Consolidate all Chief Director’s reports to produce a monthly and quarterly Branch report. Ensure efficient records management. Administer office correspondence, documents and reports; co-ordinate and organise office activities. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements; Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to the required format; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation Report on the performance of the unit against operational plan, business requirements and targets. Develop the work plan for the unit and ensure effective prioritisation and resource planning, Agree on the training and development needs of the unit, Compile monthly cash-flow and expenditure projections. Facilitate the compilation of the zero based budget inputs from senior managers for timeous submission to finance, Facilitate the compilation and coordination of inputs from Chief Directorates to the annual financial statement of the departments. Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements.

ENQUIRIES: Ms NP Mudau Tel: (012) 406 1548
FOR ATTENTION: Ms N.P Mudau
DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

ANNEXURE L

DRDLR is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DRDLR through the filling of posts. We reserve the right not to fill a position.

CLOSING DATE: 27 October 2017 at 16:00

NOTE: All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post online. Applications must be submitted by clicking on the link to apply for the post above. http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx. Please ensure that all required documents are uploaded with your application. A comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 6 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Failure to submit the requested documents electronically may result in your application not being considered. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Applications will not be considered after the closing date.

MANAGEMENT ECHELON

POST 41/40: CHIEF DIRECTOR: LEGAL AND LEGISLATION DEVELOPMENT SERVICES (REF NO: 3/2/1/2017/217)

Chief Directorate: Legal and Legislation Development Services

SALARY: R1 127 334 per annum (Level 14) (All-inclusive package to be structured in accordance with the rules for SMS)

CENTRE: Pretoria


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

APPLICATIONS

The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

POST 41/41

DIRECTOR: STRATEGIC LAND ACQUISITION (REF NO: 3/2/1/2017/ 216)

Chief Directorate: Provincial Shared Service Centre

SALARY

R948 174 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)

CENTRE

Free State (Bloemfontein)

REQUIREMENTS


DUTIES

Manage the identification and assessment of strategically located land aligned to the strategic commodities. Map and identify strategic suitable land for acquisition by the State. Develop and maintain database on all suitable land acquisition for the State. Map and overlay the identified land with APAP/AVMP key commodities. Align acquired land to other Land Reform programmes (PLAS & Household). Manage the land acquisition approval process through relevant structures. Provide project management and maintain project register in terms of the EPMO requirements. Manage the selection of suitable candidates for land allocation. Allocate acquired land to category and targeted groups. Align land allocated to the beneficiary selection policy. Manage the selection process of beneficiaries for land allocation. Manage land allocation approval process through relevant approval structures. Develop and maintain lease/land application system/database. Maintain credible lease land application system/database. Provide management information report to relevant approval structures and departmental management.

NOTE

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

APPLICATIONS

The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
POST 41/42: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT SUPPORT (REF NO: 3/2/1/2017/119)
Directorate: Programme Support

SALARY: R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Pretoria

REQUIREMENTS:

DUTIES:

APPLICATIONS:
The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

POST 41/43: DEPUTY DIRECTOR: INFRASTRUCTURE PROCUREMENT (REF NO: 3/2/1/2017/204)
Directorate: Demand and Acquisition Management Services

SALARY: R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Pretoria

REQUIREMENTS:

DUTIES:
Manage the implementation of norms and standards, strategies and procedures for infrastructure. Assure that the prescribed Supply Chain Management policy and procedures are correctly applied and adhered to on an on-going basis. Comply with the Public Finance Management Act, Treasury Regulations, CIDB. Promote adherence to Supply Chain Management delegations at all times. Conduct awareness programs for officials to be able to execute their duties. Manage acquisition of construction and infrastructure services. Ensure that terms of reference/specifications are approved. Ensure adherence to operational turnaround (OPS Plan) target. Ensure compliance check is conducted to all received bids. Ensure all qualified suppliers are evaluated by the duly appointed bid evaluated committee and quality assured evaluation reports are presented to the bid adjudication committee. Ensure that bids/tenders are advertised in the Government tender bulletin, CIDB and National Treasury E-Portal. Ensure that letters and contracts of appointed service providers are signed. Manage and facilitate contracts agreements for goods, works and services. Establish and maintain strong business
relationship with stakeholders to promote correct implementation of agreements with service providers. Effectively manage contract enquiries, issues, disputes, variations, SLA's negotiations and liaison with Legal Services thereof. Manage updated contract register. Provide information on contract management services, methods and practices. Manage human and allocated resources. Management of staff. Ensure adequate allocation and safeguarding of resources.

APPLICATIONS: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

POST 41/44: DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS (2 POSTS) (REF NO: 3/2/1/2017/206)

SALARY: R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Pretoria


DUTIES: Manage the Forensic Investigation sub-directorate on an ongoing basis in line with the Directorate’s methodologies, procedures and operational objectives. Manage the forensic investigation sub-directorate responsible for performing forensic investigations in the national, provincial and regional offices allocated to this position to achieve the directorate’s operational objectives on an ongoing basis. Ensure compliance to the directorate’s forensic methodologies and procedures on an ongoing basis. Train and develop staff of the sub-directorate in forensic methodologies and procedures on an ongoing basis. Participate in the compilation of the 3-year strategic rolling plan and the annual forensic investigation plan for the approval by the Senior Manager by April annually. Update and/or analyse of the annual DRDLR fraud risk registers for the compilation of the forensic investigation plans by March annually. Provide input to the development of the directorate’s 3-year strategic rolling risk based investigation plan for approval by the Senior Manager by April annually. Participate in the development of the annual risk based forensic investigation plan for the Senior Manager's approval by April annually. Manage the integration of the sub-directorate’s annual risk based forensic investigation plan to the plans of all the other directorate in the Chief Directorate. Project manage the execution of the annual forensic investigation plan projects and conduct the complex projects allocated to this position according to the deliverables and timelines defined on the approved forensic investigation projects' planning memorandums. Manage and ensure the integrity and timeliness of the execution of the forensic investigation plan projects allocated to this position as defined on the approved forensic investigation projects’ planning memorandums. Compile the investigation planning memorandums of all the forensic investigations projects allocated to this position according to timelines defined on the approved forensic investigation projects’ planning memorandums. Review all forensic investigation planning and performance deliverables of all the forensic investigation projects allocation to this position as first reviewer according to timelines defined on the approved forensic investigation projects’ planning memorandums and conduct the above for the complex forensic investigation projects allocated to this position. Compile the consolidated final investigation reports of all the forensic investigation projects allocated to this position according to timelines defined on the approved forensic investigation projects’ planning memorandums. Present the reports of all the forensic investigation projects allocated to this position to the management and attend the presentation of the consolidated final investigation report of all the investigation projects allocated to this position to senior management according to timelines defined on the approved forensic investigation projects’ planning memorandums. Provide inputs to the
compilation of the audit committee reports of all the forensic investigation projects allocated to this position according to timelines defined on the approved forensic investigation projects’ planning memorandums. Project manage outsourced and co-sourced forensic investigation projects allocated to this position according to the deliverables and timelines defined on the SLA project plans and investigation projects’ planning memorandums, in line with the management of in-house projects. Report on the progress and deliverables of the forensic investigation annual plan projects allocated to this position on a weekly basis to the Senior Manager and participate in the preparation of directorate’s quarterly progress report for the audit committee. Project manage the implementation of management action plans on all forensic investigation reports allocated to this position by reviewing and follow-up progress reports from line management on a quarterly basis and report to Senior Manager on progress. Project manage the performance of follow-up investigation and conduct complex follow-up investigation of all forensic investigation projects allocated to this position within 2 years maximum after issuing of the investigation report as part of the annual investigation plan.

APPLICATIONS:
The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post online. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

POST 41/45 : DEPUTY DIRECTOR: FINANCIAL REPORTING (REF NO: 3/2/1/2017/207)
Directorate: Financial Accounting and Reporting

SALARY : R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Pretoria


DUTIES : Provide annual financial statement and interim financial statement. Review and submit financial statements and annual financial statement. Review and submit monthly compliance reporting. Manage debtors, revenue and bookkeeping. Liaise with the internal and external auditors. Manage staff.

APPLICATIONS : The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post online. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

NOTE : The shortlisted candidates will be subjected to a competency assessment test. Coloured, Indian, White Males and African, Coloured, Indian and White Females and People with disabilities are encouraged to apply.

POST 41/46 : DEPUTY DIRECTOR: LABOUR RELATIONS (REF NO: 3/2/1/2017/214)
Directorate: Labour Relations

SALARY : R657 558 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Pretoria

REQUIREMENTS : National Diploma in Law, Labour Relations/ Human Resources Management. 3 years experience working in Labour Law, Labour Relations and Human Resources Knowledge of the following: Public Service Prescript, Labour Law/Relations Prescript (BCEA; LRA; EE; OHS; Skills Development), PAJA and PAIA, Interpersonal skill, Written and verbal communication skills, Computer Literacy, Negotiations skills, Mediation and Conflict resolution skills, Problem solving skills, Facilitation skills, Investigation skills Interpretation skills
DUTIES: Manage and facilitate effective finalisation of misconduct cases. Manage and facilitate effective finalisation of grievance cases. Facilitate capacity building programmes implemented. Promote sound labour relations and orderly engagement with trade unions. Manage and maintain an effective Labour Relations reporting system. Improve labour relations management through the implementation of training initiatives.

APPLICATIONS: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

POST 41/47: ASSISTANT DIRECTOR: SERVICE PROVIDER MANAGEMENT (REF NO: 3/2/1/2017/203)
Directorate: Demand and Acquisition Management Services

SALARY: R334 545 per annum (Level 9)
CENTRE: Pretoria

DUTIES: Ensure efficient management and monitoring of suppliers’ database on the Departmental and CSD database. Register potential suppliers and provide guidance to service providers database on the steps to follow to comply with Department’s requisition and ensure data is legally compliant with regulations. Liaise with suppliers, consult with users and quotation unit to ensure proper maintenance and management of database. Maintain effective systems and procedures for suppliers’ registration and accreditation. Improve the effectiveness of the database tool and services. Make sure information contained on the database is protected and with back up facilities. Monitor database performance and provide regular reports. Management reports. Assist suppliers to update their details on the Departmental or CSD database. Provide guidance to database team on database structures and features and conduct training on database unit. Update service provider performance reports on database.

APPLICATIONS: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

POST 41/48: ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY (REF NO: 3/2/1/2017/209)
Directorate: Information Security Management Services and OHS

SALARY: R334 545 per annum (Level 9)
CENTRE: Pretoria

DUTIES: Ensure that the requirements of the Occupational Health and Safety Act are complied with on an ongoing basis. Coordinate the establishment of the Health and Safety Committee in the Department. Performs general duties as set out
in section 8 and 12 of the Act. Facilitate statutory appointees in Provinces (16.2 appointee at a level of Chief Director), Fire Fighters, Evacuation Marshalls, Health and Safety Representatives and First Aiders. Facilitate OHS committee meetings in the Department. Execute provisions of Occupational Health and Safety Act (OHSA). Report and investigate OHS incidents/injury on duty (IOD) that occurred in the Department to the relevant authorities. Ensure that all safety representatives receive the necessary training by the accredited service providers. Facilitate OHS awareness and inductions. Provide assistance in occupational health and safety training and awareness. Provide assistance and implement emergency evacuation plan. Facilitate the emergency plenary meetings prior to the actual evacuation drill. Monitor compliance in accordance with OHS Act, 85 of 1993. Monitor the implementation of the corrective measures per audit/inspection conducted. Ensure that Provincial OHS practitioners perform their activities in line with the operational plan and standard operating procedures. Provide support and guidance on OHS matters. Provide advice in terms of OHS on RID Branch, NARYSEC and Facilities unit.

APPLICATIONS : The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx


SALARY : R334 545 per annum (Level 9)

CENTRE : Pretoria

REQUIREMENTS : Degree/National Diploma in Internal Auditing, Risk Management or relevant qualification. 3-5 years at supervisory level within risk management. Knowledge of corporate governance issues, enterprise risk management, public service environment, PFMA and National Treasury Regulations, Public Sector Risk Management Framework. Dynamic leadership skills. Good computer literacy in Microsoft Office. Proven project management skills. Excellent verbal and written communication. Excellent facilitation skills. Results oriented. Ability to work under pressure. Customer focus and team management skills. Valid drivers licence (code 08).

DUTIES : Assess the impact of risk to the department. Facilitate and co-ordinate risk assessments in the Department on an ongoing basis. Update the Departmental operational risk register with the strategic plan and operational plan information according to standards. Provide assistance to the implementation of appropriate risk management methods. Implement action plans to manage enterprise risk management in conjunction with management, legal services, policy unit and internal audit on an ongoing basis. Provide report on implementation of risk management plans. Quantify and report on financial losses or potential losses to the enterprise risk management committee whenever necessary. Ensure consistency with enterprise risk management practices and reporting throughout the Department to enable the consolidation of result. Provide assistance in risk report co-ordination and assist in any risk related information required by the Risk and Compliance Committee. Provide assistance in evaluation of risk management programmes in all Branches. Conduct compliance monitoring in accordance with developed compliance monitoring tools and techniques. Provide assistance to risk champions. Assist management to discharge its responsibility and comply with any statutory or regulatory requirements by facilitating the development, establishment and maintenance of an efficient and effective risk management process.

APPLICATIONS : The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx
POST 41/50 : ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT (REF NO: 3/2/1/2017/212)
Directorate: Management Advisory Services

SALARY : R334 545 per annum (Level 9)
CENTRE : Pretoria
REQUIREMENTS : National Diploma in Management Services/Organisational Development Management /Organisational and Work Study (Certificate in Job Evaluation will be an added advantage), 3 years experience as a Senior Organisational Development / Work Study Officer and Design. Proven knowledge and experience in work study, organization design, organisation development, job evaluation, business process management and project management. Computer literacy skills (Ms Word, Ms Excel, Outlook, Visio, ORGLUS). Client orientation skills, Problem solving skills, Conflict management skills, Report writing skills, Presentation and facilitation skills, Influencing/ negotiation skill, Analytical skills, Project Management, Communication and interpersonal skills, Supervisory skills, Valid Driver's licence (code 08), Willing to travel, Work under pressure , Team work.

DUTIES : Provide organisational design and establishment services. Provide business process management services. Facilitate the development of job description, Provide job evaluation services. Facilitate the implantation of organisational design and developed strategies.

APPLICATIONS : The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

POST 41/51 : ASSISTANT DIRECTOR: ICT (REF NO: 3/2/1/2017/215)
Directorate: Support Services

SALARY : R334 545 per annum (Level 9)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Degree/National Diploma in Information Technology or equivalent qualification. 3-5 year’s relevant experience. Experience in hardware and software. Experience with servers. Extensive experience in IT technical support. Appropriate server and network management experience. Willingness to travel and work irregular hours. Applicants must be in possession of a valid driver’s license. Planning skills. Organising skills. Financial skills. Communication (written and verbal) skills. Managerial skills. Advanced computer skills. Project Management and interpersonal skills.

DUTIES : Identify business needs. Advice SCM, users and management on ICT equipment procurement, maintenance and policies. Developing solutions to improve the technician’s performance. Serve as a point of contact to regional technical staff with regards to all projects undertaken by OICIO. Provide server management services. Monitor server room environment and take remedial action. Update and verify data base of all ICT equipment’s. Escalate all calls that are beyond desktop to relevant IT team for further assistance. Monitor and Manage Local Area Network (LAN). Coordinate IT Network support with internal and external parties. Provide IT Network support. Monitor network and report any anomalies. Documents and maintain network equipment and configurations. Manage and Administering MacAfee EPO (Anti-virus). Provide technical line support to all end users (hardware and software support). Diagnose and resolve software and hardware incidents, including operating systems (Windows and Mac) and across a range of software applications. Install and configure new IT equipment. Assist our users with any logged IT related incident when requested. Ensuring that all the calls assigned to are resolved in time. Accurate record, update and document requests using IT service desk systems. Resolve incidents and upgrade different types of software and hardware. Resolve incidents with printers, copiers and Scanners resolve all escalated calls and ensure that are resolved within the SLA. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organisation. Take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to customers as soon as possible; escalating incidents to other support teams where necessary.
APPLICATIONS: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post online. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

POST 41/52: SENIOR SUPPLY CHAIN PRACTITIONER: INFRASTRUCTURE PROCUREMENT (2 POSTS) [REF NO: 3/2/1/2017/202]  
Directorate: Demand and Acquisition Management Services

SALARY: R281 418 per annum (Level 8)
CENTRE: Pretoria


APPLICATIONS: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post online. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

POST 41/53: CHIEF OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER (REF NO: 3/2/1/2017/208)  
Directorate: Information Security Management Services and OHS

SALARY: R281 418 per annum (Level 8)
CENTRE: Pretoria
REQUIREMENTS: National Diploma in Environmental Health/Safety Management. 2 years occupational health and safety experience. Knowledge of occupational health and safety legislation and other related matters. Tact and diplomacy. Ability to work as part of a team and to work independently. Good communication and interpersonal skills. Integrity and honesty. Report writing skills. Willingness to work extensive hours. Valid driver's licence (code 08).

DUTIES: Promote occupational health and safety within the Department. Conduct OHS assessment at DRDRLR Offices. Facilitate and assist the ASD: OHS to establish the OHS Structures. Facilitate the appointment of statutory appointees. Participate in the OHS Committee meetings. Conduct training and awareness to employees within the department on health and safety practices and legislations. Facilitate training of statutory appointees. Conduct safety awareness to employees within the Department. Communicate frequently with management to report on the status of the OHS program. Report to the ASD: OHS on an ongoing basis. Liaise with relevant stakeholders on matters pertaining to OHS. Communicate any relevant information on OHS. Contribute to development and implementation of the contingency plan. Facilitate the development or review of emergency evacuation plan. Facilitate the customisation of emergency evacuation plan. Liaise with relevant stakeholders on the preparation of emergency evacuation drills. Promote incident management within the Department. Investigate OHS incidents and recommend a remedial action. Liaise with HR on IOD reported cases. Raise awareness on hazards attached to the work activities. Promote Liaison within internal and external stakeholders. Liaise with Facility Management on the implementation of OHS in the Department. Liaise with Employee Health and...
Wellness on rehabilitation of employees after incidents. Liaise with Municipality on emergency evacuation plan/drills.

**APPLICATIONS**: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post online. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

**POST 41/54**: SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER (2 POSTS)  
(REF NO: 3/2/1/2017/211)  
Directorate: Management Advisory Services

**SALARY**: R281 418 per annum (Level 8)  
**CENTRE**: Pretoria  
**REQUIREMENTS**: National Diploma in Management Services/Operational Management/ Organisation and Work. 1 year experience in Organisational Development and Design. Proven knowledge and experience in work study, organization design, organisation development, job evaluation, business process management and project management. Computer literacy skills, Client orientation skills, Problem solving skills, Conflict management skills, Report writing skills, Presentation skills, Influencing/negotiation skills, Analytical Skills, Project management skills, Communication and interpersonal skills. A valid driver's license (code 08).

**DUTIES**: Conduct business process service. Conduct organisational design and establishment investigation. Develop job descriptions. Conduct job evaluation services.

**APPLICATIONS**: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post online. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

**POST 41/55**: SENIOR HUMAN RESOURCE PRACTITIONER (REF NO: 3/2/1/2017/213)  
Directorate: Labour Relations

**SALARY**: R281 418 per annum (Level 8)  
**CENTRE**: Pretoria  
**REQUIREMENTS**: National Diploma in Law, Labour Relations/ Human Resources Management. 2 years experience working in Labour Relations. Knowledge of the following; Public Service Prescripts, Labour Law/Relations Prescript (BCEA; LRA; EE; OHS; Skills Development), PAJA and PAIA. Interpersonal skill. Written and verbal communication skills. Computer Literacy. Negotiations skills. Conflict resolution skills. Problem solving skills. Facilitation skills. Investigation skills. Analytical skills. Drivers licence (code 08). Work under pressure.

**DUTIES**: Facilitate the prompt finalisation of grievances. Facilitate the effective finalisation of disputes. Facilitate capacity building programme implemented. Maintain an effective labour relations reporting system for allocated cases. Manage relationship with organised labour and assist in collective bargaining processes.

**APPLICATIONS**: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post online. Applications must be submitted by following the link to apply for the post above http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx

**POST 41/56**: SUPPLY CHAIN PRACTITIONER: INFRASTRUCTURE PROCUREMENT (2 POSTS)  
(REF NO: 3/2/1/2017201)  
Directorate: Demand and Acquisition Management Services

**SALARY**: R226 611 per annum (Level 7)  
**CENTRE**: Pretoria  
DUTIES: Adherence to Supply Chain Management policy and delegations of authority in infrastructure unit and standard operating procedures. Application and adherence to the CIDB prescripts for all bids and quotations processed. Render advisory and secretarial services during bid specification and evaluation meetings. Assist in rendering BIDS and quotation administration. Compile and finalize BID document in line with the standard for Uniformity in Construction Procurement. Arrange and attend briefing sessions. Close and open tenders. Conduct compliance check on received tenders. Arrange and attend evaluation sessions. Prepare BID evaluation reports. Present BID evaluation reports to the National BID Adjudication Committee (NBAC). Assist in the preparation of management information, statistics and reporting on Bids and quotation. Provide weekly reports on progress of projects. Update the BID register. Provide feedback to clients with regards to the progress of projects.

APPLICATIONS: The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdrlerecruit.co.za/candidateapp/Jobs/Browse.aspx

POST 41/57: GENERAL STORES ASSISTANT: STORES AND WAREHOUSE (REF NO: 3/2/1/2017/205)

Directorate: Logistics and Asset Management Services

SALARY: R107 886 per annum (Level 3)

CENTRE: Pretoria


DUTIES: Record stock according to purchase order. Ensure that goods delivered meet the specification in terms of quality and quantity. Assist with marketing of shelves and during stocktaking. Assist with movement of furniture and equipment. Ensure that furniture is moved from one office to another for transfer purposes. Ensure that obsolete/redundant furniture and old furniture is kept in a lockable storage for disposal purposes. Act as messenger within the Directorate: Logistics, Transport and Asset Management. Packing of stock on shelves and issuing of correct quantities. Assist with the checking of requisitions. Deliver stock to end-users. Assist in managing stock in warehouse. Apply the following legislation, policies and procedures: The Constitution, Good governance and Batho Pele principles, Public Service Regulations, Public Finance Management Act, Diversity Management, Government decision making processes.

APPLICATIONS: The Department of Rural Development and Land Reform has launched the E-recruitment web site were applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above http://drdrlerecruit.co.za/candidateapp/Jobs/Browse.aspx
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 Steenkamp

CLOSING DATE: 27 October 2017

NOTE: Curriculum vitae with a detailed description of duties, the names of two referees and certified copies of qualifications and identity document must accompany your signed application for employment (Z83). In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. Short listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate for a SMS post will sign an annual performance agreement, complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016 Chapter 4/67. Applications received after the closing date will not be taken into consideration. No faxed or e-mailed applications will be considered. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Ms E Steenkamp.

MANAGEMENT ECHELON

POST 41/58 : DIRECTOR: LEGAL SERVICES REF NO: G3/A/2017

Chief Directorate: Legal Services

SALARY : R948 174 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 : Provide legislative review and drafting services and coordinate inputs as well as liaison thereof. Formulate contracts and provide litigation management
services. Provide legal advice, opinions and prepare legal documents for the Department, State Law Advisor and provinces. Conduct administrative legal actions to ensure compliance. Advice on the drafting and monitoring of service level agreements. Ensure legal compliance with national, international and continental instruments.

ENQUIRIES: Adv N Dladla, Tel: 012 312-7985

NOTE: In terms of the Chief Directorate’s employment equity targets, White males and African females as well as persons with disabilities are encouraged to apply.

OTHER POSTS

POST 41/59: DEPUTY DIRECTOR: MEDICAL CASE ASSESSMENT AND ADJUDICATION REF NO: G3/B/2017
Chief Directorate: Social Assistance Appeals

SALARY: R657 558 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: Harlequins Office Park, Pretoria


NOTE: In terms of the Chief Directorate’s employment equity targets, Coloured and White males and Coloured females as well as persons with disabilities are encouraged to apply.

ENQUIRIES: Adv A Brink, Tel: 012 741-6846

POST 41/60: ASSISTANT DIRECTOR: PROGRAMME AND POLICY EVALUATION (2 Posts) REF NO: G3/C/2017
Directorate: Programme and Policy Evaluation

SALARY: R334 545 per annum

CENTRE: HSRC Building, Pretoria


DUTIES: Participate in the development and review of the evaluation plan for the social development sector. Design and facilitate the implementation of programme and policy evaluations for the social development sector. Produce and disseminate evaluation reports to relevant stakeholders. Oversee the execution of outsourced evaluation projects. Provide support to Social Development Sector evaluation initiatives. Facilitate stakeholder participation for evaluation projects.

NOTE: (a) In terms of the Chief Directorate’s employment equity targets, Coloured and White males and Coloured females as well as persons with disabilities are encouraged to apply. (b) It is not necessary for candidates who previously applied to reapply again.

ENQUIRIES: Ms D Jason, Tel: 012 312-7193

POST 41/61: SENIOR ORGANISATIONAL DEVELOPMENT AND HR PLANNING PRACTITIONER REF NO: G3/D/2017

Directorate: Organisational Design and HR Planning

SALARY: R281 418 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: Conduct job evaluation and ensure the alignment of the post establishment to the organisational structure at all times. Maintain the post establishment information on PERSAL and updating the costing model. Assist with the implementation of recommended initiatives regarding organisational efficiency. Assist with the coordination of processes pertaining to employment equity, human resource planning and assessment of the performance of human resource components.

NOTE: In terms of the Chief Directorate’s employment equity targets, Coloured and White males and Coloured females as well as persons with disabilities are encouraged to apply.

ENQUIRIES: Mr S Modise, Tel: 012 312-7282
ANNEXURE N

DEPARTMENT OF TELECOMMUNICATIONS AND POSTAL SERVICES
The Department is an equal opportunity department and the Department’s intention is to promote equity through the filling of these posts.

APPLICATIONS

Ultimate Recruitment Solutions has been retained to handle all responses for this advertisement. Please forward your application, quoting the relevant reference number via email to dtps@ursonline.co.za or via fax to 0866541819.

NOTE

Applications must be submitted on a Z83 Form, obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies (not older than six (6) months) of all qualification(s), statement(s) of results and ID document/Passport. Applications received after the closing date will not be considered. Faxed or e-mailed applications will be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. All qualifications are subject to verification. Due to the large volumes of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. 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 using the mandated DPSA SMS competency assessment tools. If you have not been contacted within three (3) months of the closing date, please accept that your application was unsuccessful. Please note that CV’s submitted will be destroyed after the three (3) months period. The Department reserves the right not to make appointment(s) to the advertised post(s). Candidates whose appointment/promotion/transfer will promote the achievement of employment equity within the Department, will receive preference.

CLOSING DATE: 20 October 2017

MANAGEMENT ECHELON

POST 41/62: CHIEF DIRECTOR: POSTAL POLICY (Ref: CD-IAD)

SALARY: An all-inclusive package of R1 127 334 per annum

CENTRE: Pretoria, Hatfield

REQUIREMENTS: A relevant qualification at NQF Level 7, as recognised by SAQA. Experience in the ICT sector of which 5 years must be at senior management level. Skills And Competencies: At an advanced level required in the following: Knowledge of the ICT Sector, Policy Development, PFMA, government processes and HR practices, applicable legislation, norms and standards related to the ICT industry. Excellent communications skills (both written and verbal), advanced networking, advocacy, research and analytical, report writing, coordination and presentation skills. Must have business acumen and be customer focused.

DUTIES: To oversee the development of a Postal policy for ICT as well as the management and monitoring of the financial services of the Postbank. Manage and oversee the establishment of the Postbank and related services. Manage and ensure high level quarterly and financial services for the Postbank. Ensure the development of a conducive ICT Postal policy and legislation implementation, monitoring and evaluation, and review. Manage the resources within the Postal Policy Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the Department of Telecommunications and Postal Services. To ensure sound postal policy measures for market growth.

ENQUIRIES: Applications enquiries can be directed to URS Response Handling, tel. (012) 811 1900 and any other enquiries can be directed to Ms Tania Beukes, tel. 012 427 8184 or Ms Louisa Kgang, tel, 012 421 7006.
POST 41/63 : CHIEF DIRECTOR: ICT AFRICA DESK (Ref: CD-IAD)

SALARY : An all-inclusive package of R1 127 334 per annum
CENTRE : Pretoria, Hatfield
REQUIREMENTS : A relevant Bachelor’s Degree at NQF level 7 as recognized by the South African Qualifications Authority (SAQA) or post graduate qualification in International Relations Affairs and a minimum of 10 years’ experience in the field of the post of which 5 years should be at senior management level. Skills and Competencies: At an advanced level required in the following: A comprehensive understanding of RSA Foreign Policy, International Law, Electronic Communications Act. Knowledge of Government operations, policies and legislation, policy analysis and development. Strategic management capabilities to lead the Chief Directorate. Communications skills (both written and verbal).

DUTIES : The successful candidate will manage the fulfilment of the country’s ICT responsibilities towards the socio-economic development on the African continent. Ensure that South Africa is represented and participates in Africa’s ICT Bilateral structures in order to contribute towards Africa socio-economic developments in the ICT sector. Ensure that South Africa is represented and participates in Africa’s ICT Multilateral structures in order to contribute towards Africa socio-economic developments in the ICT sector. Ensure the development, implementation and monitoring of the Departmental/Government ICT engagement strategies within AU, ATU, PAPU and SADC structures. Pursue, manage and coordinate strategic partnership programmes in Africa with the intention to position South Africa as global ICT leader. Ensure the promotion of public-private-partnerships within the ICT sector in order to encourage investment in Africa's ICT and trade programmes. Monitor economic and political developments in Africa with specific reference to ICT investment and development for Multilateral and Bilateral programmes. Manage the resources within the Africa Desk Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the Department of Telecommunications and Postal Services.

ENQUIRIES : Applications enquiries can be directed to URS Response Handling, tel. (012) 811 1900 and any other enquiries can be directed to Ms Tania Beukes, tel, 012 427 8184 or Ms Louisa Kgang, tel, 012 421 7006.

POST 41/64 : DIRECTOR: LEGAL SERVICES (Ref: D-LS)

SALARY : An all-inclusive package of R948 174 per annum
CENTRE : Pretoria, Hatfield
REQUIREMENTS : A relevant Bachelor’s Degree (LLB) at NQF level 7 as recognized by the South African Qualifications Authority (SAQA) plus admission as an attorney/advocate and a minimum of 5 years’ experience at middle management level of which at least 3 years’ experience must be in a legal environment. A post graduate (Masters) in the ICT law will be an added advantage. Skills and Competencies: At an advanced level required in the following: All legislation administered by the Department and its SoCs. Operational knowledge of and exposure to Constitutional Law, Administrative Law, the legislation and other prescripts applicable in the Public Service. Excellent communications skills (both written and verbal), problem solving and analysis, people management, strategic capabilities and leadership, programme and project management. Must have business acumen and be customer focused.

DUTIES : The successful candidate will effectively and efficiently manage legal services matters including legal advice and opinions for the department. Drafting and/or amending of legislation that is administered by the Department. Management of litigation for the Department. Drafting, vetting and negotiation of contracts. Ensure effective governance and compliance within the Directorate. Consult with stakeholders on matters related to legal services. Effectively manage human and financial resources in line with the PFMA and the Public Service Regulations.

ENQUIRIES : Applications enquiries can be directed to URS Response Handling, tel. (012) 811 1900 and any other enquiries can be directed to Ms Tania Beukes, tel, 012 427 8184 or Ms Louisa Kgang, tel, 012 421 7006.
POST 41/65  :  DIRECTOR: SPECTRUM (TECHNICAL) (Ref: D-ST)

SALARY  :  An all-inclusive package of R948 174 per annum
CENTRE  :  Pretoria, Hatfield
REQUIREMENTS  :  A relevant Bachelor’s Degree at NQF level 7 in Engineering, Science or Technology as recognized by the South African Qualifications Authority (SAQA), Experience in Spectrum Engineering and Management, and Information Communication Technology (ICT), Policy Development and a minimum of 5 years’ experience at middle management level of which at least 3 years’ experience must be in the ICT sector. Skills and Competencies: At an advanced level required in the following: Strategic management, Program and Project management, Knowledge management, Change management, People management, Risk management, Radio-communication technical skills, Problem solving and analytic skills, Service delivery implementation skills, Innovation, Client orientation and customer focused, Leadership skills, Corporate governance and Good communications skills (both written and verbal).

DUTIES  :  The successful candidate will develop radio-frequency spectrum policies, policy directions, and allocation plans, strategies in spectrum management, technical contribution documents to ITU-Radio-communication Working Parties and new spectrum requirements in order to support the development of ICT radio-communication services (e.g. mobile, aeronautical, maritime etc. and Infrastructure (e.g. terrestrial, satellite etc.). Provide technical input and requirements in the development of radio-frequency spectrum policies, policy directions and strategies in order to support the development and deployment of ICT radio based Infrastructure. Contribute to the development of legislative framework(s) that promotes the efficient and effective utilization of radio frequency spectrum in South Africa. Actively participate and contribute in the international and regional activities to ensure compliance and adherence to technical provisions of the radio frequency spectrum. Monitor and evaluate radio spectrum planning and new services spectrum requirements. Effectively manage human and financial resources in line with PFMA and Public Service Regulations in order to achieve the Directorate’s objectives.

ENQUIRIES  :  Applications enquiries can be directed to URS Response Handling, tel. (012) 811 1900 and any other enquiries can be directed to Ms Tania Beukes, tel, 012 427 8184 or Ms Louisa Kgang, tel, 012 421 7006.

POST 41/66  :  DIRECTOR: E-GOVERNMENT (Ref: D-EG)

SALARY  :  An all-inclusive package of R948 174 per annum
CENTRE  :  Pretoria, Hatfield
REQUIREMENTS  :  A relevant Bachelor’s Degree at NQF level 7 as recognized by the South African Qualifications Authority (SAQA), 5 years’ experience at middle management level of which at least 3 years’ experience must be in the ICT sector. Skills And Competencies: At an advanced level required in the following: Strategic management, Program and Project, management, Knowledge management, Change management, Problem solving and analysis, People management, Service delivery innovation, Client orientation and customer focus, Leadership skills, Risk management, Corporate governance. Good communications skills (both written and verbal) and technical skills.

DUTIES  :  The successful candidate will facilitate the delivery of ICT Macro Infrastructure services and applications for e-Government. Plan the delivery of the e-government ICT Infrastructure and services. Facilitate the implementation of e-government ICT Infrastructure and services. Facilitate the provision of funding of e-government ICT Infrastructure and services. Oversee the delivery of e-government ICT Infrastructure and services. Manage human and financial resources in line with the PFMA and the Public Service Regulations in order to achieve the Directorate’s objectives.

ENQUIRIES  :  Applications enquiries can be directed to URS Response Handling, tel. (012) 811 1900 and any other enquiries can be directed to Ms Tania Beukes, tel, 012 427 8184 or Ms Louisa Kgang, tel, 012 421 7006.
ANNEXURE O

THE JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

APPLICATIONS: The Judicial Inspectorate for Correctional Services, Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001.

CLOSING DATE: 27 October 2017

NOTE: Applications must be submitted on a Z83 form, obtainable from any Public Service Department or on the internet www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) and ID-document (Driver’s license where applicable) not older than 3 months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Judicial Inspectorate for Correctional Services does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. 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. Successful candidates will be appointed on a probation period of 12 months. Judicial Inspectorate reserves the right not to make any appointment(s) to the advertised posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant.

OTHER POSTS

Directorate: Office of the CEO

SALARY: R 900 854.46 per annum inclusive of 37% in lieu of benefits

CENTRE: Cape Town / Pretoria


DUTIES: Render internal and external communication services for the office of the Inspecting Judge. Develop internal communications strategy and align that strategy to all regions. Provide internal communication support (including design, editing, online support, and report/article writing). Assist in enhancing the corporate image of the Judicial Inspectorate for Correctional Services (JICS). Provide on-line communication services. Perform management, coordination and operational tasks to maintain and improve online, internal and social media operations and ensure that they integrate with the department’s communication strategies and plans. Develop internal and online (inclusive of corporate social media platforms) communication strategies,
policies and guidelines. Develop methods to enhance departmental and inter-
departmental on-line communication best practices and procedures. Manage
internal communication publication. Develop an internal staff newsletter.
Source content and liaise with different branches for internal news. Develop a
long-term news diary of events to support internal publications. Manage
departmental notice boards, internal branding and provide communication
support to departmental campaigns. Develop an internal branding strategy.
Manage procurement requirements for internal communications.
Conceptualise and implement internal communication campaigns. Contribute
to the development of operation plans and coordinate activities to support the
outcomes of the Chief Directorate’s strategic outcomes. Application of the
following legislative and policy guidelines: The Constitution. Personnel
Performance Management System (PPMS). Good governance and Batho
Public Service Regulations. Public Service Transformation. Public Finance

ENQUIRIES: Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.

POST 41/68: REGIONAL INVESTIGATOR (LEVEL 8) (Ref. No: JI 12/2017)
(One-Year Contract)
Directorate: Legal Services

SALARY: R 385 542.66 per annum inclusive of 37% in lieu of benefits
CENTRE: Centurion

REQUIREMENTS: Applicants must be in possession of a Grade 12/Senior certificate. 3 year
relevant tertiary qualification in Criminal Justice or relevant field on NQF 6 as
recognized by SAQA. 1-3 years relevant working experience (interviewing,
taking of statements and investigative report writing). Assertive. Ability to work
effectively without supervision but also in a team. Unendorsed driver’s license
is essential as well as willingness to travel extensively at short notice (including
weekends). Proficiency in English and at least one other official language.

DUTIES: The successful candidate will be responsible for Investigations in correctional
centres in the regions. Compile reports of completed investigations and refer
it to the Manager: Inspections. Administrative tasks related to investigations
in the Management Regions. Profiling of correctional centres in the
management regions. Perusing mini inspections reports received from
Independent Correctional Centre Visitor (ICCV’s) in the region dealing with all
unresolved complaints received from VC meetings in the region. Inspections
according to an approved National inspections plan at correctional centres in
the management regions.

ENQUIRIES: Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.

POST 41/69: HR PERSONNEL CLERK (: LEVEL 5) (2 POSTS) (Ref. No: JI 13/2017)
Directorate: Support Services

SALARY: R209 420.94.00 per annum inclusive of 37% in lieu of benefits
CENTRE: Cape Town

REQUIREMENTS: Applicants must be in possession of a Senior Certificate or equivalent
qualification. Experience in Office Administration. Computer Literate (Word,
Planning, organizing and negotiation skills. Ability to work independently and
also as part of a team. Analytical and problem solving skills. Communication
and listening skills. Time management skills. Conflict management skills.
Knowledge of PERSAL system will be an added advantage.

DUTIES: The successful candidate will be responsible to provide Human Resources
administrative support to the Judicial Inspectorate for Correctional Services by
managing the leave. Capturing of staff grievances. Managing the process of
appointments and resignations of staff members. Administration of staff
benefits. Filing and updating of personnel files. Performance management.

ENQUIRIES: Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.
POST 41/70: PROVISIONING ADMIN CLERK: PROCUREMENT (LEVEL 5) (Ref. No: JI 14/2017)
(One-Year Contract)
Directorate: Support Services

SALARY: R209 420.94 per annum inclusive of 37% in lieu of benefits
CENTRE: Cape Town
REQUIREMENTS: Applicants must be in possession of a Grade 12/Senior certificate. 1-3 years relevant working experience in a supply chain management environment. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Numeric skills. Team player and strong organisational skills. Ability to work independently. Knowledge of BAS and LOGIS systems will be an added advantage.

DUTIES: The successful candidate will be responsible for assisting with procurement of goods and services ad liaise with suppliers. Provide logistical support. Administer inventory, allocate assets line with policies and guidelines. Perform physical asset verification, barcoding and updating of asset register. Maintain proper records and communication and reporting, handle asset disposal. Provide administrative support.

ENQUIRIES: Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012

POST 41/71: ADMINISTRATION CLERK – INSPECTIONS & INVESTIGATIONS (LEVEL 5) (Ref. No: JI 15/2017)
(One-Year Contract)
Directorate: Legal Services

SALARY: R 209 420.94 per annum inclusive of 37% in lieu of benefits
CENTRE: Cape Town
REQUIREMENTS: Applicants must be in possession of a grade 12/Senior certificate. Computer literacy (Ms Word, Excel) and exposure to Microsoft Outlook. 1-3 years relevant administration experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administration capabilities. Proficiency in English and at least one other official language. Driver’s license would be an added advantage.

DUTIES: The successful candidate will be responsible for recording, organising, storing, capturing and retrieving correspondence. Update Inspections – and other register and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the unit. Communicate with stakeholders. Make travel arrangements on short notice. Render support to the Inspectors. Profiling of Correctional Centres.

ENQUIRIES: Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.

POST 41/72: ADMINISTRATION CLERK – COMPLAINTS (LEVEL 5) (Ref. No: JI 16/2017)
(One-Year Contract)
Directorate: Legal Services

SALARY: R 209 420.94 per annum inclusive of 37% in lieu of benefits
CENTRE: Cape Town
REQUIREMENTS: Applicants must be in possession of a Grade 12/Senior certificate or equivalent qualification. 1-3 year’s relevant working experience. Computer literacy (Word, Excel, PowerPoint and Outlook). Planning and organising skills. Ability to work independently and as part of a team. Ability to multi-task and extensive administrative capabilities. Good writing skills. Analytical and problem-solving skills. Human Rights and Correctional Background would be advantageous. Driver’s license would be an added advantage.

DUTIES: The successful candidate will be responsible for maintaining a database on all complaints received and captured. Transmit an updated record of all urgent complaints received by Directorate Management Region (DMR). Transmit an updated record of all general complaints to DMR. Provide a statistical analysis on all complaints received and dealt with. Handle queries on complaints.

ENQUIRIES: Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.
POST 41/73 : ADMINISTRATION CLERK – MANDATORY (LEVEL 5) (Ref. No: JI 17/2017)  
(One-Year Contract)  
Directorate: Legal Services  
SALARY : R 209 420.94 per annum inclusive of 37% in lieu of benefits  
CENTRE : Cape Town  
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior certificate. 1-3 year’s relevant administration experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities. Computer literacy (Word, Excel and Outlook). Driver’s license would be an added advantage. Proficiency in English and at least one other official language. Human Rights and Correctional background would be advantageous.  
DUTIES : The successful candidate will be responsible for assisting the unit with capturing, organising, storing and retrieving mandatory reports (death, mechanical restraints, segregation and use of force) as reported by the Head of Correctional Centre. Update registers, statistics and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute documents/packages within the unit. Keep and maintain the filing system for the mandatory unit. Type letters and/or other correspondences for stakeholders. Keep and maintain the incoming and outgoing document register of the mandatory unit.  
ENQUIRIES : Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.

POST 41/74 : ADMINISTRATION CLERK (LEVEL 5) (5 POSTS)  
(One-Year Contract)  
Directorate: Management Regions & Legal Services  
SALARY : R 209 420.94 per annum inclusive of 37% in lieu of benefits  
CENTRE : Cape Town (Ref. No: JI 18/2017)  
George (Ref. No: JI 19/2017)  
Bloemfontein (Ref. No: JI 20/2017)  
Durban (Ref. No: JI 21/2017)  
Centurion (Ref. No: JI 22/2017)  
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior certificate. Minimum of 1-3 years relevant experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Advance knowledge of Microsoft Access and excel. Previous experience in/as data-capturer. Possess the experience and knowledge to assist in transferring information into an Access/Excel programme.  
DUTIES : The successful candidate will be responsible for creating of the data analysis/collation programme. Collate and enter data information from record of consultations on Word, Excel and Access programmes. Calculate date information and general administration.  
ENQUIRIES : Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.

POST 41/75 : ICCV PAYMENTS CLERK (LEVEL 5) (2 POSTS) (Ref. No: JI 23/2017)  
(One-Year Contract)  
Directorate: Support Services  
SALARY : R 209 420.94 per annum inclusive of 37% in lieu of benefits  
CENTRE : Cape Town  
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior certificate. Relevant work experience. Computer literate (Word, Excel, Outlook). Ability to work independently and as part of a team. Numeric and general administrative skills. PERSAL would be an added advantage.  
DUTIES : The successful candidate will be responsible for the generation of Independent Correctional Centre Visitors (ICCV’s) payments. Filing of all ICCV payments and assist with queries. General administration within the ICCV payment unit. Reporting monthly on the ICCV payments. Reporting and compiling of ICCV Statistics. Knowledge of PERSAL system will be an added advantage.  
ENQUIRIES : Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.
POST 41/76: ADMIN CLERK - FINANCE (LEVEL 5) (2 POSTS) (Ref. No: JI 24/2017)
(One-Year Contract)
Directorate: Support Services

SALARY: R 209 420.94 per annum inclusive of 37% in lieu of benefits
CENTRE: Cape Town
REQUIREMENTS: Applicants must be in possession of a Grade 12/Senior certificate. Computer literate (Ms Word, Excel and Outlook), 1-3 years relevant financial administration experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administration capabilities. Proficiency in English and at least one other official language. Knowledge of PERSAL/ BAS and LOGIS systems will be an added advantage
DUTIES: The successful candidate will be responsible for assist with Debt administration. Follow-up on outstanding invoices. Assist with the BAS/LOGIS transactions. Compiling of finance payments. General administrative duties.
ENQUIRIES: Ms. P. Luphuwana, Ms. S Suliman, tel. 021 421 1012.

POST 41/77: MESSENGER/CLEANER (LEVEL 2) (5 POSTS)
(One-Year Contract)
Directorate Support Services and Directorate Management Regions

SALARY: R123 620.58 per annum inclusive of 37% in lieu of benefits
CENTRE: Bloemfontein (Ref. No: JI 25/2017)
Centurion (Ref. No: JI 26/2017)
Cape Town (Ref. No: JI 27/2017)
Durban (Ref. No: JI 28/2017)
George (Ref. No: 29/2017)
REQUIREMENTS: Applicants must be in possession of a Grade 10 or ABET (NQF level 1-4). Relevant work experience. Ability to use machinery (vacuum, urn etc.). Ability to read and write. Communication and listening skills. Planning, organising and people skills.
DUTIES: The incumbent will be responsible for cleaning offices and create an orderly working environment. Cleaning kitchen. Safekeeping of equipment. Ordering cleaning material. Adhoc tasks as delegated by the supervisor.
ENQUIRIES: Ms. P. Luphuwana, Ms S Suliman tel. 021 421 1012.
NATIONAL DEPARTMENT OF TRANSPORT

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

APPLICATIONS: Department of Transport, Private Bag X193, Pretoria, 0001 of hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.

CLOSING DATE: 30 October 2017

NOTE: Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. All shortlisted candidates will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated to the candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 41/78: DIRECTOR: INTERNATIONAL CIVIL AVIATION ORGANISATION

Term: 4 Year Contract, Stationed in Montreal, Canada
Branch: Civil Aviation
Chief Directorate: Aviation Policy and Regulation

SALARY: R948 174 - R1 116 918 per annum (All- inclusive salary package) plus Foreign Service Allowance.

CENTRE: ICAO Mission Office in Montreal, Canada

REQUIREMENTS: An appropriate recognized NQF level 7. Ten to fifteen (10 – 15) years relevant experience in the Aviation Industry or related field of which five (5) years must be at least on MMS level. Through understanding of the role of civil aviation in the national economy. Through understanding of the international civil aviation system and role of ICAO. The following will serve as strong recommendations: Clear understanding of the strategic vision of the government of the Republic of South Africa; Clear understanding of the goals and priorities of government with regard to social, environmental, political and Macro-economic issues; An understanding of regional initiatives such as embodied by the African Union (AU) and the New Partnership for Africa’s Development (NEPAD), African Civil Aviation Commission (AFCAC), SADC Civil Aviation Committee (CAC); SACD Aviation Safety Organization (SASO) etc.; Clear understanding of the South African Civil Aviation policies and Legislation and ICAO agreements and policies; Knowledge of South Africa’s Foreign Policies

DUTIES: The successful candidates will: Effectively participate in the ICAO Council meetings and Council Committees meetings; Coordinate input with relevant South African and International stakeholders; Facilitate South Africa’s contribution towards ensuring safe and orderly development of international civil aviation; Advise the AFI Region on ICAO issues; Attend international meetings involving Council and assist South African in preparation of such meetings; Manage and Control the Mission Office; Facilitate South Africa’s participation in ICAO meetings; Advise South Africa in advance of forthcoming
ICAO meetings and assist in the preparation of such meetings by the South African Delegation; Facilitate South Africa’s participation at ICAO Assembly.

ENQUIRIES: Mr Johann Bierman; Tel: (012) 309 3531

INTERNSHIP PROGRAMME: 2018/19

The Department of Transport is committed to youth skills development by providing graduates with opportunities to gain workplace experience to complement their studies. Candidates with disabilities and those residing in deep rural areas and farms are encouraged to apply. Applications are invited for the sixty nine (69) internships positions to promising graduates between the ages of 18 and 35. The internship programme will run for a period of twelve (12) months. The forty nine (49) positions will be based in Pretoria and the twenty (20) internship positions will be placed in the participating Municipalities across various Provinces.

POST 41/79: INTERNSHIP PROGRAMME: INTERNAL PERFORMANCE AND IT AUDIT
1 POST: REF: HRD/2017/1

SALARY: Stipend: R5 360.00
CENTRE: National Office- Pretoria
REQUIREMENTS: Study Field: Bachelor’s Degree or National Diploma in Internal Auditing
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/80: INTERNSHIP PROGRAMME: OFFICE OF THE DIRECTOR-GENERAL
1 POST: REF: HRD/2017/2

SALARY: Stipend: R5 360.00
CENTRE: National Office- Pretoria
REQUIREMENTS: Study Field: Bachelor’s Degree in Public Administration/Public Policy
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/81: INTERNSHIP PROGRAMME: STRATEGIC PLANNING AND MONITORING
1 POST: REF: HRD/2017/3

SALARY: Stipend: R5 360.00
CENTRE: National Office- Pretoria
REQUIREMENTS: Study Field: Bachelor’s Degree or National Diploma in Public Administration/Management
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/82: INTERNSHIP PROGRAMME: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT
2 POSTS: REF: HRD/2017/4

SALARY: Stipend: R5 360.00
CENTRE: National Office- Pretoria
REQUIREMENTS: Study Field: National Diploma in Work Study/Organisational Development OR related field
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/83: INTERNSHIP PROGRAMME: EMPLOYEE HEALTH AND WELLNESS
1 POST: REF: HRD/2017/5

SALARY: Stipend: R5 360.00
CENTRE: National Office- Pretoria
REQUIREMENTS: Study Field: Bachelor’s Degree or National Diploma in Social Science/Behavioural Science/Humanities
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/84: INTERNSHIP PROGRAMME: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT & DEVELOPMENT SYSTEM
2 POSTS: REF: HRD/2017/6

SALARY: Stipend: R5 360.00
CENTRE: National Office- Pretoria
REQUIREMENTS: Study Field: Bachelor’s Degree or National Diploma in Human Resource Management/Human Resource Development/Performance Management
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456
POST 41/85 : INTERNSHIP PROGRAMME: HUMAN RESOURCE MANAGEMENT AND EMPLOYEE RELATIONS X 2 POSTS: REF: HRD/2017/7

SALARY : Stipend: R5 360.00
CENTRE : National Office- Pretoria
REQUIREMENTS : Study Field: Bachelor’s/B Tech Degree or National Diploma in Labour Relations/ LLB/ Human Resource Management
ENQUIRIES : Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/86 : INTERNSHIP PROGRAMME: FACILITIES MANAGEMENT X 1 POST: REF: HRD/2017/8

SALARY : Stipend: R5 360.00
CENTRE : National Office- Pretoria
REQUIREMENTS : Study Field: Bachelor’s Degree or National Diploma in Public Administration/ Information Management/ Finance
ENQUIRIES : Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/87 : INTERNSHIP PROGRAMME: TRAVEL MANAGEMENT X 1 POST: REF: HRD/2017/9

SALARY : Stipend: R5 360.00
CENTRE : National Office- Pretoria
REQUIREMENTS : Study Field: Bachelor’s Degree or National Diploma in Finance and MS Computer package
ENQUIRIES : Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/88 : INTERNSHIP PROGRAMME: INTERNATIONAL RELATIONS X 1 POST: REF: HRD/2017/10

SALARY : Stipend: R5 360.00
CENTRE : National Office- Pretoria
REQUIREMENTS : Study Field: Bachelor’s Degree or National Diploma in Political Science/ International Relations / International Law
ENQUIRIES : Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/89 : INTERNSHIP PROGRAMME: SUPPLY CHAIN MANAGEMENT X 2 POSTS: REF: HRD/2017/11

SALARY : Stipend: R5 360.00
CENTRE : National Office- Pretoria
REQUIREMENTS : Study Field: Bachelor’s Degree or National Diploma in Supply Chain Management/ Logistics/ Purchasing
ENQUIRIES : Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/90 : INTERNSHIP PROGRAMME: INTERNAL CONTROL AND COMPLIANCE X 1 POST: REF: HRD/2017/12

SALARY : Stipend: R5 360.00
CENTRE : National Office- Pretoria
REQUIREMENTS : Study Field: Bachelor’s Degree or National Diploma in Finance OR Internal Auditing
ENQUIRIES : Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/91 : INTERNSHIP PROGRAMME: FINANCIAL ADMINISTRATION X 1 POST: REF: HRD/2017/13

SALARY : Stipend: R5 360.00
CENTRE : National Office- Pretoria
REQUIREMENTS : Study Field: Bachelor’s Degree or National Diploma in Accounting/ Financial Management and/ or equivalent qualification
ENQUIRIES : Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456
<table>
<thead>
<tr>
<th>POST 41/92</th>
<th>INTERNSHIP PROGRAMME: PUBLIC ENTITY FINANCE AND CONDITIONAL GRANTS X 1 POST: REF: HRD/2017/14</th>
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<td>CENTRE</td>
<td>National Office- Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Study Field: National Diploma in Office Administration and Technology/ Public Management or any Administrative related degree</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456</td>
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<tr>
<th>POST 41/93</th>
<th>INTERNSHIP PROGRAMME: ROAD REGULATIONS OR STANDARDS AND GUIDELINES X 1 POST: REF: HRD/2017/15</th>
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<tr>
<td>SALARY</td>
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<td>CENTRE</td>
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<td>REQUIREMENTS</td>
<td>Study Field: BProc Degree or LLB Degree</td>
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<td>ENQUIRIES</td>
<td>Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456</td>
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<tr>
<th>POST 41/94</th>
<th>INTERNSHIP PROGRAMME: RURAL &amp; NON-MOTORISED TRANSPORT X 2 POSTS: REF: HRD/2017/16</th>
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<td>CENTRE</td>
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<td>REQUIREMENTS</td>
<td>Study Field: Bachelor’s Degree or National Diploma in Transport Economics/ Transport Management/ Development Studies.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456</td>
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<th>POST 41/95</th>
<th>INTERNSHIP PROGRAMME: ROAD SAFETY PROMOTIONS X 1 POST: REF: HRD/2017/17</th>
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<tr>
<td>REQUIREMENTS</td>
<td>Study Field: Bachelor’s Degree or National Diploma in Transport Management/ Marketing.</td>
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<td>ENQUIRIES</td>
<td>Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456</td>
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<th>POST 41/96</th>
<th>INTERNSHIP PROGRAMME: MARITIME SECURITY X 1 POST: REF: HRD/2017/18</th>
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<td>REQUIREMENTS</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456</td>
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<th>INTERNSHIP PROGRAMME: MARITIME INDUSTRY DEVELOPMENT X 1 POST: REF: HRD/2017/19</th>
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<td>REQUIREMENTS</td>
<td>Study Field: Bachelor’s Degree or National Diploma in Transport Economics OR Maritime Studies.</td>
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<td>Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456</td>
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<th>INTERNSHIP PROGRAMME: MARITIME ENVIRONMENT X 1 POST: REF: HRD/2017/20</th>
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<td>CENTRE</td>
<td>National Office- Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Study Field: Bachelor’s Degree or National Diploma in Environmental Management/ Maritime Studies/ LLB.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456</td>
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<th>POST 41/99</th>
<th>INTERNSHIP PROGRAMME: MARITIME POLICY DEVELOPMENT X 1 POST: REF: HRD/2017/21</th>
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<td>Stipend: R6 500.00</td>
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<tr>
<td>CENTRE</td>
<td>National Office- Pretoria</td>
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</tbody>
</table>
**REQUIREMENTS**: Study Field: Bachelor’s Degree or National Diploma in Maritime Law / Maritime Economics.

**ENQUIRIES**: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

**POST 41/100**: INTERNSHIP PROGRAMME: AVIATION ENFORCEMENT X 1 POST: REF: HRD/2017/22

**SALARY**: Stipend: R6 500.00

**CENTRE**: National Office - Pretoria

**ENQUIRIES**: Study Field: Bachelor’s Degree Law / LLB

Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

**POST 41/101**: INTERNSHIP PROGRAMME: AVIATION SECURITY X 1 POST: REF: HRD/2017/23

**SALARY**: Stipend: R6 500.00

**CENTRE**: National Office - Pretoria

**ENQUIRIES**: Study Field: Bachelor’s Degree or National Diploma in Transport

Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

**POST 41/102**: INTERNSHIP PROGRAMME: AVIATION SEARCH AND RESCUE X 1 POST: REF: HRD/2017/24

**SALARY**: Stipend: R5 360.00

**CENTRE**: National Office - Pretoria

**ENQUIRIES**: Study Field: Bachelor’s Degree or National Diploma in International Relations/ International Law/ Communication with Project Management.

Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

**POST 41/103**: INTERNSHIP PROGRAMME: NATIONAL PUBLIC TRANSPORT REGULATOR X 3 POSTS: REF: HRD/2017/25

**SALARY**: Stipend: R5 360.00

**CENTRE**: National Office - Pretoria

**ENQUIRIES**: Study Field: Bachelor’s Degree or National Diploma in Public Management/ Business Administration/ Risk Management/ Information Management/ Monitoring & Evaluation.

Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

**POST 41/104**: INTERNSHIP PROGRAMME: CONTRACT AND SUBSIDY MANAGEMENT X 1 POST: REF: HRD/2017/26

**SALARY**: Stipend: R6 500.00

**CENTRE**: National Office - Pretoria

**ENQUIRIES**: Study Field: Bachelor’s Degree or National Diploma in Transport Economics/ Transport Management/ Economics/ Finance

Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

**POST 41/105**: INTERNSHIP PROGRAMME: RURAL & SCHOLAR TRANSPORT IMPLEMENTATION X 1 POST: REF: HRD/2017/27

**SALARY**: Stipend R6 500.00

**CENTRE**: National Office - Pretoria

**ENQUIRIES**: Study Field: Bachelor’s Degree or National Diploma in Transport Management with Project Management

Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

**POST 41/106**: INTERNSHIP PROGRAMME: TAXI Recapitalization X 1 POST: REF: HRD/2017/28

**SALARY**: Stipend: R6 500.00

**CENTRE**: National Office - Pretoria

**ENQUIRIES**: Study Field: Bachelor’s Degree or National Diploma in Transport Management

Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456
POST 41/107: INTERNSHIP PROGRAMME: PUBLIC TRANSPORT NETWORK DEVELOPMENT X 1 POST: REF: HRD/2017/29

SALARY: Stipend: R6 500.00
CENTRE: National Office- Pretoria
REQUIREMENTS: Study Field: Bachelor's Degree or National Diploma in Transport Management/ Transport Economics/ Finance
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456


SALARY: Stipend: R6 500.00
CENTRE: National Office- Pretoria
REQUIREMENTS: Study Field: Bachelor's Degree or National Diploma in Transport Economics/ Rail Engineering
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456


SALARY: Stipend: R6 500.00
CENTRE: National Office- Pretoria
REQUIREMENTS: Study Field: Bachelor's Degree in Transport Economics
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/110: INTERNSHIP PROGRAMME: BLACK ECONOMIC EMPOWERMENT X 1 POST: REF: HRD/2017/32

SALARY: Stipend: R5 360.00
CENTRE: National Office- Pretoria
REQUIREMENTS: Study Field: Bachelor's Degree in Social Science/ Public Administration
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/111: INTERNSHIP PROGRAMME: MODELLING & MACRO ECONOMICS ANALYSIS X 1 POST: REF: HRD/2017/33

SALARY: Stipend: R6 500.00
CENTRE: National Office- Pretoria
REQUIREMENTS: Study Field: Bachelor's Degree in Transport Economics/ Econometrics/ Economics
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/112: INTERNSHIP PROGRAMME: REGIONAL CORRIDOR X 1 POST: REF: HRD/2017/34

SALARY: Stipend: R6 500.00
CENTRE: National Office- Pretoria
REQUIREMENTS: Study Field: Bachelor’s Degree or National Diploma in Transport Economics/ Economics/ Development Studies/ International Relations
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/113: INTERNSHIP PROGRAMME: RESEARCH X 1 POST: REF: HRD/2017/35

SALARY: Stipend: R6 500.00
CENTRE: National Office- Pretoria
REQUIREMENTS: Study Field: Honours Degree in Transport related studies (Transport Economics/ Town and Regional Planning OR B Comm in Transport Planning with Research
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/114: INTERNSHIP PROGRAMME: ENVIRONMENTAL COORDINATION & CLIMATE CHANGE X 1 POST: REF: HRD/2017/36

SALARY: Stipend: R5 360.00
CENTRE: National Office- Pretoria
REQUIREMENTS: Study Field: BSc in Environmental Studies/ Management/ Science
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/115: INTERNSHIP PROGRAMME: MASTER PLANNING, IMPLEMENTATION AND REVIEW X 1 POST: REF: HRD/2017/37

SALARY: Stipend: R6 500.00
CENTRE: National Office - Pretoria
REQUIREMENTS: Study Field: Bachelor’s Degree or National Diploma in Transport Economics/Planning/Logistics/Town Planning/Transport Management
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456


SALARY: Stipend: R6 500.00
CENTRE: National Office - Pretoria
REQUIREMENTS: Study Field: Bachelor’s Degree or National Diploma in Transport Economics other Transport qualifications.
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456


SALARY: Stipend: R5 360.00
CENTRE: National Office - Pretoria
REQUIREMENTS: Study Field: Bachelor’s Degree or National Diploma in IT (Software Development/Web Development)
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/118: INTERNSHIP PROGRAMME: ICT INFRASTRUCTURE X 2 POSTS: REF: HRD/2017/40

SALARY: Stipend: R5 360.00
CENTRE: National Office - Pretoria
REQUIREMENTS: Study Field: Bachelor’s Degree or National Diploma in Information Technology
ENQUIRIES: Mr D Ledwaba; Tel: (012) 309 3788 OR Ms K Letsoalo; Tel: (012) 309 3456

POST 41/119: INTERNSHIP POSTS FOR THE MUNICIPALITIES

INTERNSHIP PROGRAMME: EASTERN CAPE PROVINCE X 2 POSTS REF: HRD/2017/41
INTERNSHIP PROGRAMME: FREE-STATE PROVINCE X 2 POSTS REF: HRD/2017/42
INTERNSHIP PROGRAMME: GAUTENG PROVINCE X 2 POSTS REF: HRD/2017/43
INTERNSHIP PROGRAMME: KWA-ZULU NATAL PROVINCE X 2 POSTS REF: HRD/2017/44
INTERNSHIP PROGRAMME: LIMPOPO PROVINCE X 2 POSTS REF: HRD/2017/45
INTERNSHIP PROGRAMME: MPU MALANKA PROVINCE X 4 POSTS REF: HRD/2017/46
INTERNSHIP PROGRAMME: NORTHERN CAPE PROVINCE X 2 POSTS REF: HRD/2017/47
INTERNSHIP PROGRAMME: NORTH WEST PROVINCE X 2 POSTS REF: HRD/2017/48
INTERNSHIP PROGRAMME: WESTERN CAPE PROVINCE X 2 POSTS REF: HRD/2017/49

SALARY: Stipend: R6000.00
CENTRE: Municipalities across various participating Provinces.
REQUIREMENTS: Study Field: Bachelor’s Degree or National Diploma in Transport Economics/Economics/Development Studies/International Relations
ENQUIRIES: Mr F Lithole; Tel: (012) 309 3994 OR Ms J Dikgale; Tel: (012) 309 3972
ANNEXURE Q

PROVINCIAL GOVERNMENT: EASTERN CAPE

PROVINCIAL TREASURY

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

APPLICATIONS

The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho and enquiries can be directed to Ms B Ndayi Tel No (040) 1010 072/071.

FOR ATTENTION

Ms B Ndayi

CLOSING DATE

03 November 2017

NOTE

Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp). The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For SMS posts: Females will be given preference and for all posts people with disabilities will be given preference.

OTHER POSTS

POST 41/120

ELECTRICAL ENGINEER: KSD MUNICIPALITY (ONE YEAR CONTRACT), REF NO: PT 44/10/2017

SALARY

R779 295 per annum level 12

CENTRE

Mthatha

REQUIREMENTS

A Four year Degree (NQF level 7) Bachelor of Science (BSc) or B tech (Electrical Engineering-Heavy Current) plus two (2) years in the design environment and 3 years project management if possesses a BSc. Possess a valid driver's license. Professional Engineer/Technologist ECSA registered. Skills: Knowledge of the design of HV, MV and LV networks and Substations. Proficiency in the use of computers for: Word processing, MS Project, Simple accounting, Data base management, Spreadsheets, E-mail and Internet.

DUTIES

Engineering Solutions: Assist the Planning sections with the Scope of Works for identified problems on the network. Assist the Manager is Chairing of Technical Investigations and bringing about solutions that will assist in future. Assist the Department in Fault Finding mechanisms and registration plans. Maintenance Plans: Analyze inspection Sheets done in order to determine criticality of network status. Define the scope to be carried out in order to correct defects found from Inspect Sheets. Create plans for the execution of the scope in collaboration with the Operational Staff and Management. Determine the resources require to do the work (contracting money, equipment etc). Planning Of Short Term Projects: Create a detailed work plan which identifies and sequences the activities need to successful complete the
project. Compile a Project specification that can be utilized for the appointment of contractors. Determine project costs upfront for sourcing for funding and budgeting purposes. Implement The Project: Provide Engineering Support through the implementation of the project by carrying out random audits, going to site to resolve scope discrepancies and scope creeps, checking drawings submitted by contracts for approval approving Scope Deviations and motivating them if they result in Variation orders. Evaluate the Project: Ensure that the project done according to Specification with the required level of quality. Evaluate the outcomes of the project as established during the planning phase.

**ENQUIRIES**

Ms B Ndayi Tel No (040) 1010 072/071

**POST 41/121**

REGISTRY CLERK: OFFICE SUPPORT AND AUXILIARY SERVICES: REF NO: PT 45/10/2017

**SALARY**

R152 862 per annum level 05.

**CENTRE**

Bhisho: Head Office

**REQUIREMENTS**

A senior certificate (Matric) coupled with a minimum of one (1) year experience in field of registry environment. Skills: Basic understanding of legislative framework that governs the Public Services Understanding and application of relevant standards and statutory framework and procedures that governs the records management function. Understanding of Records Management Practices

**DUTIES**

Render administrative duties to the Records Management services of the Department: Receive and code all incoming and outgoing documents and electronic correspondence, including faxes. Open, sort and assist in distribution of mail. Sort and file all documents according to the approved departmental file index, ensure that records are safe and filed in a proper and correct manner. Maintain remittance register. Develop master list of archives. Control and maintain filing system. Frank and label all outgoing documents and mail for courier services. Develop and maintain registers of files opened, file closed, circulars, registered mail, certified mail and deliveries. Assist in ensuring that all records and information projects are managed according to the requirements of the National and Provincial Archives Act and good governance. Report file system shortcomings. Track and trace all lost mail and files. Manage area of responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality, quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage employee performance daily and ensure timely. Ensure development & implementation of work plans for all subordinates

**ENQUIRIES**

Ms B Ndayi Tel No (040) 1010 072/071
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.

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 41/122: MEDICAL SPECIALIST REF NO: HRM 69/2017
Directorate: Orthopaedics

SALARY: R991 857 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Registration with HPCSA as a specialist. Keen on research. Able to teach undergraduate and postgraduate students.
DUTIES: General management of orthopaedic trauma patients. Must have special interest in managing: 1) Trauma arthroplasty. 2) Pelvic & acetabular fracture. 3) Knee sports injuries (knee ligament injuries).
ENQUIRIES: Prof. MV Ngcelwane Tel: (012) 354 2851
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE: 27 October 2017

POST 41/123: MEDICAL SPECIALIST GRADE 1, 2, 3 (01 POST)
Directorate: Family Medicine REFs: EHD2017/10/04

SALARY: Grade 1 R991 857.00 – 1052 712.00 per annum (all inclusive Package)
Grade 2 R1134069.00 – 1203366.00 per annum (all inclusive Packages)
Grade 3 R 1316136.00 – 1645464.00 per annum (all inclusive Package)
CENTRE: Ekurhuleni Health District (ESDR)
REQUIREMENTS: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as a family physician. Current proof of registration with the HPCSA as a Family Physician. Postgraduate degree in Family medicine (MMed Family Medicine). Grade 1: 0-4 years after registration with HPCSA as Medical Specialist in Family Physician. Grade 2: Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as a Family Physician. Grade 3: Minimum of 10 years appropriate experience as a Medical Specialist after registration with HPCSA as Family Physician. Teaching experience is required as this is a Joint appointment post with the department of Family Medicine, University of the Witwatersrand (Wits) as a lecturer. Experience in health management, transformation and willingness to make a difference in the district health services. Expect the incumbent to perform commuted overtime. Recommendations: Experience in district health service and general medical/family practice. Experience in PHC services, HAST, EBM and ward based PHC outreach programmes. Willingness to work in any facility within the sub-district or district
DUTIES: Improve Patient / client care through implementation of appropriate evaluation methods and tools, improve chronic patient care, improve patient records keeping, enhance accessibility of clinical services to poorest wards and disadvantaged communities in the district, maintain and improve 24 hours clinical services community health centres (CHCs) in the sub-district, improve
services for older persons and disadvantaged individuals in the sub-district, improvement in-service training on clinical care services for health care workers, improve antenatal care for pregnant clients attending PHC facilities, improve maternal care services in MOU in the applicable CHC, improve management of paediatric patients in the MOU and clinic, improve emergency medical services, improve performance of minor surgical procedures, provide care for people living with HIV and TB, improve medical student training at the district training complex / campus (DEC), improve supervision and training of clinical associates (BCMP program), contribute to Family medicine registrar training of WITS / UP, undertake research protocol development, presentation & publication, develop proper referrals between clinics and level 2 hospitals, improve DATA collection among doctors and nurses at the clinics, ensure compliance with code of conduct and public service disciplinary procedures, improve on attendance of doctors at work at the clinic and sub-district, ensure compliancy with PMAs and PMDS, and manage internal and external stakeholder complaints & conflicts effectively.

**ENQUIRIES**

Dr J.M.M Musonda Tel: (011) 878-8548/0764402010

**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.

**CLOSING DATE**

03 November 2017

**NOTE**

Applicants will be subject to medical surveillance screening. Driving skills will be evaluated. No S & T and resettlement allowance will be paid.

**POST 41/124**

MEDICAL SPECIALIST (OBSTETRICS & GYNAECOLOGY) REF NR: SEB-MED-02

Directorate: Clinical Services

**SALARY**

Grade 1: R991 857.00 per annum (All-inclusive package)
Grade 2: 1,134,069.00 per annum (All-inclusive package)

**CENTRE**

Sebokeng Hospital

**REQUIREMENT**

Grade 1: Appropriate Qualification in Obstetrics and Gynaecology that allows registration with the Health Professions Council of South Africa (HPCSA) as a Specialist with HPCSA, PLUS current registration with HPCSA.
Grade 2: Appropriate Qualification in Obstetrics and Gynaecology that allows registration with the HPCSA as a Specialist with HPCSA, PLUS current registration with HPCSA and minimum of 5 years’ appropriate experience as a Medical Specialist after registration with HPCSA.

**DUTIES**

Provision of quality, cost effective and efficient 24 hour Obstetrics & Gynaecology service in keeping with Batho Pele Principles. Assist with the training and guidance of Medical Students, Interns, Medical Officers, Registrars, and other staff categories including the running of an academic / in-service programme for the Doctors and Nurses in the Department. Maintain accurate and appropriate health records in accordance with legal and ethical principles and ensure that junior staff is complying. Assist the Senior Manager: Medical Services at Sebokeng Hospital in ensuring that the Operational Plan of the hospital is implemented. Co-ordinate and attend to Medico-legal issues pertaining Obstetrics & Gynaecology Department. Manage performance of Doctors and Interns in the Department of Obstetrics & Gynaecology Department. Participate in processes of recruitment of Doctors in the Department of Obstetrics & Gynaecology. Oversee clinical audits. Oversee in Obstetrics & Gynaecology outreach programme for the Clinics and District Hospitals referring to Sebokeng Hospital.

**ENQUIRIES**

Dr. ZIM Lenake (016) 930 3000 / Dr. Msibi (016) 930 3303/4

**NOTE**

Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

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**CLOSING DATE**

27. October 2017

**OTHER POSTS**

**POST 41/125**

**PHARMACIST GRADE 1-3 REF NO: 001786**

Directorate: Pharmacy Unit

**SALARY**

Grade 1: R615 945 – R653 742 per annum (all inclusive package)

Grade 2: R673 494 – R714 819 per annum (all inclusive package)

Grade 3: R736 425 – R781 611 per annum (all inclusive package)

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

Grade 12. B.Pharm qualification. Registration with SA Pharmacy Council as a Pharmacist. Grade 1 requires no experience; Grade 2 requires 5-years experience; Grade 3 requires 13-years experience. Excellent communication and information skills, management skills and time management skills, good interpersonal skills, team builder, basic administrative and computer skills, training skills, counseling skills, research, development and statistical analysis skills, supervisory/motivational skills, problem solving and decision making, basic financial management skills, project management skills, policy analysis skills, monitoring and evaluation skills, presentation skills. Customer focused and responsiveness. Sound knowledge of legislation applicable to pharmacy practice, Human Resource Management and staff relation legislation. Appropriate clinical and theoretical knowledge.

**DUTIES**

Dispensing of medicines according to GPP standards as set out by the SAPC. Manage, monitor and evaluate pharmacy staff in the unit, as needed. Ensure adherence to both the hospital and provincial drug formularies, PFMA, national core standards requirements and avoid wasteful and fruitless expenditure. Produce relevant reports. Registration as tutor. Assist with on-call and after hour duties. Ability to work under pressure. Observe all Batho Pele Principles. Be a team player.

**ENQUIRIES**

Ms. M.G. Mayayise, Tel No: (012) 318-6839

**APPLICATIONS**

Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za

**NOTE**

Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

**CLOSING DATE**

27 October 2017

**POST 41/126**

**ASSISTANT MANAGER: AREA PNA7 (GENERAL) REF NO: 001787**

Directorate: Nursing Unit

**SALARY**

R499 953 – R579 579 per annum (plus benefits)

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

Basic R425 qualification in nursing, Degree/Diploma in general nursing, midwifery community Nursing and psychiatry, Diploma in Nursing Administration and Nursing Education will be an added advantage. A minimum of 8-years appropriate/recognizable experience as professional nurse with South African Nursing Council in general nursing. At least 3-years of the period referred above must be appropriate / recognizable experience at management level for inpatients in hospital situation. Proof of paid up SANC 2017 receipt,
proof of service records. Computer literacy (MS Excel, MS Outlook, MS PowerPoint), drivers license will be an added advantage. Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, National Core Standards and other relevant frameworks such as Nursing Act, OHS Act, Patients Rights Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Skills: Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Financial and budgetary knowledge pertaining to the relevant resource under management. Insight into the procedures and policies pertaining to nursing care. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive and assertive.

**DUTIES**
Delegate, supervise and coordinate provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant accurate information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (inter-professional, inter-sectorial and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of human resources, financial and physical resources. Manage human resources.

**ENQUIRIES**
Ms. M.V. Mathabatha, Tel No: (012) 318-6622

**APPLICATIONS**
Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafo Security Gate and sign in register book or apply online at www.gauteng.gov.za.

**NOTE**
Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

**CLOSING DATE**
27 October 2017

**POST 41/127**
**ASSISTANT MANAGER (GENERAL NURSING) GRADE 1 REF NR: SEB-NURSING-01**
Directorate: Nursing

**SALARY**
R 499 953.00

**CENTRE**
Sebokeng Hospital

**REQUIREMENT**
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 Midwife. A minimum of 8 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above at management level. Current registration with SANC – as Professional Nurse and Midwife. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements)

**DUTIES**
Responsible for the coordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standard procedures and regulations related to nursing care. Provide effective support and management of human, material and financial resources. Manage staff performance, training and personal development of self and subordinates including management of
under-performance and grievance. Collect, provide and use relevant information/Statistics for the enhancement of service delivery. Execute after hours and week-end duties as scheduled. Prepared to do shifts.

ENQUIRIES
APPLICATIONS
CLOSING DATE
NOTE

Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

20 October 2017

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 recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 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 please accept that your application was unsuccessful. Selection Criteria questions: Have you registered with SANC as Professional Nurse and Midwife? Do you have 8 years appropriate experience nursing after registration as Professional Nurse with the SANC in General Nursing? Do you have 3 years’ experience at management level? On line applications cannot be accommodated due to system challenges people with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment.

POST 41/128
ASSISTANT DIRECTOR: CLINICAL TECHNOLOGY REF NO: HRM 70/2017
Directorate: Reproductive Biology

SALARY
CENTRE
REQUIREMENTS

R459 558 per annum plus benefits
Steve Biko Academic Hospital
A 4 year degree in a relevant field (Assisted reproduction/Physiology/Cell Biology) with a minimum of 3 years appropriate experience in Assisted Reproduction Technology (ART) after registration at the HPCSA (independent practice in ART), together with 5 years appropriate experience in a supervising capacity. Expertly skilled in ART procedures and equipment. Experience in the training of theoretical and practical ART laboratory procedures. Excellent interpersonal and communication skills.

DUTIES

The candidate must be able to demonstrate a thorough practical background (in depth specialist skills at both technical and theoretical levels) in the field of human assisted reproduction technology (ART); (i) Management of the ART program including embryo culture (conventional culture and time-lapse culture), micromanipulation techniques, maintenance of equipment, database use and upkeep (including SARA/ANARA) and semen decontamination procedure is required: (ii) Practical and theoretical training of interns (technologists) according to HPCSA regulations (iii) The candidate must be able to train interns and entry level co-workers, in ART, with minimal support and supervision; (iv) The candidate must be able to meet milestone targets, with detailed attention to time management and multi-tasking.

ENQUIRIES
APPLICATIONS
CLOSING DATE

Prof. C Huyser Tel: (012) 354 2067/ 2208/ 2061

Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

27 October 2017

POST 41/129
THERAPEUTIC & MEDICAL SUPPORT SERVICES PROGRAMME
COORDINATOR GRADE 1 REF: EHD2017/10/05
Directorate: Rehabilitation

SALARY
CENTRE
REQUIREMENTS

R 414 069.00 459 558.00 per annum (plus benefits)
Ekurhuleni Health District – SSDR
Appropriate qualification degree in Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology that allows registration with HPCSA. A minimum of 3 years appropriate experience after registration with HPCSA post community service. Good communication skills. Valid registration with HPCSA. Knowledge in the relevant policies, protocols

**DUTIES**

Render a service in the allocated area of responsibility in the district that complies with the standards and norms of the Gauteng Department of Health. Provide overall management of the Occupational Therapy, Podiatry, Optometry, Physiotherapy, Speech Language & Audiology, supervision of allocated staff servicing SSDR area to ensure smooth service delivery. Implement and contribute to the proper utilization of allocated financial and physical resources. Compile monthly, quarterly and annual Rehab team reports, stats and other administrative duties for rehab unit and submit to the Sub-District PHC Manager and Assistant Director: Rehabilitation. Establish good working relationship with other stakeholders within the District e.g. Mental Health, NGO’s, Organisation for People with Disability, etc. Provide community based Rehabilitation with the focus on health promotion, prevention and community intervention. Knowledge on Performance Management and Development System. Participate in continuous professional development activities. Implement quality assurance policies and develop appropriate quality improvement plan for the rehab unit. Attend management meeting and Rehab forums. Ensure adherence to government policies and protocols. Perform any other duties delegated by Supervisor/Manager.

**ENQUIRIES**

Ms K.R Maluleke Tel No: (011) 876 1776

**APPLICATIONS**

Applications to be sent to Ekurhuleni Health District, Hand Post and their means of posting, delivery to 40 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.

**CLOSING DATE**

27 October 2017

**NOTE**

Preferences will be given to Whites, Indians and Coloureds. Please note that applicants will be subject to medical surveillance screening and driving skills will be evaluated. No S&T and resettlement allowance will be paid.

**POST 41/130**

**CLINICAL PROGRAMME COORDINATOR GRADE 1**

REFS: EHD2017/10/07 (NON COMMUNICABLE DISEASE, GERIATRIC, LONG TERM DOMICILIARY OXYGEN AND EYE CARE)

Directorate: Primary Health Care

**SALARY**

R 394 665.00 – 444 195.00 per annum (plus benefits)

**CENTRE**

Ekurhuleni Health District (SSDR)

**REQUIREMENTS**

Basic R425 qualification i.e. Diploma / Degree in Nursing that allows registration with SANC. A minimum of 7or more years appropriate experience in Nursing after registration as a Professional Nurse and Midwife. Computer literacy. Good communication, supervisory and report writing skills. Ability to work independently. In a team and under pressure. Good organizational and analytical skills. A valid driver’s license is essential. Good interpersonal relationship and communication skills with colleagues. Evidence of registration with SANC. Supervisory experience will be an added advantage.

**DUTIES**

Apply strategies plan for prevention, control and management of non-communicable diseases. Monitor the implementation of National chronic disease guidelines and policies in facilities. Provide direction and support with implementation of National Guidelines and policies. Ensure that patients adhere to chronic medication through chronic clubs/ support groups. Coordinate and support awareness campaigns. Provide direction and support on chronic disease data collection. Coordinate and attend training. Attend meetings and update related to the program. Support any activities related to the program. Coordinate Long Term Domiciliary Oxygen by Implementing National guidelines and protocols. Coordinate Geriatric Care in old age homes and in the community so as to improve quality of life for older persons. Monitor implementation of older persons Act in old age homes. Support Eldery abuse strategy. Coordinate Eye care services by ensuring Compliance with Vision 2020 Principles. Write and submit monthly reports. Perform any function related to the job description of the coordinator as delegated by the supervisor.

**ENQUIRIES**

Ms E.Nkomo 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 400. Attention: Human Resource Manager

**CLOSING DATE**

27 October 2017
NOTE: Preferences will be given to Males, Whites, Indians and coloureds. Applicants will be subject to medical surveillance screening. Driver’s skills will be evaluated. No S&T and resettlement allowance will be paid.

POST 41/131: MEDICAL BIOLOGICAL SCIENTIST REF NO: HRM 71/2017
Directorate: Reproductive Biology

SALARY: R281 148 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 12. BSc honours in a relevant field (Reproductive Biology/Physiology/Cell Biology) with current registration at the HPCSA in Reproductive Biology. Skilled in basic theoretical and practical aspects of ART laboratory procedures including semen processing, embryo culture, micromanipulation and cryopreservation techniques.

DUTIES: Participate in all assisted reproductive procedures (Spermatology & Embryology). Facilitate and support the provision of assisted reproductive services to all patients; perform micro-manipulation techniques, quality controls, database upkeep, statistics and cryopreservation. Support and participate in research projects at the unit.

ENQUIRIES: Prof. C Huyser Tel: (012) 354 2067/2208/2061
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 27 October 2017

POST 41/132: NUCLEAR MEDICINE RADIOGRAPHER REF NO: HRM 64/2017
Directorate: Nuclear Medicine

SALARY: R281 148- R487 752 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 12 Certificate. B-tech/B.Rad (hons)/Diploma in Nuclear Medicine or equivalent tertiary qualification. Registration with HPCSA and recent proof of payment.

DUTIES: Clinical service rendering and patient care. Participating in organizing, planning, implementation of departmental policies and procedures. Participating in CPD programs. Experience in Nuclear Medicine including “hot laboratory” and PETCT will be an advantage. Administrative duties in all relevant areas and supervision of students in clinical training.

ENQUIRIES: Ms. NG Mahlangu Tel: (012) 354 1684
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 27 October 2017

POST 41/133: LABOUR RELATIONS OFFICER REF NO: HRM 72/2017
Directorate: Human Resource Management

SALARY: R226 611 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: A relevant NQF level 6 in Labour Relations Management /Human Resources Management. Appropriate experience in human resources management/labour relations management. Excellent communication skills and analytical skills. A good team player. A firm commitment to the hospital’s success. Absolute commitment to customer services. In depth understanding of applicable legislation and various policies and procedures regulating employment relations. Good report writing skills.

DUTIES: Coordinates all external referred disputes i.e labour court, CCMA etc. Arrange and collate background information on disputes. Give advice to management and staff on labour related matters. Build and maintain constructive relationships with unions and management. Ensure compliance with collective
agreements. Provide training to line managers and supervisors. Assist the Assistant Director on labour related matters.

ENQUIRIES: Mr. PM Motsweni Tel: (012) 354 2235
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE: 27 October 2017
POST 41/134: HUMAN RESOURCES SUPERVISOR LEVEL 7 REF NO: 001788
Directorate: Conditions of Service (Leave Administration)

SALARY: R226 611 – R266 943 per annum (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: Minimum National Diploma in Human Resource Management with 5 years experience or Matric/Grade 12 with 10 years experience in Human Resource Administration with extensive exposure in leave administration. Persal Leave Administration Certificate. Computer Literacy (intermediate). Knowledge of legislative frameworks i.e. Basic Conditions of Service Act; Basic Conditions of Employment Act; Public Service Act; Labour Relations Act and Public Regulations as amended. Report writing skills; planning and organizing skills; Communication skills; presentation skills and ability to manage people.

DUTIES: Adhere to implementation and monitoring of leave policies and procedures. Calculate leave gratuities using excel spreadsheet; Implement and monitoring of unpaid leave. Management of PILIR (temporary and permanent incapacity leave) and all types of leave (study leave; sabbatical leave; vacation; sick; family responsibility and maternity). Adhere to deliverology, leave audit and record keeping including filing. Submit and prescribe weekly, monthly, quarterly and annual Reports. Supervise HR Clerks. Apply disciplinary procedures and maintain confidentiality. Evaluate performance of subordinates quarterly and annually. Handle all leave enquiries.

ENQUIRIES: Ms. Z.A. Mdluli, Tel No: (012) 318-6686
APPLICATIONS: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.

NOTE: In terms of the equity of the hospital preference will be given to female applicants. Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

CLOSING DATE: 27 October 2017
POST 41/135: HUMAN RESOURCES SUPERVISOR LEVEL 7 (RE-ADVERTISEMENT) REF NO: 001789
Directorate: Human Resource Administration (Personnel Administration and Salaries)

SALARY: R226 611 – R266 943 per annum (plus benefits)
CENTRE: Kalafong Provincial Tertiary Hospital
REQUIREMENTS: Minimum National Diploma in Human Resource Management with 5 years experience or Matric/Grade 12 with 10 years experience in Human Resource Administration with extensive exposure in leave administration. Persal Leave Administration Certificate. Computer Literacy (intermediate). Knowledge of legislative frameworks i.e. Basic Conditions of Service Act; Basic Conditions of Employment Act; Public Service Act; Labour Relations Act and Public Regulations as amended. Report writing skills; planning and organizing skills; Communication skills; presentation skills and ability to manage people.

DUTIES: Adhere to implementation and monitoring of leave policies and procedures. Calculate leave gratuities using excel spreadsheet; Implement and monitoring of unpaid leave. Management of PILIR (temporary and permanent incapacity leave) and all types of leave (study leave; sabbatical leave; vacation; sick; family responsibility and maternity). Adhere to deliverology, leave audit and record keeping including filing. Submit and prescribe weekly, monthly, quarterly and annual Reports. Supervise HR Clerks. Apply disciplinary procedures and maintain confidentiality. Evaluate performance of subordinates quarterly and annually. Handle all leave enquiries.

ENQUIRIES: Ms. Z.A. Mdluli, Tel No: (012) 318-6686
APPLICATIONS: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.

NOTE: In terms of the equity of the hospital preference will be given to female applicants. Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.
Administration with extensive exposure in Personnel Administration and Salary administration. Persal Personnel Administration and Persal Salary Administration Certificates. Computer Literacy. Knowledge of legislative frameworks i.e. PFMA; Basic Conditions of Employment Act; Public Service Act; Labour Relations Act and Public Regulations as amended. Report writing skills; planning and organizing skills; Communication skills; presentation skills and ability to manage people.

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

**ENQUIRIES**
Ms. Z.A. Mdluli, Tel No: (012) 318-6686

**APPLICATIONS**
Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za

**NOTE**
Applicants who previously applied may reapply. In terms of the equity of the hospital preference will be given to female applicants. Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

**CLOSING DATE**
27 October 2017

**POST 41/136**
**ADMINISTRATIVE OFFICER REFS: EHD2017/10/06**
Directorate: Primary Health Care

**SALARY**
R 226 611.00 – 266 943.00 per annum (plus benefits)

**CENTRE**
Ekurhuleni Health District (Kwa-Thema CHC)

**REQUIREMENTS**
Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience in patient administration data capturing or National diploma/degree in administration/data capturing with 3 years’ experience in patient administration. Must have knowledge in record keeping and filling. Good communication skills. Computer literacy. Driver’s license is essential.

**DUTIES**
Perform administrative duties, relating to clients records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting time in the facility. Compliance to ideal clinic and national core standard. 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. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.

**ENQUIRIES**
Ms M.L Nhleko Tel No: (011) 737 - 9246

**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.

**NOTE**
Preferences will be given to Males. Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.
CLOSING DATE: 27 October 2017

POST 41/137: ADMINISTRATIVE OFFICER

REFS: EHD2017/10/06

Directorate: Primary Health Care

SALARY: R 226 611.00 – 266 943.00 per annum (plus benefits)

CENTRE: Ekurhuleni Health District (Ethafeni)

REQUIREMENTS:

Grade 12 Certificate or equivalent qualification with minimum of 5 years’ experience in patient administration data capturing or National diploma/degree in administration/data capturing with 3 years’ experience in patient administration. Must have knowledge in record keeping and filing. Good communication skills. Computer literacy. Driver’s license is essential.

DUTIES:

Perform administrative duties, relating to clients records. Planning and organizing operations of the junior administration clerks and data capturers. Management of waiting time in the facility. Compliance to ideal clinic and national core standard. 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. Manage and support staff services in the facility. Perform all other duties delegated a Supervisor/Manager.

ENQUIRIES:

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 Catlin Street Germiston 1400 or Private Bag X1005 Germiston 1400. Attention: Human Resource Manager.

CLOSING DATE: 27 October 2017

NOTE:

Preferences will be given to Males. Applicant will be subject to medical surveillance screening. No S&T claims and resettlement allowance will be paid.

POST 41/138: PROFESSIONAL NURSE (SPECIALITY NURSING) ADVANCED MIDWIFERY

REF NR: SEB-NURSING-02

Directorate: Nursing

SALARY: R 226 083.00 – 431 262.00

CENTRE: Sebokeng Hospital

REQUIREMENTS:

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 Midwife A post-basic nursing qualification with duration of at least one year, accredited with SANC in Advanced Midwifery and Neonatalogy. A minimum of four years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with SANC – as Professional Nurse and Midwife. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements)

DUTIES:

Provision of quality clinical nursing care in area of speciality within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.

ENQUIRIES:

Mr. SJK Sejeng Tel: 016 930 3302

APPLICATIONS:

Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

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 recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 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 please accept that your application was unsuccessful. Selection Criteria questions: Do you have a minimum of four years’ experience in nursing after registration as a Professional Nurse and Midwife? Do you have a post basic qualification in Advanced Midwifery with duration of one year? Are you registered with the SANC? On line applications cannot be accommodated due
to system challenges people with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment

**CLOSING DATE** : 20 October 2017

**POST 41/139** : PROFESSIONAL NURSE (SPECIALITY NURSING) TRAUMA AND EMERGENCY REF NR: SEB-NURSING-03

Directorate: Nursing

**SALARY** : R 226 083.00 – 431 262.00

**CENTRE** : Sebokeng Hospital

**REQUIREMENT** : 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 Midwife. A post-basic nursing qualification with duration of at least one year, accredited with SANC in Emergency and Trauma. A minimum of four years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Current registration with SANC as Professional Nurse and Midwife. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements)

**DUTIES** : Provision of quality clinical nursing care in area of speciality within legal and ethical framework. Implement cost-containment measures to ensure efficient utilization of human material and financial resources.

**ENQUIRIES** : Mr. SJK Sejeng Tel: 016 930 3302

**APPLICATIONS** : Applications should be send by courier or hand delivered to Sebokeng Hospital, the HR Department, Moshoeshoe Street, Sebokeng, 1983.

**CLOSING DATE** : 20 October 2017

**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 recent updated CV as well as certified copies of all qualification and ID document (no copies of certified copies allowed. Certification should not be more than 3 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 please accept that your application was unsuccessful. Selection Criteria questions: Do you have a minimum of four years’ experience in nursing after registration as a Professional Nurse and Midwife? Do you have a post basic qualification in Emergency and Trauma with duration of one year? Are you registered with the SANC? On line applications cannot be accommodated due to system challenges people with disabilities are encouraged to apply. Successful candidates will be subjected to medical assessment

**POST 41/140** : REGISTRY CLERK- PATIENT ADMINISTRATION REF NO: HRM 73/2017

Directorate: Admin & Logistic

**SALARY** : R152 862 per annum plus benefits

**CENTRE** : Steve Biko Academic Hospital

**REQUIREMENTS** : Grade 12. Must be computer literate and well number orientated. Be prepared to rotate and act as reliever. A registry background will be an added advantage. Be able to work under pressure. Good interpersonal and communication skills. Must be in good health and able to do physical hard work. Must be able to function well in a team.


**ENQUIRIES** : Mr. MF Monama Tel: (012) 354 1421

**APPLICATIONS** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE** : 27 October 2017
POST 41/141: HUMAN RESOURCES CLERK LEVEL 5 REF NO: 001790
Directorate: Recruit and Select Unit

SALARY: R152 862 – R180 063 per annum (plus benefits)

CENTRE: Kalafong Provincial Tertiary Hospital

REQUIREMENTS: Grade 12/Matric with 2 or more years experience in recruitment processes. National Diploma in Human Resource Management with extension exposure in recruitment process will be an added advantage. Computer Literacy with extensive knowledge of Microsoft programmes (word and excel). Knowledge of legislative frameworks i.e. Employment Equity Act; Skills Development Act; Basic Conditions of Employment Act; Public Service Act and Public Regulations as amended. Planning and organizing skills; Communication skills; ability to work under pressure.

DUTIES: Implement Recruitment and Selection policies and procedures. Maintain confidentiality. Posting of adverts; collections of applications on daily basis at the main entrance. Monitoring, approve and printing of online applications. Sorting and counting of application forms. Compile and capturing of application forms on Microsoft excel. Attend to shortlistings and interviews and take minutes. Assist with compiling of submissions; Type regret letters; Assist with verification checks i.e. reference check (previous employment); criminal record check; financial status and citizenship check. Maintain record keeping. Able to work under pressure and meet deadlines. Accept responsibilities given by supervisors from time to time and also report to the supervisor. Attend sectional meeting.

ENQUIRIES: Ms. Z.A. Mdluli, Tel No: (012) 318-6686

APPLICATIONS: Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za

NOTE: In terms of the equity of hospital preference will be given to males. Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

CLOSING DATE: 27 October 2017

POST 41/142: SECURITY OFFICER REF NO: 11/2017
Directorate: FMU

SALARY: R127 851 per annum (plus benefits) Level: 4

CENTRE: Tshwane Rehabilitation Hospital

REQUIREMENTS: Grade 12 Certificate plus 2-3 years experience of security services, Grade ‘C’PSIRA qualification. Communication skills and Computer literacy. Understanding of risk management policy. Self discipline and ability to work in a team as well as working under pressure. Experience in a hospital environment, Grade A and B PSIRA qualification and valid driver's licence will be an added advantage.

DUTIES: Management of access control, staff and disable parking. Monitoring of private security services to make sure that daily searching, patrolling and spot checking is done accordingly. Conducting of monthly internal security audit and submit the report to the hospital management. Ensure that security National Core Standard is adhered and submit audit report to the hospital. Making sure that all security systems are in place and fully functioning e.g. CCTV cameras and etc. Holding of internal security monthly meetings with
service provider and attending risk management security meetings at central office. Ensure that security breaches are all reported, cases are opened within 24hrs with SAPS and follow ups cases are done. Making sure that Security Access control screening is done 24hrs to all staff members, visitors, service providers and any other business entities accessing and exiting the hospital premises.

ENQUIRIES : Mr. ML Dladla, Tel. No: (012) 354–6117
APPLICATIONS : Applications must be submitted directly to: Tshwane Rehabilitation Hospital, P.O Box 23397, Gezina, 0031 OR hand deliver to Cnr Dr Savage and Soutpansberg Road, Pretoria 0002.
CLOSING DATE : 27 October 2017
POST 41/143 : CLEANERS LEVEL 2 REF NO: 001791
Directorate: Cleaning Unit

SALARY : R90 234 – R106 290 per annum (plus benefits)
CENTRE : Kalafong Provincial Tertiary Hospital
REQUIREMENTS : Grade 10 and above. Minimum 2-years proven experience and more in a formal clinical cleaning environment. EPWP with the most recent hospital / clinical experience will be an added advantage.
DUTIES : Cleaning service of a routine nature utilizing a variety of heavy duty cleaning equipments: Cleaning of clinical and non-clinical areas in the hospital. Terminal cleaning of infectious areas. Strip and seal vinyl floors, scrubbing tiled floors, vacuum of carpet floors. Cleaning windows, walls, doorframes and handles. Cleaning bathrooms and toilets. Removal of general waste in designated areas. Perform any other cleaning activities as directed by team leader / supervisor. Cope with physical demands of the work, individually or in a team. be prepared to be rotated to different areas in the hospital, shift work including public holidays and weekends.

ENQUIRIES : Ms. A.T. Mathonsi, Tel No: (012) 318-6634
APPLICATIONS : Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at www.gauteng.gov.za.
NOTE : Medical surveillance will be conducted to the recommended applicants, with no costs. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; and certified copies of ID and qualifications. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process. Applicants must indicate the post reference number on their applications. Applications must be submitted timeously, applications received after closing date will not be accepted. The Department reserves the right not to make an appointment. Candidates will be expected to be available for selection interviews on the date and time and place determined by the Department. Correspondence will be limited to shortlisted candidates only; if you have not heard from us within 3 months of the closing date, please accept that your application has been unsuccessful.

CLOSING DATE : 27 October 2017

DEPARTMENT OF OFFICE OF THE PREMIER

APPLICATIONS : Qualifying applicants should submit their applications online on www.gautengonline.gov.za
CLOSING DATE : 27 October 2017
NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 3 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference , Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testamonia. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security
clearance, security vetting, qualification verification and criminal checking (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority-SAQA). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Gauteng Office of the Premier within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POST

POST 41/144 : SENIOR ADMINISTRATION OFFICER: REF NO: 001711
Directorate: Stakeholder Management (IGR & IR)

SALARY : R 281 418 - R 331 497 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric and National Diploma in Office Management or equivalent. 2-3 Years work experience in Office administration and in Government. Good planning and organising skills. Knowledge of records and documents management. Good verbal and writing communication skills.
DUTIES : Provide an efficient and effective Administrative Support to the Directorate. Support Planning and budgeting of the Directorate for all projects of International Relations, IGR and Stakeholder Management. Assist with Supply Chain Management processes. Provide logistical support. Track both internally and externally referred documents related to logistics, budgets and plans. Monitor the expenditure and alter budgets with regards to possible over or under expenditure. Manage deviations, cost containment as well as DAC outcomes, for the Directorate. Provide support in the planning of the Directorate meetings with stakeholders. Coordination and administration of designated special projects. Record decisions of the Directorate meetings with Stakeholders. Support the functioning of the Directorate Stakeholders meetings. (Agenda, record decisions and minutes).

ENQUIRIES : Ms Khanyisile Mafiri Tel No: (011) 298 5651

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

MANAGEMENT ECHELON

POST 41/145 : CHIEF FINANCIAL OFFICER (5 YEAR CONTRACT) REF NO: REFS/001766
Directorate: Office of the Chief Financial Officer (CFO)

SALARY : R1 127 334 per annum (All-inclusive package)
CENTRE : Johannesburg
REQUIREMENTS : The successful candidate should have a Matric Certificate, relevant 3 years Tertiary Qualification in Finance and or Accounting (SAQA NQF Level 7). At least 10 years Senior Managerial experience preferably in the Public Service in the field of Finance or Accounting. A relevant post graduate and or Chartered Accountant (CA) qualification will be an added advantage. An excellent knowledge of accounting principles. Must have in depth knowledge and understanding of the Public Finance Management Act, 1999 (PFMA), Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 and the Public Sector Financial Frameworks and instruments as defined by National Treasury. A valid driver’s licence and willingness to travel is essential. Skills and Competencies: The successful candidate must be a detail orientated, self-driven individual in possession of the following skills and competencies: strategic capability and leadership, financial management (including expert knowledge of GRAP, BAS, and MTEF) partnership skills, auditing practices and business planning, programme and project management, problem solving and analysis; excellent negotiation,
communication, analytical and interpersonal skills, ability to meet strict deadlines, work under pressure and pay attention to detail. Travel and working extra hours is an essential requirement for the position.

**DUTIES**

Provide strategic leadership, information and advice to the Accounting Officer in relation to financial matters. Establish and maintain effective and transparent systems of financial management, risk management, internal control, expenditure and budget management, asset management and supply chain management. Ensuring compliance with the legislative framework of the Government. Prepare and provide financial reports and Annual Financial Statements required in terms of Public Service Statutory Framework. Support the Accounting Officer (Head of Department) and other senior managers in the execution of their functions in terms of the PFMA and other related legislation. Management of the staff & resources of the unit. Assist the Accounting Officer on finance related matters, including all processes in the budget cycle of the Department, costing of the departmental business plans, monitoring and evaluation of expenditure and leading performance audits on all budget objectives. Provide financial information and expenditure reports to management. Develop and implement financial management strategies to ensure the long –term sustainability of the Department. Represent the Department in all matters relating to financial management and budget administration in the Department. Compile all necessary responses pertaining to audits legislative matters and other queries on financial matters. Carry out any other responsibilities and duties as determined by the Accounting Officer.

**ENQUIRIES**

Ms Patricia Ndawo: Tel: 011 355 2861

**APPLICATIONS**

All applicants must apply online. Www.gautengonline.gov.za.

**NOTE**

Successful candidates will be subjected to security clearance as well as competency assessment. All applicant who experience difficulty in applying online can apply manually using Z83 form and attached certified copies of qualifications, ID and CV and submit to: NO.35 Rissik Street, Surrey House, Johannesburg, 2000. Please note that due to a large number of applications expected, applications will therefore not be acknowledged in writing. Be assured that your applications are acknowledged with appreciation.

**CLOSING DATE**

20 October 2017
ANNEXURE S

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

It is the department’s intention to promote equity through 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.

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

MANAGEMENT ECHELON

POST 41/146: HEAD CLINICAL UNIT INTERNAL MEDICINE REFERENCE: PSH 07/2017

SALARY: Grade 1 – R1 550 331 -00 package (The all-inclusive remuneration package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules) PLUS 22% rural allowance and Commuted overtime

CENTRE: Port Shepstone Hospital

REQUIREMENTS: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a specialist /or Registration with the HPCSA as a Specialist with F.C.P Internal medicine (or equivalent). Current registration with HPCSA for 2017. Five (5) years post registration experience as a Specialist in Internal medicine. Knowledge Skills Experience: Outstanding clinical skills in field of Internal Medicine preferably obtained in public service /environment. Ability and practical experience to setup and provide training program for under and post graduates. Develop and review clinical protocols and guidelines for Internal Medicine. Quality Management (improvement, assurance, audits, etc.). Leadership, people management, problem solving, decision making and communications skills. Mentoring, coaching, facilitation, teaching and training skills. General Management Skills: Human Resources, Finance, Operations, Strategy, Marketing Knowledge of relevant protocols, policies, legislation and guidelines

DUTIES: Must have knowledge of being able to provide cost effective and appropriate Internal Medicine service at a Regional hospital. *Provision of specialist Internal Medicine services to PHC / CHC and District Hospitals. Capacity building in district hospitals and provision of outreach services with the focus on improving services. Provide Intern, Doctor’s and nurse Supervision. Post Graduate Internal Medicine development and strengthening. Develop a training programme for under – and post graduates. Clinical Quality: conduct audits, morbidity and mortality reviews, develop clinical guidelines, protocols, quarterly reports, Monitoring of inappropriate admissions, referrals for specialty. Play a leadership role in conducting ward rounds, problem ward rounds, grand ward rounds, multidisciplinary meetings and mortality meeting for teaching purposes. Teleconferencing participation with the entire team. Patient Satisfaction: satisfaction surveys, community consultation and active participation in development of services, waiting times, open days and customisation of services. Systems: Provide appropriate level of care, referral pathways, seamless and integrative service delivery system Health Information and Research: Monitor and evaluate disease profile, setting up of
database for chronic conditions, conduct relevant research. To perform compulsory overtime duties in line with hospital needs.

**EQUIRIES**
Dr. PB DLAMINI (039) 688 6208 / 6147 or 039 688 6000

**APPLICATIONS**
Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240

**FOR ATTENTION**
Miss D.L. Du Randt

**CLOSING DATE**
27 October 2017

**NOTE**
Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Directions To Candidates: Application for employment (Z83). Certified copy of Identity document. Certified copy of MBChB qualification. Certified copy of FCP/Specialist qualification/equivalent. Certified copy of HPCSA Registration as a Specialist in Internal Medicine. Proof of payment of HPCSA annual fees or relevant Certificate. Detailed Curriculum vitae. Must be willing to reside in the Ugu District

**OTHER POSTS**

**POST 41/147**
**MEDICAL OFFICER X 2 REFERENCE: MOPAEDMED/2/2017**
Department: Paediatric Medical

**CENTRE**
Inkosi Albert Luthuli Central Hospital

**SALARY**
Grade 1: Medical Officer – R736 425 per annum (All Inclusive Salary Package) excluding Commuted Overtime. No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

Grade 2: Medical Officer R842 028 per annum (All inclusive Salary Package) excluding Commuted overtime. Five (5) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

Grade 3: Medical Officer R977 199 per annum (All inclusive Salary Package) excluding commuted Overtime. Ten (10) years appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

**REQUIREMENTS**
Current registration with Health Professions Council as a Medical Practitioner. Completion of Community Service. Knowledge Skills And Experience Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.

**DUTIES**
The candidate will be expected to work in the Paediatric Medical service which includes neonatal and paediatric Intensive care, high care and the Paediatric subspecialty services. After-hours clinical participation in the call roster. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient,out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required

**ENQUIRIES**
Dr R Thejpal - 031 240 1607

**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 : 20 October 2017

POST 41/148 : MEDICAL OFFICER X 2 REF NO: MO ORTHO/1/2017
Department: Orthopaedics and Trauma Unit

CENTRE : Inkosi Albert Luthuli Central Hospital

SALARY : Grade 1: Medical Officer – R736 425 per annum (All Inclusive Salary Package) excluding Commuted Overtime Experience No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.
Grade 2: Medical Officer – R842 028 per annum (All inclusive Salary Package) excluding Commuted Overtime Experience: Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.
Grade 3: Medical Officer – R977 199 per annum (All inclusive Salary Package) excluding Commuted Overtime Experience: Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.

REQUIREMENT : Applicants must be currently registered with the Health Professions Council of South Africa as a Medical Practitioner. A minimum of 12 months previous orthopaedic experience is an advantage. Candidate must be able to operate independently on patients with simple orthopaedic trauma and uncomplicated elective orthopaedic patients requiring surgical treatment. Preference will be given to candidates who wish to specialise in orthopaedics in future. Preference will be given to applicants who have successfully completed the primary and/or intermediate exams of the College of Medicine in Orthopaedics of South Africa. Registrars who has completed/exited the registrar training and Registrars who have completed their Final Orthopaedic Fellowship Exams and are still busy with their M. Med are also encouraged to apply.

DUTIES : Provide orthopaedic care to patients with orthopaedic conditions, especially trauma. Provide orthopaedic services to the trauma unit and elective orthopaedic services. Be responsible for basic operations, especially for bone and soft tissue trauma. To supervise and teach new doctors in the treatment of orthopaedic conditions, especially trauma. Conduct out-patient clinics in the hospital. Conduct patient management in the wards including both High Care and Intensive Care Unit and ensuring set standards are maintained. Doctors have to be available after hours to provide relevant emergency cover as required. Clerk all admissions and compile discharge summaries. Be responsible for all letters and assist patients with SASSA forms and medico-legal issues and forms. Conduct research in the field of orthopaedics. The incumbent will also be responsible for teaching of medical, paramedical and nursing staff. Prepare and attend Mortality and Morbidity meetings as required. The successful candidate may be seconded to the Orthopaedic Department of any other KZN state Hospital to render orthopaedic services.

ENQUIRIES : Prof IE Goga - Tel 031-240 2162

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 : 20 October 2017

POST 41/149 : MEDICAL OFFICER X 3 REF NO: MONEUROSURG/1/2017
Department: Neurosurgery

CENTRE : Inkosi Albert Luthuli Central Hospital

SALARY : Grade 1: Medical Officer R736 425 per annum (All Inclusive Salary Package) excluding Commuted Overtime Experience No experience required from South African qualified employees. One (1) year relevant experience after registration as a Medical Practitioner with a recognised foreign health
professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa

Grade 2: Medical Officer

R842 028 per annum (All inclusive Salary Package) excluding Commuted Overtime Experience: Five (5) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Six (6) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa

Grade 3: Medical Officer

– R977 199 per annum (All inclusive Salary Package) excluding Commuted Overtime Experience: Ten (10) years appropriate experience as a Medical Practitioner after registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa

REQUIREMENTS:

MBChB Degree. Current registration with the Health Professions Council of SA as a Medical Practitioner. Completion of Community Service. Knowledge, Skills Training and Competencies Required: Candidates must be able to do a detailed clinical assessment of trauma and neurological patients. Ability and knowledge of basic trauma resuscitation, including endotracheal intubation of patients is a requirement. Candidates with basic surgical experience and skills will be at an advantage. Previous surgical experience in a Neurosurgery environment will an advantage. Good communication skills and courtesy are essential

DUTIES:

Active participation in ward rounds, patient management on the wards, assisting in theatre, and doing calls after hours are a basic part of the duties. Candidates are expected, when on call, to field many calls from referring doctors and after discussion with a senior to advise the referring doctors appropriately. They must be able to carry out resuscitation of trauma patients using ATLS principles. Attendance and participation in the academic programme of the department is a requirement

ENQUIRIES:

Dr BC Enicker) – 031 240 16/ 031 26240 1133

APPLICATIONS:

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

CLOSING DATE:

20 October 2017

POST 41/150:

OPERATIONAL MANAGER (REF02/2017)

Directorate: Primary Health Care

SALARY:

R499 953.00 (plus benefits), 13th cheque, medical (Optional), 12% Rural Allowance and housing allowance (Employee must meet prescribed requirements)

CENTRE:

Dundee Hospital

REQUIREMENTS:

Senior Certificate or Grade 12, Degree /National Diploma in Nursing that allow registration with SANC as a Professional Nurse and Midwifery, Post Basic nursing qualification with duration at least one(1) year accredited with SANC in clinical nursing Science, assessment, diagnosis, treatment and care, Minimum of 9 years appropriate/ recognizable experience in nursing after registration as a professional nurse with South African nursing council in general nursing of which at least 5 years must be appropriate experience after obtaining the one year Post Basic Qualification in Primary Health Care, Proof of current registration with SANC (2017), Valid driver's license EB (code 8) or C1 (code 10) and Certificate of service signed by Human Resource Manager must be attached.

DUTIES:

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

ENQUIRIES
Mrs. ID Khumalo, Contact details: 061 825 7107 Ext 259

APPLICATIONS
Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 MC Kenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000

CLOSING DATE
20 October 2017

NOTE
Please note that Operational Manager (REF02/2017) those who applied before are advised to re-apply.

DEPARTMENT OF PUBLIC WORK

APPLICATIONS
Direct your application quoting the reference number of the post you are applying for and the name of the publication in which you saw the advertisement to: Director : Human Resource Management Department of Public Works, Private Bag x9142 Pietermaritzburg 3200, for attention Mrs BG Mahlaba. Alternatively, applications can be delivered to 191 Prince Alfred Street, Pietermaritzburg Candidates are also advised not to send their applications through registered mail, as the Department will not take responsibility for non-collection thereof.

CLOSING DATE
20 October 2017

NOTE
The Provincial Administration of Kwa – Zulu Natal is an equal opportunity, affirmative action employer and Women and people with disabilities are encouraged to apply. Applicants with disabilities may qualify for relaxed advertisement appointment requirements in terms of driver’s licence, computer literacy, experience and /or any other required competences, provided such is not an inherent requirement of the post and subject to proof of disability being submitted with the application. Applications must be submitted individually on the prescribed Z83 form, obtainable from any Public Service department, and must be accompanied by a comprehensive Curriculum Vitae together with certified copies of qualifications, skills or competencies to substantiate compliance with / adherence to the appointment requirements plus a clear and legible, certified copy of the valid South African bar-coded ID (passports will not be accepted) and valid South African drivers licence. Copies of copies OR copies on the blank side of the copy will not be accepted. Faxed or electronic copies will not be considered. Candidates are urged to view the guidelines available to all prospective candidates applying for vacant position on the departmental website before completing applications for posts. It is the applicant’s responsibility to have foreign qualifications assessment for equivalent by the South African Qualifications Authority (SAQA). Applications that do not comply with the above-mentioned instructions will be disqualified. Please note that the Department reserves the right not to fill the post. Recommended candidate’s personal information will be subject to vetting prior to an offer of appointment being made. Candidates are expected to be available on the date set for the interviews or they may be disqualified. Should you not have been contacted by this office within 3 months of the closing date of the advertisement, kindly consider your application being unsuccessful. Please note that further communication shall be restricted to those candidates who will have been shortlisted. The appointed candidate shall be required to sign a performance agreement. Please note that reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment to facilitate this. The filling of this post will be guided by the Department’s Employment Equity targets.

OTHER POSTS

POST 41/151
DEPUTY DIRECTOR: IMMOVABLE ASSETS MANAGEMENT REF: ETH/DDIAM/09/2017
Immovable Asset Management Directorate

SALARY
R 779 295 per annum (All-inclusive package to be structured as per the rules of the MMS Dispensation) level: 12

CENTRE
Ethekwini Region

REQUIREMENTS
Grade 12 or equivalent plus an accredited and appropriate Bachelor’s Degree or National Diploma with a minimum of 3 years’ experience in property
management. Computer literacy in the following software packages, namely word processing, spreadsheet, presentation and email. A valid driver’s licence (manual transmission).

**DUTIES**
Manage and co-ordinate the implementation of Acquisition and Disposal processes. Manage and co-ordinate Provincial Information. Provide registry services for the Sub-Directorate. Manage the implementation and coordination of input into policies and procedures relevant to immovable asset management. Manage the resources of the component. Skills: Financial Management, Interpersonal Relations, Stakeholder Management, Customer Management and project Management. Recommendations: Candidates with property management qualification will be added as an advantage.

**ENQURIES**
Ms D. Fihlela Tel No (031) 203 2209

**POST 41/152**
**SUB-DISTRICT MANAGER REF: NC/SDM/09/2017**
Directorate: Supply Chain Management

**SALARY**
R 417 552 per annum Level: 10

**CENTRE**
North Coast Region, Zululand Sub-District Office (Nongoma)

**REQUIREMENTS**
A Grade 12 or equivalent plus an appropriate and 3 years Bachelor’s Degree / National Diploma, including a minimum of 3 years’ relevant managerial experience. Candidates must be computer literate in word processing, spreadsheet, presentation and e-mail software packages. Valid driver’s licence (manual transmission).

**DUTIES**
Manage works inspection services, Manage building maintenance services, Monitor financial administration and supply chain, management services, Manage general administration support services, Manage all projects and ensure implementation of policies and procedure for the sub-District, Manage the resources of the component. Skills: Willingness to work long hours and travel long, distances, Good verbal and written communication, skills. Project and Programme management, stakeholder and financial management and knowledge of procurement processes.

**ENQURIES**
Mr MG Mncanyana Tel No (035) 879 8300

**POST 41/153**
**STATE ACCOUNTANT REF: NC/ST/09/2016**
Directorate: Financial Administration

**SALARY**
R 281 418 per annum Level: 8

**CENTRE**
North Coast Region: Umkhanyakude District Office

**REQUIREMENTS**
Grade 12 or equivalent plus an accredited and appropriate three year Bachelor’s Degree or National Diploma with a minimum of 3 years relevant experience. Computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and email software programmes. A valid driver’s licence (manual transmission).

**DUTIES**
Monitor and control payment processes, Conduct budgetary inputs, Control expenditure trends, Supervise staff. Skills: Sound knowledge of PFMA, Treasury Regulations and Financial Prescripts. Good written and verbal communication skills. Working knowledge of Basic Accounting System (BAS). WIMS, PERSAL. Understanding of the maintenance schedules to magistrate courts. Sound knowledge of conducting of audits.

**ENQURIES**
Ms PP Mbuyisa Tel No (035) 573 7000

**POST 41/154**
**PERSONAL ASSISTANT TO THE DIRECTOR: PROVINCIAL EPWP REF: HOP/PAEPWP/09/2017**
Directorate: EPWP: Head Office

**SALARY**
R226 611 per annum Level: 7

**CENTRE**
Head Office, Pietermaritzburg

**REQUIREMENTS**
Grade 12, plus a one year Secretarial Diploma/Certificate, or any other equivalent one year qualification plus at least three years’ appropriate experience, or a three year National Diploma or Bachelor’s Degree plus at least three years appropriate experience and proven computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and email software programmes. A valid driver’s licence (manual transmission).

**DUTIES**
Provides a secretarial support service to the Director EPWP. Render administrative support services. Provides support to Director EPWP regarding meetings. Supports the Director EPWP with the administration of the Director
EPWP budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Recommendations: Candidates must display the following skills: excellent verbal and written communication skills, including telephone etiquette, sound organizational, administrative and presentation skills, tact and diplomacy, including basic financial management skills. Knowledge of the relevant legislation/policies/prescripts and procedures. Candidates must also be able to manage confidential documents and information.

ENQUIRIES:
Mr. X Xulu: Tel. no.: 033-355 5572

NOTE:
Candidates may be subjected to computer assessments to determine computer literacy.

**POST 41/155**
**INFORMATION TECHNOLOGY SPECIALIST REF: NC/ITS/09/2017**
Directorate: Information Technology Management

**SALARY**
R 226 611 per annum Level: 7

**CENTRE**
North Coast Region: Ulundi

**REQUIREMENTS**
Grade 12 or equivalent plus A+ and N+ certificate 3-5 years relevant experience, Computer literacy in the following software packages, namely Word processing, Spreadsheet, Presentation and Outlook. A valid driver's licence (manual transmission).

**DUTIES**

ENQUIRIES:
Ms ZP Nene Tel No (035) 874 2198

**POST 41/156**
**ADMINISTRATIVE OFFICER: PROCUREMENT AND POST-BID REF: NC/AOPB/09/2016**
Directorate: Supply Chain Management

**SALARY**
R 226 611.00 per annum Level: 7

**CENTRE**
North Coast: Ulundi

**REQUIREMENTS**
Grade 12 or equivalent plus a minimum of 3 years relevant experience computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and email software programmes. A valid driver's licence (manual transmission).

**DUTIES**
Provide Post-Bid services to the Region. Provide contract administration services. Monitor and control the extension of validity of contracts and variation orders. Exercise control over contractor and consultant payments. Supervise staff. Skills: Candidates must display the following skills; excellent verbal and written communication skills, including telephone etiquette, sound organizational, administrative and presentation skills, tact and diplomacy, Knowledge of the relevant legislation/policies/prescripts and procedures. Candidates must also be able to manage confidential documents and information.

ENQUIRIES:
Mr ZM Nkosi Tel No (035) 8742080

**POST 41/157**
**WORKS INSPECTOR: ELECTRICAL X1(UGU DISTRICT): 4X WORKS INSPECTOR: STRUCTURAL (AMAJUBA, ETHEKWINI, UMGUNGUNDLOVU DISTRICTS AND ZULULAND SUB-DISTRICT OFFICE VRYHEID AND UMZINYATHI SUB-DISTRICT OFFICE (TUGELA FERRY)**

**SALARY**
R183 558.00 per annum Level: 6

**CENTRE**
Southern Region Ugu (Port Shepstone) Electrical REF: SR/WIEUGU/09/2017
Southern Region (Umgungundlovu) Structural REF: SR/WISUMGU/09/2017
Midlands Region (Amajuba District Office) Structural REF: MID/WISADO/09/2017
Ethekwini Region (Ethekwini District) Structural REF: ETH/WIS/09/2017
North Coast: Zululand Sub-District Office (Vryheid) Structural REF: NC/WIS/09/2017

**REQUIREMENTS**

Grade 12 or equivalent plus a National Diploma (T/N/S streams) or equivalent, or N3 and pass trade test in the building environment, or Registration as an Engineering Technician, computer literacy in the following software packages, namely (Word processing, Spreadsheet, Presentation and email software programmes. A valid driver’s licence (manual transmission).

**DUTIES**

Render a basic inspection service of work done on minor new existing structures on a project basis, Analyse and compile relevant documentation for work to be done on minor new and existing structures, Oversee the work of contractors, Gather and submit information in terms of the, Extended Public Works Programme (EPWP). Skills: Project Management skills, Stakeholder management skills, Sound communication skills, willing to work extended hours. Recommendations: One (1) year appropriate experience in the construction sector.

**ENQUIRIES**

Mr B Ntselemane: Tel No (039) 688 9400 (Ugu)
Mrs C Buthelezi: Tel No (033) 355 7100 (uMgungundlovu)
Mr MG Mcanyana: Tel No (035) 879 8300 (North Coast Region: Zululand)
Mr. LFS Nel: Tel No (034)312 9188 (Midlands Region Amajuba District)
Mr MC Luthuli: Tel No (031)273 1700 (EThekwin Region: Mayville)
Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

APPLICATIONS

Applications for Professional posts (Physiotherapist, Occupational Therapists, Speech Therapist, Professional Nurse and Social Worker) and NSNP posts should be submitted to the various District Offices. Applications for all other posts should be submitted to the various schools.

THE ADDRESSES ARE AS FOLLOWS:

The District Director, Lebowakgomo District, Private Bag x 03, CHUENESPOORT, 0745 or Lebowakgomo Old Parliamentary Complex. Enquiries should be directed to: Ms Ntsoane J.M., Tel No: 015 633 9500

The District Director, Polokwane District, Private Bag x 1197, POLOKWANE, 0700 or Corner Yster & Blaauberg Street Ladanna, POLOKWANE 0700. Enquiries should be directed to: Ms Mphahlele M.S., Tel No: 015 285 7300

The District Director, Modimolle District, Private Bag x 1040, NYLSTROOM, 0510, or 84 Limpopo Street MODIMOLLE 0510. Enquiries should be directed to: Mr Mathebula M.T., Tel No: 014 718 1500

The District Director, Mogalakwena District, Private Bag x 601, MAHWELERENG, 0626, or Mogalakwena District, 805 Rufus Seakamela Street, Mokopane EMPC, MAHWELERENG, 0626. Enquiries should be directed to: Mr Maliavusa T.M., Tel No: 015 483 7500

The District Director, Sekhukhune District, Private Bag x 70 LEBOWAKGOMO, 0700. Enquiries should be directed to: Ms Mageza M.P., Tel No: 015 633 2800

The District Director, Ribas-Cross District, Private Bag x 9041, BURGERSFORT, 1150, or Ribas-Cross District, 83 Aloe Street, Stand No 2314 Ext 4, Aloedrige West, Burgersfort, 1150. Enquiries should be directed to: Mr Mokota M.M., Tel No: 013 231 0100

The District Director, Tzaneen District, Private Bag x 4032, Tzaneen, 0850, or 27 peace Street, Tzaneen. Enquiries should be directed to: Mr Raholane W.M., Tel No: 015 306 1600.

The District Director, Vhembe District (Thohoyandou and Tshipise Sagole), Private Bag x 2250 Sibasa, 0970, Thohoyandou Government Building, Old Parliament, Block D Sibasa. Enquiries should be directed to: Mr Madzibane N., Tel No: 015 962 1331

ADDRESSES: DISTRICT: SCHOOLS, PHYSICAL ADDRESSES AND POSTAL ADDRESSES:

Polokwane, General Piet Joubert, 56 Webster Street
Polokwane, Benedikt and Hope, Stand No 1048, Laastehoop Ga-Molepo, P.O Box 375, Polokwane, 0734
Polokwane, Grace & Hope, Stand No 8296 Zone 1, Seshego, P.O Box 4026, Seshego, 0742
Polokwane, Tjatjaneng Primary, Site No 13, Mothapo Tribal, Authority, P.O Box 9, Tholongwe, 0734
Polokwane, Makgoba Junior Primary, Moletji Tribal Next To Moshung, P.O Box 2684, Koloti, 0790
Polokwane, Maserole Sec, Ga –Manamela, P.O Box 439, Seshego, 0742
Polokwane, Mabokelele Primary, 305 Mabokelele, Village, P.O Box 772, Polokwane, 0790
Polokwane, Sangalo Village, Bochum Adddney, P.O Box 230, Bochum, 0790
Polokwane, Kgopudi Secondary, 542 Mokgoeng Village, P.O Box 1499, Bochum, 0790
Polokwane, Marumofase Primary, Indermare Village, P.O Box 351, Indermare, 0717
Polokwane, Ralekwalana Secondary, Puraspan Village Bochum, P.O Box 1500, Bochum, 0790
Polokwane, Sefoto Primary, 45 Papegaai, P.O Box 3379, Mabale, 0792
Polokwane, Motholo Primary, Motholo Village, P.O Box 4112, Polokwane, 0727
Polokwane, Sione Primary, Maclean Farm, St Engenas Zcc, P.O Box 6, Boyne, 0728
Polokwane, Segoreng Primary, Stand No 122, Mankweng, P.O Box 1002, Mankweng, 0727
Polokwane, Badimong Primary, Mamadimo, Gen Shop, Site No 436, Vierfontein, P.O Box 397, Boyne, 0728
Polokwane, Subiaco Primary, Baromeng, Ga-Mothapo, Subiaco, P/Bag X7399, Pietersburg, 0700
Polokwane, Doasho, Ga-Maredi, Tshware Village, Ga-Mamabolo, P/Bag X 1110, Sovenga, 0727
Polokwane, Paxana, Pax, Vaalkop, Mashashane, P/Bag 7822, Pietersburg, 7822
Polokwane, Mohlapetse Secondary, 959 Mmotong Wa Perekisi, Ga Mabotja, P.O Box 7686, Ga Mabotja, 0751
Polokwane, Thakgalang Primary, 98 Bloodriver Village, Moletjie, P.O Box 583, Seshego, 0742
Polokwane, Millenium College, Madiba Park Street, Madiba Park, P.O Box 1390, Ladanna, Polokwane, 0704
Polokwane, Greenside Primary, 9759 Extension 44, P.O Box 31544, Polokwane, 0759
Polokwane, Newlook Primary School, Stand No 13358 Ext 71 Seshego, P.O.Box 103, Madiba Park, 0795
Polokwane, Nirvarna Primary, 20 Lawton Street, P.O Box 5026, Polokwane, 0699
Polokwane, Kgotsaonana Primary, 135 Koninkranz, P.O Box 110, Dendron, 0715
Polokwane, Nlhodumela Primary, Koningkrantz, P.O Box 876, Bochum, 0790
Polokwane, Mathipa Makgato Primary, Makgato Village, Kromhoek, P.O Box, Babirwa, Kromhoek 0716
Polokwane, Maimela Primary, Slaaphoek, Ga Motlapema Site No 40, P.O Box 285, Raditshaba, 0718
Polokwane, Alldays Primary, 257 Speaker Park, Alldays, Box 194, Alldays, 0909
Polokwane, Rasebili Primary School, 99 Kromhoek, Ga Makgato, Block A, P.O Box 3, Babirwa, Kromhoek, 0716
Polokwane, Phuti Makibelo Primary, Makibelo Village, P.O Box 980, Ladanna, Polokwane, 0742
Polokwane, Moshubaba Sec, Mashobohleng Moletjie, P/Bag X 22, Koloti, Polokwane, 0709
Polokwane, Ralema Primary, Moletjie, Ga – Ramphele, P.O Box 2574, Koloti, 0709
Polokwane, Mamolemane Secondary, Matamanyane, Village Moletjie, P.O.Box 813, Seshego, 0709
Polokwane, Ramongwana Primary, 284 Makgodu, P.O Box 560 Ladanna, Polokwane, 0740
Polokwane, Sebayeng Primary, Sebayeng Village, Ga Dikgale, P/Bag 7356, Pietersburg, 0700
Polokwane, Maphutho Primary, Sebayeng, Township Solomondale, 1234, P/Bag X 7944, Pietersburg, 0700
Polokwane, Mantheding Primary, Mantheding Village, Site No 144, P.O Box 96, Dikgale, 0721
Polokwane, Mothimako Sec, Between Mothiba L Authority & Makotopong L, P/Bag X 118, Sovenga, 0727
Polokwane, Mamothalo Sec, Laastehoop, Ga-Molepo, P.O Box 517, Thelongwe, 0734
Polokwane, Phatlaphadima Special School, Maune, Mandela Village, P.O. Box 433, Mashashane, 0743
Polokwane, Masele Primary, Taabosch Groet, P.O. Box 130, Raditshaba, 0718
Polokwane, Makanye Primary, Makanye village, Ga Mothapo, P.O. Box 366, Sovenga 0727
Polokwane, Megoring Primary, Mentz, Ga Shiloane, P.O. Box 273, Sovenga, 0727
Polokwane, Toronto Primary, 3898 Mankweng Township, P.O. Box 1109, Sovenga, 0727
Polokwane, Mahoai Secondary, Mahoai Village, Ga Matlala, P.O Box 1105, Bakone, 0746
Polokwane, FloraPark Comprehensive, Corner Jasym and van marle street, Flora Park, P.O. Box 15512, Flora Park, Polokwane 0699
Polokwane, Ishomeleeng Primary, 22 Hlananang st, Nthabiseng, Soekmekaar, P.O box 81, Soekmekaar, 0810
Polokwane, Ikageleng Makobe Primary, 2082 Vlackfontein, Ga Matlala, P.O Box 556 Juno 0748
Polokwane, Kusike Agricultural High, Eerstegoud, P/Bag X1, Eerstegoud, Kushke, 0701
Lebowakgomo, Phishoana Primary, Ga Rakgoatha Village, P/Bag X 502, Grootoek, 0628
Lebowakgomo, Sekutupu Primary, 256 Mathibela, P.O Box 107, Grootoek. 0628
Lebowakgomo, Little Bedfordview Primary, 255 Unit A, Lebowakgomo, P.O Box 222, Chuenespoort, 0745
Lebowakgomo Makgoathane Primary, Makotse Village, Ndlouv Tribal Authority Thabamooop, PO Box1729, Lebowakgomo, 0737
Lebowakgomo, Mogodi Primary, Mogodi Village, Mphahlele, P.O Box 1613, Chuenespoort, 0745
Lebowakgomo, Lefata Primary, Site 820, Lebowakgomo, Zone S, P.O Box 2321, Chuenespoort, 0745
Lebowakgomo, Seula Mmako Primary, Khureng Village, Moletlane Tribal, Zebediela A, P/Bag X323 Gompies, 0631
Lebowakgomo, Thaduku Primary, Ga Molapo Village, P/Bag X320 Gompies, 0631
Lebowakgomo, Sebitja Secondary, Mehlaeeng Village, Smugglers Union, 480, P/Bag 322, Gompies, 0631
Lebowakgomo, Mogologolo Primary, Smugglers Union, Zebediela, Mehlaeeng, P/Bag X 338, Gompies, 0631
Lebowakgomo, Chita Kekana Sec, Moletlane Village, Zebediela, P/Bag 497, Grootoek, 0628
Lebowakgomo, Ramolokoane Primary, Mogoto Village, New Stand, Koringpunt, P.O Box 620, Koringpunt, 0628
Lebowakgomo, Ramakgotho Primary, Moletlane, Ga Mogotlane, P.O Box 1177Grootoek, 0628
Lebowakgomo, Mahwibitsane High, Kopermyn, P.O Box 7228, Mahwibitswane, 0719
Lebowakgomo, Kgampi Primary, Kopermyn, Ga Maja, P/Bag X 12, Chuenespoort, 0719
Lebowakgomo, Dipofung Primary, Gedroogte Village, Zebediela, Plot 228, P.O Box 950, Grootoek, 0631
Lebowakgomo, Motsofala Primary, Madisha Ditoro, Zebediela, Morekong 03, P.O Box491, Grootoek 0628
Lebowakgomo, Sethwethwa Sec, Makoeng Village, Zebediela, P/Bag X 507, Grootoek, Hospital 0628
Lebowakgomo, Makurung Primary, Makurung Village Doornvlei, P.O Box 1496, Chuenespoort, 0745
Lebowakgomo, Malemati Primary, Ga Mphahlele, Lekurung, Malemati, P.O Box 3027, Mphahlele, 0736
Lebowakgomo, Pitseng Ya Thuto, Mashite Village, Morakaneng, Mphahlele, P.O Box 824, Chuenespoort, 0736
Lebowakgomo, Tsoga-O-Itirele Special School, 1110 Mamaolo, Village, Ga Mphahlele, P.O Box 2963, Chuenespoort, 0745
Lebowakgomo, Mahlasedi Special School, Stand No 192, Lebowakgomo, P/Bag X 44, Lebowakgomo, 0745
Lebowakgomo, Bosele Special School, Klipspruit, Mission Station Monsterlus, P/Bag X 128, Groblersdal, 1059
Giyani, Majje High, 1551 B Lulekani Location, P/Bag X 12015, Lulekani, 1392
Giyani, Mashavela Primary, 546 B Majeje Tribal, Benfarm Village, P/Bag X 01202, Lulekani, 1392
Giyani, Lulekani Primary, Stand No 479, Lulekani, P/Bag X 12002, Lulekani, 1392
Giyani, BN Ntanwisi Primary, 5013 Benfarm, Majeje, P.O Box 1839, Phalaborwa, 1392
Giyani, Pondo Primary, 764 Lulekani, P.O Box 103, Lulekani, 1392
Ribacross, Makgalanoto Primary, Ga-Phasha, Waterkop, P.O Box 381, Driekop, 1129
Ribacross, Thokwane Village, Ga Kgwete, Croydon, Driekop, P.O Box, Driekop 1129, Burgersfort, 1129
Ribacross, Diphalo Primary, Madifahlane, Magalaka, P.O Box 120, Driekop, 1129
Ribacross, Poo High, Seokodibeng Village, Waterkop, Ga Phasha, P.O Box 908, Driekop, 1129
Ribacross, Lefakgomo Sec, Selepe Village Atok, P.O Box 104, Atok, 0749
Ribacross, Selala Primary, Ga Selala, Selala Tribal Authority, P.O Box 15, Driekop, 1129
Ribacross, Seoke Primary, Mashishi Village, Foresthill, Driekop, P.O Box 1050, Driekop, 1129
Ribacross, Tswako Primary, Diphale Village, Mohlala Tribal, Authority, P.O Box 2, Driekop, 1129
Ribacross, Dihlabakela Sec, Ga Mohlala, Magabeng, Burgersfort, P.O Box 66, Driekop, 1129
Ribacross, Thabane Primary, Mabotsha, Maperekeng Section, P.O Box 469, Burgersfort, 1150
Thohoyandou, Tshedza Comprehensive Primary, Thohoyandou Block G, P.O Box 951, Thohoyandou, 0950
Thohoyandou, Tshilidzini, Denzheni Street 89, P/Bag 910, Shayandima 0945
Thohoyandou, Thulufhele, RS24 Pundamaria Road, P.O Box 113, Thohoyandou, 0970
Thohoyandou, Tshilwavhusiku, Modombidza, Zone 2, Sinthumule, P.O Box 375, Sinthumule, 0921
Thohoyandou, Rionvi, Waterval, P.O Box 179, Makhado, 0960
Thohoyandou, John Marubini Primary, Phiphidi, P.O Box 951, Phiphidi, 0994
Thohoyandou, Mbaleni Primary, Mwarela Location, P.O Box 301, Sibasa, 0970
Thohoyandou, Denga Tshiphase, Phiphidi Village, P/Bag 2184, Sibasa, 0970
Thohoyandou, Petamukanda Primary, Modombidza No 2, Ha-Sinthumile, P.O Box 976, Louis Trchardt, 0970
Thohoyandou, Elim Primary, Elim Settlement, P.O Box 104, Elim Hospital, 0960
Thohoyandou, Manau Primary, Stand 715, Ramahantsha, P.O Box 221, Tshilwavhusiku, 0938
Thohoyandou, Mbulu Primary, Khubui Village, P.O Box 1624, Makonde, 0984
Thohoyandou, Mahemetshena Primary, Dzwerani Ha Madala, P.O Box 295, Lwamondo, 0985
Thohoyandou, Gwamasenga Sec, Tsianda Village No 893, Lwamondo, P/Bag X 2208, Lwamondo, 0985
Thohoyandou, Mahuntsi Sec, Shítelani Village, Mavambe Tribal, P.O Box 2484, Malamulele, 0982
Thohoyandou, Bungeni Primary, Bungeni Tribal Authority, P.O Box 45, Elim Hospital, 0960
Thohoyandou, Shithelani Primary, Mavambe Tribal Authority, Malamulele, P.O. Box 51, Malamulele, 0982
Thohoyandou, Boxahuuku Primary, Nthaveni Block J, Site No 248, Maluleke Tribal, P.O Box 305, Saselamani, 0928
Thohoyandou, John Xikundu Primary, P.O Box 719, Saselamane, 0928
Thohoyandou, Mutititi Primary, Mutititi Village, Matsa, P.O Box 471, Dzamani, 0955
Tshipise sa Gole, Tondani Sec, Tshilamba Location Mutale, P.O Box 1235, Mutale, 0956
Tshipise sa Gole, Renaissance Sec, 3751 Freedom Street, P.O Box 1279, Musina, 0900
Tshipise sa Gole, St Martin Deporrez, Harper Ext 6, P.O Box 1279, Musina, 0900
Tshipise sa Gole, Tondalushaka Sec, Tshaula Village, Thohoyandou, P.O Box 619, Thaulu, 0987
Tzaneen, Mashooro Sec, Ga Mokgwathi Village Block 10, P.O Box 4870, Ga-Kgapan, 0838
Tzaneen, Kgakane High, Stand No 1656, Manneng Burg Extension, Ga-Kgapan, P/Bag X 737, Ga Kgapan, 0838
Tzaneen, Mameriri Sec, 177 Ext Motseketla, Sekgopo, P.O Box 16, Sekgopo, 0802
Tzaneen, Shotong Primary, Shotong Tribal Authority, Shotong Village
Modjadji, P.O Box 4654, Ga Kgapanke, 0838
Tzaneen, Mohumi Sec, Moshate, Ga Sekgopo, P.O Box 141, Mooketsi, 0825
Tzaneen, Medingen Primary, Medingen Village, Ga Kgapanke, P/Bag X 759, Ga Kgapanke, 0838
Tzaneen, WM Kgatla Primary, Site No 1415, Ga Kgapanke Township, P.O Box 4084, Ga Kgapanke, 0838
Tzaneen, Vhulakanjhani Primary, P/Bag X 507 Mwamitwa
Tzaneen, Akanani Primary, Maweni Village Nwamitwa, Balo, P.O Box 1361, Letsitele, 0885
Tzaneen, Relela Primary, Relela Village, Ga Motupa, P.O Box 7414, Tzaneen, 0850
Tzaneen, Nyavana Primary, Stand No 72 Xihoko Tribal, P.O Box 2294, Tzaneen, 0872
Tzaneen, Nwamungololo Primary, Rikhotso Village, P.O Box 2132, Tzaneen, 0850
Mogalakwena, Somavugha Sec, W953,Vaaltyn Village, Tshamahansi Village, P.O Box 1681,Mahwelereng,0600
Mogalakwena, Sepedi Primary, 02 Sekgoboko Village, P.O Box 1752, Mahwelereng, 0600
Mogalakwena, Mmadikana Sec, Masehlaneleng, Vaaltyn, P/Bag X 604, Mahwelereng, 0624
Mogalakwena, Nkakabidi Sec, Sekgakgapeng Village, Stand No 1723, P.O Box 1281, Potgietersrus, 0600
Mogalakwena, Lebone Special School, Maroteng Village, Legaganeg, P.O Box 102, Mokopane, 0626
Nylstroom, Matshwara Sec, Shongoane No1, Meluil Section, Villanor, P.O Box 160, Ellisras, 0555
Nylstroom, Tshukudu Primary, Shongoane #3, P.O Box 1048, Ellisras, 0555
Nylstroom, Iketseng Primary, Melville Village, P.O Box 234, Lephalale, 0555, Nylstroom, Jacob Langa Primary, Lephalale, P.O Box 99, Lephalale, 0608
Nylstroom, Ramojaupudi Primary, Shongoane No 2, Matladi Village, P.O Box 390Lephalale, 0555
Nylstroom, Morakolo Sec, Shongoane 2, Chief Shongoanebothalenwa, P.O Box 1497, Ellisras, 0555
Nylstroom, Tielelo Sec, 30 Motswiri Street, Marapong, P.O Box 4306, Enkelbult, 0556
Nylstroom, Krause Primary, De Put Plot, Steenmakerple, Northam, P.O Box 124, Northam, 0605
Nylstroom, Sedibeng School Of The Deaf, Wildevy Street 26,Onverwacht, P.O Box 5643, Lephalale, 0557
Nylstroom, Thusanang Special School, 1547 Leseding, P.O. Box 2521, Belabela 0480

CLOSING DATE
NOTE

26 October 2017, time 16H30

Applications should be submitted on the prescribed Form Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/ document. Applications should be accompanied by a recent comprehensive C.V, certified copies of all qualifications and a copy of Identity document. The shortlisted candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record checks, verification of financial/ assets record check and security vetting). The full contents of the advertised posts will be posted on the following websites: www.limpopo.gov.za www.education.limpopo.gov.za/ www.dpsa.gov.za/ www.vukuzenzele.gov.za. The Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. No Faxed, emailed and applications received after the closing date, whether posted or hand –submitted will not be considered. Failure to comply with the above requirements will results in the disqualification of the applicants. Applicants who apply for more than one position are requested to submit separate applications for each position. Due to large number of applications we envisage, correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above
administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.

OTHER POSTS

POST 41/158: PHYSIOTHERAPIST: GRADE 1 Ref No.LDOE 46/17

SALARY: R281 148.00 p.a
CENTRE: Thohoyandou District: Dzindi Circuit: Tshilidzini Special School
REQUIREMENTS: Appropriate qualification that allows for the required registration with the Health Professionals council of South Africa [HPCSA] in Physiotherapist. Current registration with HPCSA in Physiotherapist. None experience after registration with Health Professional Council of South Africa [HPCSA] in Physiotherapist in respect of RSA qualified employees who performed Community Service, as required in South Africa. One year relevant experience after registration with the HPCSA in Physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge and Skills: Expert knowledge in the relevant functional field. A thorough understanding of relevant legislation and policies related to Physiotherapy and Rehabilitation professions. An understanding of the Public Finance management Act. Competencies: Good communication, Good interpersonal relation, report writing, facilitation, liaison, co-ordination, counseling skills, networking and decision making skills. Analytical thinking

DUTIES: Assess and treat learners in School using physiotherapy principles. Support physiotherapeutic services. Supervise subordinates. Assess learners with physiotherapy needs and use specialized skills and execute plan for intervention. Assist with referrals of Leaners with Special Educational needs (LSEN) to multidisciplinary team members. Management of assets and assistive devices according to policies and procedures. Compile monthly reports and statistics.

ENQUIRIES: Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

POST 41/159: OCCUPATIONAL THERAPIST: GRADE 1 [9 POSTS]

SALARY: R281 148.00 per annum
CENTRE: Thohoyandou District: Mvudi Circuit: Fhulufelo Special School [Ref No.LDOE 47/17], Dzindi Circuit: Tshilidzini Special School [Ref No.LDOE 48/17], Soutpansberg West Circuit: Tshilwavhusiku Special School [Ref No.LDOE 49/17]
Polekwanwe District: Pietersburg Circuit: General Piet Joubert [Ref No.LDOE 50/17-51/17] x 2, Kgakotlou Circuit: Benedict & Hope [Ref No.LDOE 52/17]
Lebowakgomo District: Lebowakgomo Circuit: Tsoga o iterele Special School [Ref No.LDOE 53/17]
Giyani District: Namakgale Circuit: Nthabiseng Special School. [Ref No.LDOE 54/17]
Sekhukhune District: Groblersdal Circuit: Asiphumelele Special School [Ref No.LDOE 55/17], Motetema Circuit: Ipelegeng Special School [Ref No.LDOE 56/17]

REQUIREMENTS: Appropriate qualification that allows for the required registration with the Health Professionals council of South Africa [HPCSA] in Occupational Therapist. Current registration with HPCSA in Occupational Therapist. None experience after registration with Health Professional Council of South Africa [HPCSA] in Occupational Therapist in respect of RSA qualified employees who performed Community Service, as required in South Africa. One year relevant experience after registration with the HPCSA in Occupational Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge And Skills: Expert knowledge in the relevant functional field. A thorough understanding of relevant legislation and policies related to Occupational Therapist and Rehabilitation professions. An understanding of the Public Finance management Act. Competencies: Good communication, Good interpersonal relation, report writing, facilitation, liaison, co-ordination, Counseling skills, networking and decision making skills. Project management skills and analytical thinking
DUTIES : Helping children achieve their developmental milestone such as fine motor skills and hand-eye coordination. Specialist interventions in various health conditions. Monitoring children’ function and progress. Educating children in safe work practices. Designing individual and group programs and activities to enhance children’ independence in everyday activities. Developing coping strategies for children in overcoming their mental health issues. Improving children’ confidence and self esteem in social situations.

ENQUIRIES : Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

POST 41/160 : SPEECH THERAPIST GRADE 1 REF No.LDOE 57/17

SALARY : R281 148.00 per annum

CENTRE : Tzaneen District: Nkowankowa Circuit: Yingisani Special School

REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professionals council of South Africa [HPCSA] in Speech Therapist. Current registration with HPCSA in Speech Therapist. None experience after registration with Health Professional Council of South Africa [HPCSA] in Speech Therapist in respect of RSA qualified employees who performed Community Service, as required in South Africa. One year relevant experience after registration with the HPCSA in Speech Therapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge and Skills: Expert knowledge in the relevant functional field. A thorough understanding of relevant legislation and policies related to Speech Therapist and Rehabilitation professions. An understanding of the Public Finance management Act. Competencies: Good communication, Good interpersonal relation, report writing, facilitation, liaison, co-ordination, networking and decision making skills, counseling skills. Project management skills and analytical thinking

DUTIES : Render speech, language, diagnostic and treatment procedures. Implement sectional quality assurance measures as indicated in sectional guidelines. Continue professional development as required. Promote and participate in the multidisciplinary approach. Give health education and promote speech and language services. Supervise therapist services. Identify, assess and treat communication problems related to language and speech. Assist with referrals of Learners with Special Educational needs (LSEN) to multidisciplinary team members. Management of assets and assistive devices according to policies and procedure. Compile monthly reports and statistics.

ENQUIRIES : Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

POST 41/161 : SOCIAL WORKER: GRADE 1 [5 POSTS]

SALARY : R226 611.00 per annum

CENTRE : Polokwane District: Pietersburg Circuit: General Piet Joubert x 2, [Ref No.LDOE 58/17-59/17], Bochum West Circuit: Helen Franz [Ref No .LDOE 60/17]
Mogalakwena District: Mokopane Circuit: Lebone Special School [Ref No.LDOE 61/17]
Nylstroom District: Nylstroom Circuit: Suzan Strijdom Special School [Ref No.LDOE 62/17]

REQUIREMENTS : NQF level 7 in Social Work. Registration with the South African Council for Social Service Professions as Social Worker [SACSSP]. Attach recent proof of renewal of registration. Knowledge and understanding of human behaviour. Ability to provide social work services. Competencies: Good communication, Good interpersonal relation, report writing, facilitation, liaison, co-ordination, networking and decision making skills, counseling skills, and analytical thinking.

DUTIES : Render social work services with regard to care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Support social auxiliary workers and volunteers. Keep up to date with new developments in the social work and welfare fields. Perform all administrative functions required of the job. Render an effective and efficient social work services. Professional assessment of Learners with Special Educational needs (LSEN). Therapeutic counseling,
Referrals to external service providers and follow ups. Perform relevant functions and accountability through effective records keeping. Implementation of Departmental policies and procedures. Provide social support to learners.

**ENQUIRIES**
Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

**POST 41/162**
PROFESSIONAL NURSE: GRADE 1 [10 POSTS]

**SALARY**
R226 083.00 per annum

**CENTRE**

**REQUIREMENTS**
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. Current registration with the South African Nursing Council [SANC] as a Professional Nurse. None experience after registration with Health Professional Council of South Africa [HPCSA] in the Professional Nurse in respect of RSA qualified employees who performed Community Service, as required in South Africa. One year relevant experience after registration with the HPCSA in Professional Nurse in respect of foreign qualified employees, of who it is not required to perform Community Service, as required in South Africa. Knowledge and Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act, Patient Right Charter, Batho-Pele Principle, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure etc. Good communication, report writing, facilitation, problem solving, planning and organizing skills. Information and knowledge management. Computer literacy. Competencies: Good communication, Good interpersonal relation, report writing, facilitation, liaison, co-ordination, networking and decision making skills, counseling skills. Project management skills and analytical thinking.

**DUTIES**
Provide direction and supervision for the implementation of the Nursing plan. Implement standards, practices, criteria and indicators for quality nursing [quality of practice].Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Provide holistic nursing care of patient in a cost effective, efficient and equitable manner. Provide direction and supervision for the implementation of the nursing plan. Practice nursing and health care. Provide Management and care of HIV/AIDS learners, including counseling. Implement nursing interventions to achieve expected outcomes and ensure adherence to Batho Pele Principles.

**ENQUIRIES**
Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

**POST 41/163**
NATIONAL SCHOOL NUTRITION PROGRAMME OFFICER [NSNP] 18 POSTS

**SALARY**
R226 611.00 per annum Level: 7

**CENTRE**
Sekhukhune District: Malegale Circuit [Ref No.LDOE 73/17], Phokoane Circuit [Ref No.LDOE 74/17], Eensaam Circuit [Ref No.LDOE 75/17], Dikolong Circuit [Ref No.LDOE 76/17], Motetema Circuit, [Ref No.LDOE 77/17] Rakwadi Circuit [Ref No.LDOE 78/17], Schoonoord Circuit [Ref No.LDOE 79/17]
REQUIREMENTS: NQF level 6 or equivalent qualifications. At least 3 years’ experience in implementing nutrition programme. Working knowledge of the public sector, knowledge of South African education acts; public service act and regulations; knowledge of integrated nutrition programme. Valid driver’s license.

Competencies: planning, facilitation, conflict resolution and management skills. Computer literate and report writing skills. Excellent communication, both verbal and written.

DUTIES: Compile enrolment projections for the circuit on yearly bases. Ensure that learners are fed with the approved menu on daily basis. Receive invoices from service providers and schools. Check that the information on the invoices and supporting documents are correct before submission to the District office. Ensure that NSNP policies and guidelines are implemented. Attend meetings with District and participating schools. Facilitate workshops for sustainable food production, nutrition education with relevant departments and other organizations. Dissemination NSNP information to all key stakeholders. Collect enrolment statistics from schools. Write monthly and quarterly reports. Handle queries from schools related to programme implementation. Monitor the programme in both Primary and Secondary schools. Training of schools and communities on food production in schools. Training of food handlers and delegated Educators on food safety and personal hygiene/ nutrition education. Implementation of deworming programme.

ENQUIRIES: Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556.

POST 41/164: BRAILLIST [5POSTS]

SALARY: 152 862.00 per annum Level 5


REQUIREMENTS: A recognized certificate in Braille gr 1 & gr 2 and Mathematics Braille. Have knowledge of JAWS, OCR (Optical Character Recognition) and APEX Brailler and be fully computer literate. Be able to translate sighted books into Braille. Be able to Print and bind Braille material. Competencies: Good communication skills, Good Customer Care, Time Management, Group dynamics, Diversity Management, Change and knowledge management.

DUTIES: Participate in a designated braille production program. Transcribe materials including books, workbooks, testing material and classroom work for students with visual impairments, including tactile maps and graphs. Maintain accurate records of all transactions. Maintain a properly labeled electronic files on all materials. Use a variety of techniques to make tactile graphics. Order and maintain an inventory of supply needed for performance of job duties. Help with activities for the ongoing maintenance of the program for students with visual impairments.

ENQUIRIES: Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556.

POST 41/165: ADMIN CLERK: PUBLIC ORDINARY SCHOOLS: [197 POSTS]

SALARY: 152 862.00 per annum Level 5


**TZANEEN DISTRICT:** Mawa Circuit: Mashooro Secondary School [Ref No.LDOE:269/17] Rakwadu Circuit: Kgapani High School [Ref No.LDOE:270/17], Mameneri Secondary School [Ref No.LDOE:271/17], Shotong Primary School [Ref No.LDOE:272/17], Mohumi Secondary School [Ref No.LDOE:273/17], Medingen Primary School [Ref No.LDOE:274/17], WM Kgatlana Primary School [Ref No.LDOE:275/17] Nwanedzi Circuit: Vhulakanjhani Primary School [Ref No.LDOE:276/17], Akanani Primary School [Ref No.LDOE:277/17] Xhoko Circuit: Nyavana Primary School [Ref No.LDOE:278/17], Tshukudu Primary School [Ref No.LDOE:279/17] Dwaalboom Circuit: Krause Primary School [Ref No.LDOE:280/17]


**WATERBERG DISTRICT:** Palala South Circuit: Matshwara Secondary School [Ref No.LDOE:285/17], Tshukudu Primary School [Ref No.LDOE:286/17], Ikiseng Primary School [Ref No.LDOE:287/17], Jacob Langa Primary School [Ref No.LDOE:288/17], Ramopudji Primary School [Ref No.LDOE:289/17], Morakolo Primary School [Ref No.LDOE:290/17], Ellisras Circuit: Tielelo Secondary School [Ref No.LDOE:291/17] Dwaleboon Circuit: Krause Primary School [Ref No.LDOE:292/17]


**THOHOYANDOU DISTRICT:** Soutpansberg East: Rivoni School for the blind [Ref No.LDOE:302/17]

**LEBOWAKGOMO DISTRICT:** Lebowakomo Circuit: Tsoga-o-tirele Special School [Ref No.LDOE:303/17], Mahlasedi Special School [Ref No.LDOE:304/17]

**SEKHUKHUNE DISTRICT:** Hlogotlou Circuit: Bosele Special School [Ref No.LDOE:305/17] Ngwantsi Circuit: Matobule Special School [Ref No.LDOE:306/17]

**GIYANI DISTRICT:** Namakgale Circuit: Nthabiseng Special School [Ref No.LDOE:307/17] Mangombe Circuit: Pfunanani Special School [Ref No.LDOE:308/17]

**REQUIREMENTS**

- NQF 4/ Grade 12 or equivalent certificate. Qualifications in Administration will be an added advantage.
- Competencies: Good communication skills (verbal and writing). Report writing skills. Computer skills. Ability to work under pressure. Sound interpersonal relations.

**DUTIES**

- Typing, records keeping receive and file correspondence. Render photocopying and telecommunication services. Prepare and disseminate agenda for meeting.

**ENQUIRIES**

- Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

**POST 41/166**

**Salary**: 152 862.00 per annum. Level: 5

NYLSTROOM DISTRICT: Ellisras Circuit: Sedibeng School for the Deaf [Ref No.LDOE:309/17]

MOGALAKWENA DISTRICT: Mokopane Circuit: Lebone Special School [Ref No.LDOE:310/17]

REQUIREMENTS: NQF 4/ Grade 12 or equivalent certificate. Qualifications in Administration will be an added advantage. Competencies: Good communication skills (verbal and writing). Record keeping, report writing skills. Computer skills. Ability to work under pressure. Sound interpersonal relations.

DUTIES: Manage school finance. Typing, records keeping receive and file correspondence. Render photocopying and telecommunication services. Prepare and disseminate agenda for meeting.

ENQUIRIES: Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

POST 41/167: ACCOUNTING CLERK: PUBLIC SPECIAL SCHOOLS: [6 POSTS]

SALARY: 152 862.00 per annum Level: 5


DUTIES: To capture requisitions. Control orders. Control received and issued items. Distribution of goods to staff. Bar-coding of state equipment and assets. Verification of stores items.

ENQUIRIES: Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

POST 41/168: HOUSEKEEPING SUPERVISOR [6 POSTS]

SALARY: R127 851.00, Level: 04


REQUIREMENTS: NQF level 2/ Grade 8-10 plus proven competencies in cleaning. *Three (3) year cleaning experience. Competencies: Good communication skills. Be friendly and provide good customer care. Strong planning and coaching skills. Ability to work in a team and under pressure.

DUTIES: Deal with the general cleaning services. Supervise performance of cleaner, household. Assign duties, inspect work done.

ENQUIRIES: Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

POST 41/169: HOSTEL SUPERVISOR

SALARY: R127 851.00 per annum Level: 04

CENTRE: Polokwane District: Maraba Circuit: Setotolwane Special School [Ref No. LDOE: 323/17]

REQUIREMENTS: A minimum of Grade 10/ Std. 8 Certificate or equivalent. Willingness to cater for learners with special educational needs. Have an understanding of Batho Pele Principles. Have patience and willingness to support learners with special needs unconditionally. Competencies: Good communication skills. Be friendly and provide good customer care. Ability to work in a team and under pressure.

DUTIES: Promote welfare and uphold the rights of disabled learners. Supervise house mother and house father and assist learners with mobility and orientation. Care
for learners during day, after school and at night. Assist and train disabled learners with dressing, feeding bath, toilet, grooming and dressing up. Maintain safety in the hostel in terms of drugs, sexual abuse, physical abuse and general safety. Ensure that environment is kept clean all the times. Draw up working schedules and make relief arrangements. Control and keep records and registers up to date.

ENQUIRIES: Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

POST 41/170: BUS DRIVER

SALARY: R127 851 per annum Level04
CENTRE: Polokwane District: Pietsburg Circuit: Grace and Hope [Ref No. LDOE: 324/17]

REQUIREMENTS: NQF level 2 (gr 10) or equivalent qualification. A Valid Code C1 driver’s license. Valid public driver’s permit (PDP). 12 months experience as a Driver. Competencies: Honesty, punctuality, communication skills, Time Management.

DUTIES: Operate the mobile laboratory/library bus/vehicle to planned destinations. Facilitate the maintenance of the mobile laboratory/library bus/vehicle. Conduct emergency bus/vehicle maintenance to ensure that the bus/vehicle is always in good condition. Ability to enable/assist learners of different abilities to access the mobile laboratory/library easily.

ENQUIRIES: Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

POST 41/171: DRIVER [10 POSTS]

SALARY: R127 851 per annum Level: 04
CENTRE: Thohoyandou District: Dzindi Circuit: Tshiilidzini Special School [Ref No. LDOE: 325/17], Soutpansberg East: Rivoni Special School [Ref No. LDOE: 326/17]
Polokwane District: Viakfontein Circuit: Rethuseng Special School [Ref No. LDOE: 327/17]
Lebowakgomo District: Hlogoti Circuit: Bosele Special School [Ref No. LDOE: 328/17] Lebowakgomo Circuit: Tsoga o itirele Special School [Ref No. LDOE: 329/17]
Tzaneen District: Nkowanka Circuit: Letaba Special School [Ref No. LDOE: 333/17]

REQUIREMENTS: NQF level 2 (gr 10) or equivalent qualification A valid Code C1 driver’s license. Valid public Driver’s Permit (PDP). 12 Months experience as driver. Competencies: Honesty, punctuality, communication skills Time Management. Ability to understand orders and instruction.

DUTIES: Operate the mobile laboratory/library bus/vehicle to planned destinations. Facilitate the maintenance of the mobile laboratory/library bus/vehicle. Conduct emergency bus/vehicle maintenance to ensure that the bus/vehicle is always in good condition. Ability to enable/assist learners of different abilities to access the mobile laboratory/library easily.

ENQUIRIES: Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

POST 41/172: TEACHER AID ASSISTANT [BLIND TEACHING]

SALARY: R107 886.00 per annum. Level: 03
CENTRE: Polokwane District: Maraba Circuit: Setotolwane Special School [Ref No. LDOE: 334/17]

REQUIREMENTS: Gr 12 certificate or NQF level 4. Competencies: Good communication skills, Time Management, Group dynamics, Diversity Management, Change and knowledge management. Ability to work in a team and to work under pressure with disabled learners.

ENQUIRIES: Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

POST 41/173: DEAF TEACHING ASSISTANT [2 POSTS]

SALARY: R107 886.00 per annum Level: 03

POLOKWANE DISTRICT: Maraba Circuit: Setotolwane Special School [Ref No. LDOE: 335/17]

NYLSTROOM DISTRICT: Ellisras Circuit: Sedinbeng Special School [Ref No. LDOE: 336/17]

REQUIREMENTS: NQF level 2 (gr 10) or equivalent qualification. Applicants must have South African Sign Language (SASL). Should be fluent in SASL and have at least a linguistic background. Willingness to work with learners with special educational needs (disabled learners). An understanding of learners' human rights and Batho Pele Principles. Competencies: Good communication skills, Good Customer Care, Time Management, Group dynamics, Diversity Management, Change and knowledge management, Ability to learn and motivate learners to build self esteem

DUTIES: Co-teach with South African Sign Language (SASL) teacher the grammar, literature and culture of SASL. Do joint planning for presenter sessions. Support learners who are struggling with a concept and work individually with learners in order to acquire SASL. Act as a role model for SASL. Assist with the preparation of worksheets. Assist with assessing of learners. Assist with fundraising efforts.

ENQUIRIES: Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

POST 41/174: HOUSEMOTHER [10 POSTS]

SALARY: R107 886.00 per annum Level: 03

CENTRE: Thohoyandou District: Souptansberg Circuit: Rivoni Special School [Ref No. LDOE: 337/17]


Lebowakgomo District: Hlogotlou Circuit: Bosele special school [Ref No. LDOE: 343/17-344/17] x2

Tzaneen District: Nkowankowa Circuit: Letaba Special School [Ref No. LDOE: 345/17]

Nylstroom District: Ellisras Circuit: Sedinbeng Special School [Ref No. LDOE: 346/17]

REQUIREMENTS: NQF level 2 (gr 10) or equivalent qualification. Applicants must be able to read and write. Ability to apply hygiene measures in the work place. Ability to understand orders and instructions. Ability to work in a team and to work under pressure with disabled learners. Competencies: Cleaning skills, Time Management, Good communication skills, good interpersonal relations.

DUTIES: Control cleaning services, appliance and stock in use. Ensure that cleaning appliance are cleaned before stored. Supervision in dinning hall & during weekend. List damage to buildings, furniture, unitidy rooms, broken window, dripping taps etc.

ENQUIRIES: Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556
POST 41/175 : HOUSE FATHER [4 POSTS]

SALARY : R107 886.00 per.annum Level: 03
CENTRE : Thohoyando District: Soutpansberg East Circuit: Rivoni Special School [Ref No.LDOE:347/17]
Polokwane District: Sekgosese West Circuit: Botlokwa Special School [Ref No.LDOE:348/17]
Vlakfontein Circuit: Rethuseng Special School [Ref No.LDOE:349/17]

Nyilstroom District: Ellisras Circuit: Sedibeng Special School [Ref No.LDOE:350/17]

REQUIREMENTS : NQF level 2 (gr 10) or equivalent qualification. Competencies: Cleaning skills, Time Management, Good communication skills, good interpersonal relations. Applicants must be able to read and write. Ability to apply hygiene measures in the work place. Ability to understand orders and instructions. Ability to work in a team and to work under pressure with disabled learners.

DUTIES : Control cleaning services, appliance and stock in use. Ensure that cleaning appliances are cleaned before stored. Supervision in dinning hall & during weekend. List damage to buildings, furniture, untidy rooms, broken window, dripping taps etc.

ENQUIRIES : Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

POST 41/176 : HANDY MAN [4 POST]

SALARY : R107 886 per .annum Level: 03
CENTRE : Thohoyandou District: Soutpansberg West Circuit: Tshilwavhusiku School [Ref No.LDOE:362/17]
Polokwane District: Dimamo Circuit: Bana ba thari School [Ref No.LDOE:363/17]
Pietensburg Circuit: Kuschke Agricultural school [Ref No.LDOE:364/17]

Tzaneen District: Nkowankowa Circuit: Yingisani Special School [Ref No.LDOE:365/17]

REQUIREMENTS : NQF level 4 (gr 12)/ AET level 4 or equivalent qualification. Six (6) months experience in the field. Applicants must be able to read and write. Be able to fixed and repair. Ability to work in a team & individually. Competencies: Good communication skills, Good Customer Care, Time Management and Interpersonal relations

DUTIES : Repair and maintain buildings, equipment inside as well as outside the buildings. Keep, maintain, and repair fences, water pipes, toilets, bath and basins. Clean the workshop daily. Painting and maintain all buildings

ENQUIRIES : Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

POST 41/177 : SECURITY OFFICER [2 POSTS]

SALARY : R90 234 per.annum Level: 02
CENTRE : Thohoyandou District: Malamulele North East Circuit: Mhinga Special School [Ref No.LDOE:351/17-352/17] x 2

REQUIREMENTS : The successful candidates must have a current PSIRA Security Officer course /License, must be capable and clear headed as well as very helpful. Competencies: Interpersonal Relation, Customer care. Ability to read and write. Ability to work independently and in a team. Ability to communicate well with people at different levels. Must be able to work on a rotating roster and be flexible if required.

DUTIES : Provide security and patrol services. Protect State property, employees, visitors and Learners in the school. Access control and searching of both vehicles and pedestrains. Provide security services for designated entrance and exit points at the school. Keep records of entrance and exit of the school premises

ENQUIRIES : Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556
### POST 41/178: FOOD SERVICE AID [9 POSTS]

**SALARY:** R90 234 per annum Level: 02  
**CENTRE:**  
- **Thohoyandou District:** Mvudi Circuit: Fhulufelo Special School [Ref No.LDOE:353/17]  
- **Polokwane District:** Pietersburg Circuit: Grace and Hope Special [Ref No.LDOE:354/17] Phatlaphadima Special School [Ref No.LDOE:355/17-356/17] x2 New Horizon Special School [Ref No.LDOE:357/17]  
- **Lebowakgomo District:** Lebowakgomo Circuit: Mahlasedi Special School [Ref No.LDOE:358/17]  
- **Sekhukhune District:** Ngwaritsi Circuit: Matobule Special School [Ref No.LDOE:359/17]  
- **Tzaneen District:** Nkowankowa Circuit: Yingisani Special School [Ref No.LDOE:360/17]:  
- **Giyani District:** Manombe Circuit: Pfunanani Special School [Ref No.LDOE:361/17]  
**REQUIREMENTS:**  
NQF level 2 (gr 10) or equivalent qualification. Competencies: Good communication skills, Good Customer Care, Time Management, Group dynamics, Diversity Management, Change and knowledge management, able to read and write. Appropriate competencies in food services. Ability to operate food service equipment. Ability to apply hygiene measures in the work place. Ability to work as a team.  
**DUTIES:**  
Preparation of food according to menus. Serving of food and refreshments.  
**ENQUIRIES:**  
Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

### POST 41/179: LAUNDRY AID [3 POSTS]

**SALARY:** R90 234 per annum Level 2  
**CENTRE:**  
- **Polokwane District:** Kgakotlou Circuit: Benedict and Hope [Ref No.LDOE:366/17], Bochum West Circuit: Helen Franz School [Ref No.LDOE:367/17-368/17] x2, Maune Circuit: Phatlaphadima Special School [Ref No.LDOE:369/17]  
**REQUIREMENTS:**  
NQF level 2 (gr 10) / AET or equivalent qualification. Applicants must be able to read and write. Competencies: Good communication skills, Good Customer Care, Time Management, Group dynamics, Diversity Management, Change and knowledge management Ability to apply hygiene measures in the work place. Ability to understand orders and instructions. Ability to work in a team & individually.  
**DUTIES:**  
Manage the general cleaning services. Clean laundry area and laundry machines, operate various machines in the laundry. Manage performance of laundry services and hostels duties.  
**ENQUIRIES:**  
Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

### POST 41/180: CLEANERS [4 POSTS]

**SALARY:** R90 234 per annum Level: 02  
**CENTRE:**  
- **POLOKWANE District:** Pietersburg Circuit: Grace & Hope Special School [Ref No.LDOE:370/17]  
- **VHEMBE District:** Malamulele North East Circuit: Mhinga special school [Ref No.LDOE:371/17]  
- **GIYANI District:** Manombe Circuit: Pfunanani Special School [Ref No.LDOE:372/17]  
- **NYLSTROOM District:** Warmbaths Circuit: Thusanang Special School [Ref No.LDOE:373/17]  
**REQUIREMENTS:**  
NQF level 2 (gr 10) / AET or equivalent qualification. Competencies: Cleaning skills, Time Management, Good communication skills, good interpersonal relations. Ability to clean the offices. Ability to apply hygiene measures in the work place. Ability to operate cleaning machines such as vacuum cleaner. Ability to work under pressure.  
**DUTIES:**  
Perform cleaning services of routine nature. Perform cleaning tasks such as sweeping, scrubbing and mopping of floors. Clean offices, passages/corridors and windows. Clean, dust and polish furniture in the offices. Clean carpets in...
offices, passages/corridors and boardrooms. Clean the building’s exterior/surroundings (such as cleaning parking bays and related external areas). Check and empty dustbins in offices, corridors and other related areas within the departmental complexes. Refill water bottles (aqua-coolers) placed in various areas within departmental complexes. Clean equipment such as microwaves in kitchens, refrigerators and office in the Department.

ENQUIRIES: Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

POST 41/181: GENERAL WORKERS [3POSTS]

SALARY: R90 234 per annum Level: 02
CENTRE: Polokwane District: Pietersburg Circuit: Grace and Hope Special School [Ref No.LDOE:374/17]
Tzaneen District: Nkowankowa Circuit: Letaba Special School [Ref No.LDOE:375/17-376/17] x 2

REQUIREMENTS: NQF level 2 (gr 10) / AET or equivalent qualification. Competencies: Cleaning skills, Time Management, Good communication skills, good interpersonal relations, Ability to work in a team and individually.

DUTIES: Cleaning the surroundings and keeping cleaning equipment’s and utensils safely. Load and offload goods.

ENQUIRIES: Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

POST 41/182: GROUNDSMAN [10 POSTS]

SALARY: R90 234 per annum Level: 02
CENTRE: Thohoyandou District: Mvudi Circuit: Fhulufelo Special School [Ref No.LDOE:377/17]
Sekhukhune District: Mmashadi Circuit: Jane Furse Special School [Ref No.LDOE:385/17]
Mogalakwena District: Mokopane Circuit: Lebone Special School [Ref No.LDOE:386/17]

REQUIREMENTS: NQF level 2 (gr 10)/ AET or equivalent qualification. Ability to make use of most gardening tools and equipment. Ability to read and write in order to follow written and verbal instruction in more than one official provincial languages. Competencies: Cleaning skills, Time Management, Good communication skills, good interpersonal relations.

DUTIES: Develop, improve and maintain all premises and or spaces outside buildings and estate in a hygienic, safe and ecstatic environment by cultivating, irrigating, pruning, planting, mowing, collecting, loading and unloading of rubbish, emptying and lining of rubbish bins. Remove refuse from the terrain and maintain neatness of unit areas.

ENQUIRIES: Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

POST 41/183: CLASS AID [7 POSTS]

SALARY: R90 234 per annum Level: 02
CENTRE: Thohoyandou District: Malamulele North East Circuit: Mhinga Special School [Ref No.LDOE:387/17-388/17] x2
Sekhukhune District: Mmashadi Circuit Jane Furse Special School [Ref No.LDOE:392/17] Groblersdal Circuit: Asiphumelele Special School [Ref No.LDOE:393/17]
**REQUIREMENTS**

NQF level 2 (gr 10) / AET or equivalent qualification. Competencies: Good communication skills, time management, be friendly and provide good customer care. Applicants must be able to read and write. Ability to work in a team and to work under pressure with disabled learners.

**DUTIES**

Assist learners with hygiene services during class sessions. Assist learners to concentrate during class sessions. Assist educators during lessons.

**ENQUIRIES**

Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

**POST 41/184**

**HOUSEHOLD AID**

**SALARY**

R90 234.00 per annum Level 02

**CENTRE**

Sekhukhune District: Mmashadi Circuit: Jane Furse Special School [Ref No.LDOE:394/17]

**REQUIREMENTS**

NQF level 2 (gr 10) / AET or equivalent qualification. Competencies: Cleaning skills, Time Management, Good communication skills, good interpersonal relations. Applicants must be able to read and write. Ability to apply hygiene measures in the work place. Ability to understand orders and instructions. Ability to work in a team and to work under pressure with disabled learners.

**DUTIES**

Control cleaning services, appliance and stock in use. Ensure that cleaning appliance are cleaned before stored. Supervision in dining hall & during weekend. List damage to buildings, furniture, untidy rooms, broken window, dripping taps etc.

**ENQUIRIES**

Mr Thoka L.W at 015 284 6528, Ms Phasiwe M.N at 015 284 6586, Ms Phalafala R.M at 015 284 6524, Mr Makama M.M at 015 284 6507 and Mr Matshaya H.S at 015 284 6556

**DEPARTMENT OF HEALTH**

**APPLICATIONS**

Applications should be addressed to the Head of Department, Department of Health, Private Bag X9302, Polokwane, 0700 OR hand deliver at 18 College Street, Office No. 60 New Building.

**CLOSING DATE**

27 October 2017

**NOTE**

Applications are hereby invited from suitable qualified candidates for vacant post. Applications should be submitted on the Z83 form obtainable from any government institution and must be accompanied by comprehensive CV and certified copies of required qualifications and identity Document. People with disabilities are encouraged to apply and attention will be given to individuals or persons from disadvantaged communities. NB 1: Correspondence will be entered into with shortlisted candidates only. Faxed or e- mailed applications will not be considered. NB 2: The Department of Health is an equal opportunity and Affirmative Action employer. NB3: Successful candidates for the post will be required to enter into permanent employment contract and sign performance agreement with the Department of Health and will also be subjected to vetting. NB4: All shortlisted candidates for the post will be subjected to technical exercise that intends to test relevant technical elements of the job, the logistics will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessments tools.

**MANAGEMENT ECHELON**

**POST 41/185**

**DIRECTOR: COMMUNICATION [LEVEL 13] POST REF NO: LDH 17/10/01**

**SALARY**

R948 174.00 p.a. [All Inclusive remuneration package]

**CENTRE**

Provincial Office [Polokwane]

**REQUIREMENTS**

Qualifications and Competencies: Undergraduate qualification at NQF level 7 as recognized by SAQA. A minimum of five (5) years’ experience at a middle/senior managerial level in strategic communications, news media, marketing government communications or relevant fields, interacting with policy makers and key players of the department at senior managerial level. A valid driver’s license. [Attach copy]. Knowledge and Skills: Broad knowledge
and understanding of the Department's health care priorities and policies. Knowledge of various communication approaches and channels. Knowledge and understanding of the legislative framework governing the Public Service. Good communication, report writing, facilitation, co-ordination, interpersonal, leadership, analytical, networking, journalism, influential, liaison, public relations, interpersonal and relationship management diplomacy skills. People, financial and time management. Problem solving, planning and organizing, strategic planning and team player. Personal Attributes: Ability to network with media, politicians, relevant clusters, businesses and civil society. Ability to relate to people of diverse backgrounds. Ability to work under pressure. Willing to travel, achievement and performance driven, strategic thinker, innovative and creative. Responsiveness, pro-activeness, professionalism, accuracy, flexibility, co-operative, supportive, independent, diplomatic, dynamic and objective note.

**DUTIES**

Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Formulate and direct the implementation of corporate communication strategies. Provide leadership, high-level communication strategy and advice to the department. Establish, maintain and ensure a good working relationship with the stakeholders.

**ENQUIRIES**

Ms Matimatji RL at 015 293 6639/ Ms Mpati MM at 015 293 6126 and Ms Mampane NR at 015 293 6426 during office hours.
ANNEXURE U

PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF CULTURE, ARTS AND TRADITIONAL AFFAIRS

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

APPLICATIONS: The Head of Department, Department of Culture, Arts and Traditional Affairs, Private Bag X90, Mmabatho 2735 or delivered to Gaabomotho Building, between Mmabatho Convention Centre and Broadcasting Centre,

FOR ATTENTION: Director: Administrative Support Services.

CLOSING DATE: 27 October 2017 16H30

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

OTHER POSTS

POST 41/186: SENIOR STATE ACCOUNTANT: BUDGET AND CASH FLOW 2 Posts REF NO: 2017/CATA47NW

SALARY: R281 418 per annum (Level 8)
CENTRE: Head Office, Mmabatho
REQUIREMENTS: 3-year Bachelor’s degree/National Diploma with Finance-related subjects. 2-3 years’ appropriate experience in budget management. Knowledge of BAS/Walker Financial Systems and application of financial policies (e.g. PFMA, Treasury Regulations and other relevant prescripts). Knowledge of procurement procedures. Budget processes skills. Computer literacy. Communication and organisational skills. Ability to manage/supervise all supervisees.

DUTIES: Be responsible for proper budget maintenance and preparation of expenditure reports. Capture EPRE budget, adjustment budget and rollover. Compile and capture all journals and ensure safekeeping of all financial records for audit purpose. Assist in the verification and allocation of requisitions according to the prescripts and procedures. Prepare and capture cash flow.

ENQUIRIES: Ms DWT Gouwe, Tel: (018) 3881309

POST 41/187: PRINCIPAL COMMUNICATION OFFICER (INTERNAL COMMUNICATIONS) REF NO: 2017/CATA49/NW

SALARY: R281 418 per annum (Level 8)
CENTRE: Head Office, Mmabatho
REQUIREMENTS: 3-year Bachelor’s Degree/ National diploma/degree in Communications/Public Relations, a qualification in graphic designing will be an added advantage.
Advanced computer skills (knowledge of design and Corel Draw software would be an added advantage) *Basic page design and layout skills *Good photographic skills 2 – 3 years of experience in internal communications, events planning and issuing daily communiqué to internal staff. Good communication and interpersonal skills. Planning and organising skills. Ability to work well under pressure. Computer literacy in MS Office software. A valid driver’s licence.

**DUTIES**

The incumbent will be expected to co-ordinate Departmental internal events. Disseminate information within the Department. Secure venues for internal events and identify/invite stakeholders. Co-ordinate artwork, i.e. banners, posters and flyers for events. Update and maintain the internal Departmental guest list. Participate in internal and Departmental committees as well as Departmental projects in relation to communication objectives. Maintain an internal calendar of events as well as notice boards. Write articles for the internal Departmental newsletter.

**ENQUIRIES**

Mr SG Sebolecwe, Tel, 018 3882763

**POST 41/188**

PRINCIPAL COMMUNICATION OFFICER (EXTERNAL COMMUNICATIONS) REF NO: 2017/CATA50/NW

**SALARY**

R281 418 per annum (Level 8)

**CENTRE**

Head Office, Mmabatho

**REQUIREMENTS**

3 year Bachelor’s degree/National Diploma in Marketing or Public Relations or Communications or Journalism. 2 - 3 years of relevant experience and in communications and PR environments .Valid driver's license. A strong command of the English language and excellent written/verbal English proficiency skills including proof reading and editing; A high standard of business communication and presentation skills; An understanding of government communication procedures. Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook);

**DUTIES**

Ensure the successful delivery of external client communications programmes, projects and initiatives ; Ensure that the communication systems, processes and capabilities required to deliver against the departmental objectives are in place; Build and maintain relationships with business unit communication champions and content owners – be available and accessible to all departments in the business to assist with communication needs; Provide general external communications support to all stakeholders; Write and/or edit articles, speeches and other materials as needed for departmental newsletter ; Implementation of a Quarterly newsletter. Ability to judge when comment is necessary to enhance or protect department’s reputation and brand, and also when not to comment; Ability to handle sensitive information given by third parties in confidence with discretion.

**ENQUIRIES**

Mr SG Sebolecwe: Tel: 018 3882763

**POST 41/189**

ADMINISTRATIVE OFFICER: INFRASTRUCTURE AND FACILITY MANAGEMENT REF NO: 2017/CATA48/NW

**SALARY**

R226 611 per annum (Level 7)

**CENTRE**

Head Office, Mmabatho

**REQUIREMENTS**

3-year diploma in Project Management and Contract Management. Valid driver’s licence. Computer literacy (MS Office, i.e. Word, Project, PowerPoint, Access and Excel) 2-3 years’ experience in infrastructure projects. At least 5 years’ experience in project and contract management (construction field) and administration. Contract negotiation skills. Knowledge of the PFMA, PPPFA and Supply Chain Management procedures. Knowledge of the geographic location of the Province will be an added advantage.

**DUTIES**

Assist to manage and coordinate new capital projects for the Department. Assist in ensuring that facilities are well maintained and comply with the OHS Act. Assist in compilation of monthly, quarterly and annual reports to the Manager. Attend site meetings and/or technical meetings. Assist in the coordination of meetings with different municipalities and other stakeholders in the Province. Assist in facilitation of the signing of Service Level Agreements/Memoranda of Agreement/Project Implementation Agreements with the agents. Assist with the preparation of requisitions for the transfer of funds and payment of suppliers.

**ENQUIRIES**

Mr M Mosimane, Tel. (018) 3882850
POST 41/190 : CLEANERS 12 Posts

SALARY : R90 234 per annum (Level 2)
CENTRE : Bojanala District: (Moretele Service Point (01 Post) REF NO: 2017/CATA51 (01)/NW
Rustenburg Recreation Centre (02 Posts) REF NO: 2017/CATA51 (02)/NW
Ngaka Modiri Molema District, Klein Marico Recreation Centre (02 Posts) REF NO: 2017/CATA51 (03)/NW
Ngaka Modiri Molema District Library (01 Post) REF NO: 2017/CATA51 (04)/NW
Mmabatho, Archive Building (01 Post) REF NO: 2017/CATA51 (05)/NW
Mahikeng Museum and Heritage (01 Post) REF NO: 2017/CATA51 (06)/NW
Mmabatho, Head Office (02 Posts) REF NO: 2017/CATA51 (07)/NW
Mmabatho, Traditional Affairst (02 Posts) REF NO: 2017/CATA51 (08)/NW

REQUIREMENTS : ABET literacy qualifications. Knowledge of cleaning and hospitality services as well as operations of equipment. Good listening skills. Good interpersonal relations. Ability to read and write. Ability to work under pressure.

DUTIES : Vacuum the carpeted floors in offices. Sweep and mop the entire unit’s floor. Dust and polish the entire unit’s offices. Clean toilets/lavatories. Provide a list of all cleaning equipment and materials. Remove any litter/rubbish in the unit. Water inside plants. Arrange boardroom for meetings. Be responsible for safe-keeping of cleaning equipment, glasses and water jugs.

ENQUIRIES : Mr B Sealanyane, Tel. (018) 3882743

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 deliver to Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

CLOSING DATE : 27 October 2017

NOTE : The Office of the Premier is an equal employment opportunity and affirmative action employer and it 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. Employment Equity plan of the Office will be considered when filling these positions. 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 three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment whilst selected interviewed candidates will be subjected to a two day competency assessments. 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. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority.

POST41/191 : ASSISTANT DIRECTOR: FORENSIC INVESTIGATION REF NO: NWOOP/10/02/1

SALARY : R334 545.00 p.a. (level 9)
CENTRE : Mahikeng

REQUIREMENTS : A three year Bachelor’s degree in Law/ Commerce and /or equivalent qualification (NQF level and Credits). 3-5 years relevant work experience Knowledge of Corruption Acts, Protected Disclosure Act, Public Service Act and Regulations, Financial Intelligence Centre Act, Public Finance Management Act and Treasury Regulations. Knowledge of Legislative framework that governs the operations of Public Service environment. Knowledge of Court Procedures, Sound knowledge of rules of evidence and Criminal Procedure Act. Excellent written and verbal communication skills. Ability to communicate at all levels. Ability to work under pressure and willingness to work extra hours.

DUTIES : Conducting forensic and computer related investigations by collecting documentation from clients for analysis. Development and maintenance of Forensic cases database. Management of stakeholders and liaison with other law enforcement agencies. Prepare and present reports/ evidence on cases
investigated. Represent the Office in Disciplinary Hearings and other structures.

ENQUIRIES : Ms. S.M. Mphehlo, Tel: 018-3884039
ANNEXURE V

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF COMMUNITY SAFETY

CLOSING DATE: 30 October 2017 @ 16:00

NOTE: Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. 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.

MANAGEMENT ECHELON

POST 41/192: DIRECTOR: PROVINCIAL SECURITY PROVISIONING (CS 2017-27)

SALARY: All-inclusive salary package of R 948 174 – R 1 116 918 per annum (Level 13).
Note: The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE: Department of Community Safety, Western Cape Government

REQUIREMENTS: A three (3) year degree (or equivalent) on NQF 7 as recognised by the National Framework Authority; 5 years middle/ senior managerial experience; A Valid drivers license. Recommendations: Extensive knowledge of Strategic Management Processes; Experience in and/ or knowledge of a safety and security environment; Completed course(s) and/ or qualification(s) in respect of: ISO 31000; Security Risk Management; Security Management; any other safety and security related training endorsed by the National Intelligence Agency or State Security Agency will be advantageous. Competencies: Knowledge: Strategic Management processes; Extensive knowledge of applicable policies and regulations in the field of Security Management and OHS; Public Service Reporting Procedures; Labour Relations Act, Financial Management (Budgeting, MTEF and MTEC, etc.), contract administration, M&E and reporting; Policy resource, policy analysis, formulation and policy development; Relevant Public Finance Legislation, Acts, Regulations, Policies and Prescripts, MISS, MPSS, Access to Public Premises and Vehicles Act, etc. Skills: Able to interact at all levels of the institution and sensitivity to management issues; Subject matter expert and creative problem solver; Analytical thinking as well as negotiating and facilitating skills; Strategic thinker, and ability to drive projects and programmes to the point of conclusion.

DUTIES: Line and People Management; Ensure good governance and compliance with all applicable legislation; Translate the strategic objectives and management plan of the department into clear and obtainable goals and objectives, and in turn, define the purpose of the Directorate in order to link it to the departmental and provincial strategic goals; Efficiently and effectively manage people and financial resources available in pursuance of the purpose and objectives of the Directorate: Provincial Security Provisioning, whilst ensuring the promotion of sound labour relations and good financial administrative practices; Evaluate the performance/ outputs of the Directorate on an ongoing basis against predetermined targets with a focus on continual improvement and innovation. Project Management and Contract Administration; Manage the services procured around systems and processes whilst ensuring ensure stakeholder buy-in; Manage the co-ordination of the Provincial budget relating to outsourced security services and liaise with stakeholder committees (and set-up where necessary) so as to properly monitor and evaluate effectiveness against value for government spend; Manage the transversal outsourced and departmental security services provider database; Management of project approaches and budgets without compromising the quality of outcomes and desired results. Strategic Management; Prepare inputs for the strategic plan of the department, and communicate the plan to clients and staff within the
directorate; Manage the transformation of service delivery and alignment of provincial national priorities; Establish broad client involvement and communicate the status of key objectives; Develop, implement and review provincial and departmental policies, as well as provide input to national policies.

ENQUIRIES: Mr SR George at (021) 483 6010
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

POST 41/193: DIRECTOR: SAFETY PROMOTION AND PARTNERSHIPS (CS 2017-28)

SALARY: All-inclusive salary package of R 948 174– R 1 116 918 per annum (Level 13). Note: The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE REQUIREMENTS: Department of Community Safety, Western Cape Government

CENTRE REQUIREMENTS: A three (3) year degree (or equivalent) on NQF 7 as recognised by the National Framework Authority; 5 years middle/ senior managerial experience; A Valid drivers license. Recommendations: A post graduate qualification in a relevant field would be advantageous. Competencies: Knowledge: Government planning cycle; Community policing; Volunteerism; Non Profit Organisations. Skills: Advanced Project Management; Communication; Computer literacy; Report writing.

DUTIES: Line and People Management. Ensure good governance and compliance with all applicable legislation; Translate the strategic objectives and management plan of the department into clear and obtainable goals and objectives, and in turn, define the purpose of the Directorate in order to link it to the departmental and provincial strategic goals; Efficiently and effectively manage people and financial resources available in pursuance of the purpose and objectives of the Directorate; Provincial Security Provisioning, whilst ensuring the promotion of sound labour relations and good financial administrative practices; Evaluate the performance/ outputs of the Directorate on an ongoing basis against predetermined targets with a focus on continual improvement and innovation; Project Management; Establish and manage Community Safety Outreach Programmes headed by the directorate in collaboration with the broader department, and sister departments; Establish and management of safety partnerships, involving the community, through various fora in order to achieve the Western Cape Government's objectives of safety for all; Strategic Management; Prepare inputs for the strategic plan of the department, and communicate the plan to clients and staff within the directorate; Manage the transformation of service delivery and alignment of provincial national priorities; Establish broad client involvement and communicate the status of key objectives; Develop, implement and review provincial and departmental policies, as well as provide input to national policies.

ENQUIRIES: Adv Y Pillay at (021) 483 3338
APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

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 41/194: HEAD CLINICAL UNIT GRADE 1 (MEDICAL: ANAESTHETICS)
Chief Directorate: General Specialist and Emergency Services

SALARY: R 1 550 331 per annum (A portion of the package can be structured according to the individual's personal needs.

CENTRE REQUIREMENTS: George Hospital

Minimum educational qualifications: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as
Medical Specialist in Anaesthetics. Registration with a professional council: Registration with the HPCSA as Medical Specialist in Anaesthetics. Experience: A minimum of 3 years’ appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in Anaesthetics. Inherent requirements of the job: Commuted overtime contract to contribute to after-hours service delivery is compulsory. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Literacy and proficiency in at least two of the three official languages of the Western Cape. Computer literacy (Outlook, Excel, Word and PowerPoint). Relevant statutory frameworks including Healthcare 2030, Best Practice Criteria, National Core Standards, EDL, Standard Treatment Guidelines. Clinical service delivery in Anaesthetics and Critical Care. Administrative, clinical and financial management of the Anaesthetics unit. Note: No payment of any kind is required when applying for this post.

**DUTIES**

Key result areas/outputs: Render an efficient and cost-effective Anaesthetics service to patients managed by the George Hospital and District Health Care Services in Eden and Central Karoo. Ensure clinical governance for the Anaesthetics Service at both George Hospital and in Eden and Central Karoo. Ensure the effective organisation of the operating theatre and the rational use of resources (including laboratory investigations, medication, consumables and equipment). Deliver effective and efficient administration of the Anaesthetics Department. Plan and partake in the training of staff, including registrars, medical officers, community service MO’s, interns and final year UCT medical students.

**ENQUIRIES**

Dr Z North, tel. no. (044) 802 4535

**APPLICATIONS**

The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION**

Ms C Dawood

**CLOSING DATE**

27 October 2017

**POST 41/195**

MEDICAL SPECIALIST GRADE 1 TO 3 (RADIOLOGY) (3 POSTS)

**SALARY**

Grade 1: R 991 857 per annum, Grade 2: R 1 134 069 per annum, Grade 3: R 1 316 136 per annum (A portion of the package can be structured according to the individual’s personal needs). It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

**CENTRE**

Groote Schuur Hospital, Observatory

**REQUIREMENTS**

Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Medical Specialist in Radiology. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Radiology. Experience: Grade 1: None after registration with the HPCSA as Medical Specialist in Radiology. Grade 2: A minimum of 5 years’ appropriate experience after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Grade 3: A minimum of 10 years’ appropriate experience after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Radiology. Competencies (knowledge/skills): Ability to communicate effectively in at least two of the three official languages of the Western Cape. Knowledge of Diagnostic Radiology. Experience in Interventional Radiology and/or musculoskeletal imaging is a strong recommendation. Leadership, interpersonal, organisational, relevant clinical and counselling skills. Ability to initiate own research projects and supervise research projects. Note: No payment of any kind is required when applying for this post. "Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."

**DUTIES**

Provide in- and after-hours diagnostic and/or interventional radiology service. Conduct teaching and training in diagnostic and/or interventional radiology. Administer and manage diagnostic and/or interventional radiology service. Conduct research in diagnostic and/or interventional radiology with publications.
and presentations. Provide innovation and outreach in diagnostic and/or interventional radiology.

**ENQUIRIES**: Prof S Beningfield, tel. no. (021) 404-4184, e-mail steve.beningfield@uct.ac.za

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

**FOR ATTENTION**: Ms N Mbilini

**CLOSING DATE**: 27 October 2017

OTHER POSTS

**POST 41/196**: **PHARMACY SUPERVISOR GRADE 1**

Eden District

**SALARY**: R 736 425 per annum (A portion of the package can be structured according to the individual’s personal needs).

**CENTRE**: Kwanokuthula Community Clinic

**REQUIREMENTS**: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years’ appropriate experience after registration as a Pharmacist with the SAPC. Inherent requirements of the job: Willingness to register as a Responsible Pharmacist. Valid driver’s licence (Code B/EB). Willingness to perform relief and after-hour duties when required. Willingness to register as a tutor to train pharmacist interns and/or pharmacist’s assistants. Competencies (knowledge/skills): Knowledge of the Acts pertaining to the practice of pharmacy and national and provincial health policies. Proven organisational and management skills. Ability to cope under pressure and maintain a high standard of professionalism. Note: No payment of any kind is required when applying for this post. Candidates may be requested to perform a practical test.

**DUTIES**: Effectively manage pharmaceutical stock through effective ordering, receipt, control and provision of stock including its safe disposal. Effectively supervise the dispensing of pharmaceuticals in line with statutory requirements. Effectively manage the human resources, finances and administrative aspects relating to the clinic pharmacy. Effectively represent the pharmacy at relevant meetings and ensuring effective lateral and vertical communication of relevant information. Effectively promote rational drug use and antibiotic stewardship. Ensure the compliance of the clinic pharmacy with relevant legislation and adherence to Good Pharmacy Practice.

**ENQUIRIES**: Dr A Brink, tel.no. (044) 302-8400

**APPLICATIONS**: The Manager, Eden District Office, Private Bag X 6592, George, 6530.

**FOR ATTENTION**: Ms S Pienaar

**CLOSING DATE**: 27 October 2017

**POST 41/197**: **REGISTRAR (MEDICAL) (4 YEARS CONTRACT POST)**

Tygerberg Hospital, Parow Valley

**SALARY**: R 736 425 per annum (A portion of the package can be structured according to the individual’s personal needs).

**CENTRE**: Tygerberg Hospital, Parow Valley

**REQUIREMENTS**: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a registrar (Medical). Registration with a professional council: Registration with the HPCSA as a registrar (Medical). Experience: None after registration with the (HPCSA) as an independent Medical Practitioner. Competencies (knowledge/skills): Appropriate experience and/or a completed postgraduate Diploma in Occupational Health/Medicine or equivalent qualification. Proficiency in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. Existing employee who are already on a salary scale higher than the maximum scale attached to registrar will retain the scale attached to their existing salary package. Candidates, who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. Please note that the afore-said concession is only applicable on health
professionals who apply for the first time for registration in a specific category with the relevant council (this includes individuals who must apply for change in registration status)."

**DUTIES:**
Provide effective and efficient patient care in Occupational Medicine. Provide other occupation health services e.g. risk assessment and policy/protocol development for use in public sector hospitals and facilities. Conduct research and contribute to policy development in occupational health. Participate fully in all postgraduate and undergraduate educational activities in Occupational Medicine/Health. Participating in all activities per HPCSA and Colleges of Medicine of SA training requirements (specialist training in Occupational Medicine).

**ENQUIRIES:**
Dr S Carstens, tel. no. (021) 938-9206 or sec@sun.ac.za

**APPLICATIONS:**
The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION:**
Ms V Meyer

**CLOSING DATE:**
27 October 2017

**POST 41/198**
ARCHITECT PRODUCTION GRADE A TO C (HOSPITAL INFRASTRUCTURE)
Directorate: Infrastructure Programme Delivery

**SALARY:**
Grade A: R 549 639 per annum
Grade B: R 628 452 per annum, Grade C: R 715 323 per annum
(A portion of the package can be structured accordingly to the Individual’s personal need).

**CENTRE:**
Head Office, Norton Rose House, Cape Town

**REQUIREMENTS:**
Minimum educational qualification: Bachelor in Architecture (or equivalent) as recognised by the South African Council for the Architectural Profession (SACAP). Registration with a professional council: Registration as Professional Architect with the SACAP. Experience: Grade A: At least 3 years post qualification architectural experience. Grade B: At least 14 years appropriate/recognisable experience in an area after registration with the SACAP as a professional Architect. Grade C: At least 26 years appropriate/recognisable experience in an area after registration with the SACAP as a professional Architect. Inherent requirements of the job: Able to work outside of normal office hours. A valid driver’s licence (Code B/EB). Willingness to travel including early morning and late night air flights and travel by road. Overnight stays away from home whilst on official business. Sufficiently physically fit and healthy to walk long distances in the confines of the building and on site and carry out inspections. Competencies (knowledge/skills): Knowledge of the Standard for Infrastructure Procurement and Delivery Management and the IDMS Toolkit. Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities. Sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (MS Office). Note: A practical or competency test may form part of the shortlisting and/or interview process. No payment of any kind is required when applying for this post.

**DUTIES:**
Programme and project planning. Conduct programme, project implementation and monitoring. Provide assistance in the commissioning of projects. Conduct programme and project evaluation. Manage built environment programmes and interaction with a wide range of role-players and stakeholders across all spheres of Government/Private Sector and Communities. Monitor and control the delivery of health infrastructure programmes on time, within budget and within defined quality standards.

**ENQUIRIES:**
Mr A Middleton, tel. no. (021) 483-9328

**APPLICATIONS:**
Applications are submitted online via www.westerncape.gov.za/health-jobs

**CLOSING DATE:**
27 October 2017

**POST 41/199**
OPERATIONAL MANAGER NURSING (GENERAL: SURGICAL)

**SALARY:**
R 499 953 (PN-B3) per annum

**CENTRE:**
Tygerberg Hospital, Parow Valley

**REQUIREMENTS:**
Minimum educational qualification: Basic R425 qualification (i.e. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse
(proof of current registration to be submitted). Experience: A minimum of 7 years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. Inherent requirement of the job: Will be required to work shifts, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Ability to function independently as well as part of a multi-disciplinary team. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Basic Computer literacy, Good organisational skills and the ability to function under pressure. Note: No payment of any enquiries is required when applying for this post.

**DUTIES**

Plan, manage, co-ordinate and maintain an optimal general Nursing Service as an Operational Manager in a Surgical ward. Manage and utilise Human Resources and Financial Resources to ensure optimal operational function in the area. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the Nursing Service and the institution. Maintain ethical standards and promote professional growth and self-development.

**ENQUIRIES**

Ms F Baartman, tel. no. (021) 938-4055

**APPLICATIONS**

The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.

**FOR ATTENTION**

Ms CB Basson

**CLOSING DATE**

27 October 2017

**POST 41/200**

OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)

Overberg District

**SALARY**

R 394 665 (PN-A5) per annum (Plus a non-pensionable rural allowance of 8% of basic annual salary)

**CENTRE**

Caledon Hospital, Caledon

**REQUIREMENTS**

Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to work overtime and on weekends as required. Competencies (knowledge/skills): Decision making and change management skills. Computer literacy. Knowledge of the current applicable requirements for the maintaining of quality standards. Proven sound interpersonal and management skills and/or management qualification. Expertise in Quality Assurance and Infection and Prevention Control strategies in health. Note: No payment of any kind is required when applying for this post. Short-listed candidates may be required to do a practical test.

**DUTIES**

Responsible for the management, coordination and delivery of person-centred quality nursing care by the nursing team in accordance with the scope of practice and nursing standards. Manage the utilisation and supervision of resources effectively. Co-ordinate the provision of effective training, research, maintaining professional growth/ethical standards and self-development. Provide effective support to nursing services, people management of the staff at the facility, including HR and Labour. Manage the Quality assurance program of the facility. Collect and collate monthly nursing data and discuss at staff meetings, responsible for the administrative management of the PHC services at the facility, day to day statistics.

**ENQUIRIES**

Ms R Darvel, tel. no. (028) 212-1070

**APPLICATIONS**

The Director: Overberg District Office, Private Bag X07, Caledon, 7230.

**FOR ATTENTION**

Ms A Brits

**CLOSING DATE**

27 October 2017
POST 41/201: OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL: NEUROLOGY)

**SALARY**: R 394 665 (PN-A5) per annum

**CENTRE**: Groote Schuur Hospital, Observatory

**REQUIREMENTS**: Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work shifts, public holidays and weekends. After-hours or weekend cover for Nursing and deputising for Assistant Manager: Nursing. Competencies (knowledge/skills): Effective leadership, supervisory, mentoring, problem solving, conflict resolution and interpersonal skills related to all allocated staff in the department. Ability to manage disciplinary issues and grievances. Knowledge and understanding of Nursing legislation, related legal ethical nursing practices and framework, as well as labour legislation and relevant public sector policies, guidelines and protocols. Good verbal and written communication skills in at least two of the three official languages of the Western Cape: Computer skills (MS Word, Excel, PowerPoint and E-mail). Ability to manage finances to stay within allocated budgets. Knowledge of FBU Management. Appropriate knowledge/skills in general nursing science. Knowledge and skills in Neurological Nursing. Note: Shortlisted candidates could be subjected to a competency test on day of interview. No payment of any kind is required when applying for this post.

**DUTIES**: Responsible for the coordination and delivery of person-centered quality nursing care by the nursing team in accordance with the scope of practice and nursing standards within the specified department. Participate in the setting, implementation and monitoring of policies, guidelines, standards, procedures, programmes, practices and regulations. Manage, monitor and ensure proper utilisation of physical, human and financial resources. Participate in multi-disciplinary teamwork that promotes efficient and effective health care. Collect, provide and utilise relevant health information for the enhancement of service delivery and participate in and encourage nursing research. Provide effective support, leadership, direction and management of Human Resources including the management of performance and underperformance, training and personal development of employees under his/her supervision including management of grievances.

ENQUIRIES: Mr A Mohamed, tel. no. (021) 404-2071

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

FOR ATTENTION: Ms N Mbilini

CLOSING DATE: 27 October 2017

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POST 41/202: PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)

Chief Directorate: Metro District Health Services

**SALARY**: Grade 1: R 340 431 (PN-B1) per annum, Grade 2: R 418 701 (PN-B2) per annum

**CENTRE**: Victoria Hospital, Wynberg

**REQUIREMENTS**: Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Willingness to work shifts and after hours (weekends, public holidays and night duty). Competencies (knowledge/skills): Sound knowledge and understanding
of Mental Health Care Act, Child Health Act, Nursing and Health Service related acts, legislation and policies. Ability to facilitate and promote training, Leadership, sound interpersonal and motivational skills. Computer literacy (MS Word, Outlook and Excel). Communication skills (both written and verbal) in at least two of the three official languages of the Western Cape. Analytical thinking, independent decision making and problem solving skills. Notes: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. Candidates without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)."

**DUTIES**

Provide optimal, holistic specialised nursing care within set standards and professional/legal framework. Effective utilisation of human, financial and physical resources (equipment and consumables) Render support to Nursing Services: relief duties and act as junior shift leader as required. Maintain professional growth/ethical standards and self-development, compliance to professional, legal and ethical regulations governing nursing practice. Assist with the development and the implementation of nursing quality improvement plans, policies and standard operating procedures. Ensure efficient and accurate documentation, statistical data collection capturing and participation in research activities. Liaise, advise and effectively communicate with the relevant internal and external stakeholders for continuity of client care.

**ENQUIRIES**

Mr PC Jetha, tel.no (021) 799-1125

**APPLICATIONS**

The Chief Executive Officer: Victoria Hospital, Private Bag X2, Plumstead, 7801.

**FOR ATTENTION**

Ms N Petersen

**CLOSING DATE**

03 November 2017

**POST 41/203**

**PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: NEONATAL) (3 POSTS)**

Chief Directorate: General Specialist and Emergency Services

**SALARY**

Grade 1: R 340 431 per annum, Grade 2: R 418 701 per annum

**CENTRE**

Mowbray Maternity Hospital

**REQUIREMENTS**

Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with SANC in Advanced Midwifery and Neonatal Nursing Science. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific speciality after obtaining the one year post basic qualification with the SANC as mentioned above. Registration with a professional council: Registration with the SANC as Professional Nurse for 2017/2018. Inherent requirement of the job: Willingness to work overtime if and when required. Competencies (knowledge/skills): Excellent interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge of the Nursing Act and relevant Regulations. Good interpersonal and communication skills. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition
that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status***).

DUTIES
: Provide holistic Perinatal care and education according to individual needs of patient’s family and communities. Participate in training and research. Effective utilisation of resources. Provide support to nursing services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES
: Ms KE Moore, tel. no. (021) 659-5550

APPLICATIONS
: The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

FOR ATTENTION
: Ms R Hattingh

CLOSING DATE
: 03 November 2017

POST 41/204
: CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (IN-PATIENT SERVICES)
Chief Directorate: General Specialist and Emergency Services

SALARY
: Grade 1: R 340 431 (PN-B1) per annum, Grade 2: R 418 701 (PN-B2) per annum

CENTRE
: Lentegeur Hospital

REQUIREMENTS
: Minimum educational qualifications: 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. A post-basic nursing qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Effective interpersonal, leadership, organisational, decision making and conflict resolution skills. Computer literacy. Appropriate/recognisable experience in Psychiatric Services and a keen interest to work in the Intellectual Disability and Psychiatrically ill patients. Knowledge of FBu functions and management (ability to work collaboratively within FBUs). Note: No payment of any kind is required when applying for this post. *Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status***)

DUTIES
: Provide comprehensive clinical primary health services (including Basic Antenatal Care) in the in-patient’s services. Identify and conduct research within the realm of Primary Health Care on in-patient’s situation. Manage degenerative illnesses and complications. Promote quality patient care through the setting, implementation and monitoring of standards. Plan and implement Health Promotion and Prevention activities. Staff education and training in aspects related to Primary Health Care.

ENQUIRIES
: Ms A September/A Jarvis, tel. no. (021) 370 -1271/370 -1231

APPLICATIONS
: The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

FOR ATTENTION
: Ms G Owies

CLOSING DATE
: 03 November 2017
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<th>POST 41/205</th>
<th>ADMINISTRATIVE OFFICER: FINANCE/ADMIN (ACCOUNT CONTROLLER)</th>
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<tr>
<td>SALARY</td>
<td>R 226 611 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Tygerberg Hospital, Parow Valley</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Minimum educational qualification: Senior Certificate (or equivalent) with extensive experience/competencies that focuses on the Key Performance Areas (KPA’s) of the post or Senior Certificate (or equivalent) with Mathematics or Accounting as a passed subject. Experience: In-depth understanding and experience of clinical procedures/services in a hospital environment. Competencies (knowledge/skills): Basic knowledge of the Uniform Patient Fee Structure (UPFS). Note: Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.</td>
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<tr>
<td>DUTIES</td>
<td>Clinical auditing of patient accounts in compliance with the Uniform Patient Fees Structure. Ensure that all prostheses, high cost consumables and high cost pharmaceuticals are charged timeously. Provide quotations and interact with clinical personnel with regards to clinical procedures. Ensure accurate interpretation and implementation of policy, protocols and hospital procedures in respect of H2, H3 and private patients. Assist Case Manager with clinical updates, authorisation and liaise with the Medical Schemes. Abstract data from the patients records to assign ICD10 codes to patient diagnoses. Actively participates in training for ICD10 coders. Ensure compliance of coding rules and regulations. Work as a team to meet departmental goals.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms J Jooste, tel. no. (021) 938-4140 or Ms B Esterhuysen, tel. no. (021) 938-6685</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Ms V Meyer</td>
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<td>27 October 2017</td>
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<tr>
<th>POST 41/206</th>
<th>ADMINISTRATION CLERK: SUPPORT</th>
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<tr>
<td>SALARY</td>
<td>R 152 862 per annum</td>
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<tr>
<td>CENTRE</td>
<td>Sedgefield Community Clinic, Knysna/Bitou Sub-district</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate administration and data experience. Competencies (knowledge/skills): Basic knowledge and experience in Office Administration, Financial and Procurement Administration. Good interpersonal, verbal and written communication skills in at least two of the three official languages of the Western Cape. Computer literacy (i.e. MS Office, Word, Excel and PowerPoint). Experience in capturing and managing of data on PHCIS; Sinjani; tier.net. Note: No payment of any kind is required when applying for this post. The appointed person may be expected to perform duties in any of the PHC facilities in the Knysna/Bitou Sub-district. A practical competency test will be part of the interview process.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>Effective management of communication, and administration support. Maintenance of effective registry functions. Effective registration of clients. Effective management of appointments and defaulters. Effective data management, capturing and administration. Validation of data and support to end-user.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Ms L Ziervogel, tel. no. (044) 302-8400</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>The District Manager: Eden District Office, Private Bag X6592, George, 6530.</td>
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<tr>
<td>FOR ATTENTION</td>
<td>Ms S Pienaar</td>
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<tr>
<th>POST 41/207</th>
<th>ADMINISTRATION CLERK: SUPPORT ( RADIOLOGY) (2 POSTS)</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R 152 862 (Level 5) per annum</td>
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<tr>
<td>CENTRE</td>
<td>Red Cross War Memorial Children’s Hospital, Rondebosch</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience of patient administration in a hospital. Appropriate administrative experience. Inherent requirement of the job: Willingness to do shifts which include weekends and Public holidays and work overtime on short notice. Competencies (knowledge/skills): Computer literacy. Ability to work as part of a team. Ability to cope with a high work volume and follow instructions</td>
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and procedures. Ability to adapt to a changing environment. Ability to deal with information in a confidential manner. Good interpersonal relations and organisational skills. Good communication skills in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. Shortlisted candidates will be required to do a practical test.

**DUTIES**

Render a reception service in the radiology department. Be responsible for all aspects of Patient administration in the radiology department this includes both the Radiology Information system and Clinicom. Maintain the effective and efficient general office administration and ad-hoc duties. Responsible for folder management (i.e. request and retrieve folders).

**ENQUIRIES**

Ms A Vlok, tel. no. (021) 659-5104

**APPLICATIONS**

The Chief Executive Officer: Red Cross War Memorial Children's Hospital, Private Bag X5, Rondebosch, 7700.

**FOR ATTENTION**

Mr P Petersen

**CLOSING DATE**

03 November 2017

**POST 41/208**

**ADMINISTRATION CLERK: PRIMARY HEALTH CARE (2 POSTS)**

Eden District

**SALARY**

R 152 862 per annum

**CENTRE**

Rosemoor Community Clinic (1 post), Calitzdorp Community Development Centre (1 post)

**REQUIREMENTS**

Minimum educational qualification: Senior Certificate (or equivalent). Experience: Practical experience of Health Information Systems (PHCIS, Sanjani and Tier.net). Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint) – proof must be attached. Knowledge of record keeping procedures, Registry and Archive policy. Knowledge and experience in departmental systems, i.e. (PHCIS, Sinjani, Tier.net). Ability to accept accountability and responsibility and to work independently and unsupervised. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be required to do a practical test.

**DUTIES**


**ENQUIRIES**

Ms MJF Marthinus, tel. no. (044) 803-9000

**APPLICATIONS**

Eden District Office, Private Bag X 6592 George 6530.

**FOR ATTENTION**

Ms S Pienaar

**CLOSING DATE**

03 November 2017

**POST 41/209**

**LINEN SUPERVISOR**

Eden District

**SALARY**

R 127 851 per annum

**CENTRE**

Oudtshoorn Hospital

**REQUIREMENTS**

Minimum educational qualifications: General Education and Training Certificate (GETC)/grade 9 (Std7). Experience: Appropriate linen experience in a hospital/health/linen stores environment. Inherent requirement of the job: Ability and willingness to work after-hours / weekends and public holidays. Competencies (Knowledge/skills): Ability to achieve and maintain good interpersonal relations with staff and the service provider. Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Ability to interpret the Western Cape Hospital Linen Management Policy. Knowledge of stock and infection control. Computer literacy (MS Office: Word and Excel). Note: No payment of any kind is required when applying for this post.

**DUTIES**

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

**ENQUIRIES**: Ms MJ Coetzee, tel. no. (044) 203-7290

**APPLICATIONS**: The Eden District Office, Private Bag X 6592, George, 6530.

**FOR ATTENTION**: Ms S Pienaar

**CLOSING DATE**: 03 November 2017

**POST 41/210**: STERILISATION PRODUCTION OPERATOR

**SALARY**: R 107 886 per annum

**CENTRE**: Red Cross War Memorial Children’s Hospital, Rondebosch

**REQUIREMENTS**: Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9(std. 7). Experience: Recent relevant experience working in a decontamination and sterilisation unit within a hospital. Inherent requirement of the job: Willingness to work shifts including weekends, public holidays and night duty. Competencies (knowledge/skills): Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Good interpersonal relations skills and ability to work in a co-operative way within a team context. Foundation courses in sterilisation and decontamination recommended. Basic understanding of disinfection, decontamination and sterilisation. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

**DUTIES**: Effective application of sterilisation processes and techniques and promote/adhere to infection control as well as health and safety regulations. Decontaminate, pack and sterilise instruments and supplies. Assist with folding of surgical gowns, folding and packing surgical linen. Assist with cleaning and testing of sterilisation equipment, washing machine and autoclaves. Assist with lifting up and pushing heavy equipment. Assist with processing of respiratory equipment. Maintain equipment in an optimum working condition and utilisation of resources. Use autoclaves, washing machines and equipment/consumables in a cost effective manner. Monitor, control and maintain adequate stock levels. Report and assist with investigation of lost instruments/equipment.

**ENQUIRIES**: Ms B Ludick, tel. no. (021) 658-5763

**APPLICATIONS**: The Chief Executive Officer: Red Cross War Memorial Children’s Hospital, Rondebosch

**FOR ATTENTION**: Mr Petersen

**CLOSING DATE**: 03 November 2017

**POST 41/211**: FOOD SERVICES AID

**CENTRE**: West Coast District

**SALARY**: R 90 234 per annum

**REQUIREMENTS**: Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Incumbent must be prepared to work shifts and overtime which include weekends and public holidays. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Knowledge of production of normal and therapeutic diets in an industrial foodservice unit on a large scale. Knowledge of HACCP, national guidelines on safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment and Health and Safety policies. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical test.

**DUTIES**: Assist in the receipt and storage of all provisions and stock in the food service unit. Prepare and produce all normal and therapeutic diets. Weigh, dish and distribute foods to the wards. Clean all areas, utensils and equipment in the Food Service Department. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operating procedures.

**ENQUIRIES**: Ms M Sedeman, tel. no. (022) 487-3294
APPLICATIONS: The District Director: West Coast District, Private Bag X 15, Malmesbury, 7299.
FOR ATTENTION: Mr EA Sass
CLOSING DATE: 03 November 2017
POST 41/212: CLEANER
Eden District

SALARY: R 83 766 per annum
CENTRE: Duysseldorp Community Clinic
REQUIREMENTS: Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a clinic/hospital/health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Able to work shifts and public holidays. Relief duties in other departments when necessary. Competencies (knowledge/skills): Good communication and interpersonal skills in at least two of the three official languages of the Western Cape.

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

ENQUIRIES: Ms J Matyhila, tel. no. (044) 203-7202
APPLICATIONS: The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION: Ms S Pienaar
CLOSING DATE: 03 November 2017
POST 41/213: GROUNDSMAN (6 MONTHS' CONTRACT)
Chief Directorate: General Specialist and Emergency Services

SALARY: R 83 766 per annum. Plus 37% in lieu of service benefits
CENTRE: Forensic Pathology Laboratory (Tygerberg)
REQUIREMENTS: Minimum requirements: Basic Literacy and numeracy. Experience: Experience of garden equipment and basic DIY household tools. Inherent requirement of the job: No Criminal record. Must be willing to work in close proximity to the mortuary. Competencies (knowledge/skills): Ability to understand and communicate effectively in at least two of the three official languages of the Western Cape. Knowledge of Occupational Health and Safety requirements and the use of personal protective equipment. Ability to operate and maintain electrical and fuel driven gardening equipment. Note: No payment of any kind is required when applying for this post.

DUTIES: Render and maintain cleaning and related services pertaining to the ground within and around the facility. Maintain gardens of the facility. Perform general DY1 maintenance and repairs around the facility. Cleaning of GMT vehicles. Function successful as part of a multi-disciplinary team. Perform all allocated tasks effectively and efficiently.

ENQUIRIES: Mr AJ van der Westhuize / Mr R Filander, tel. no. (021) 931-4232
APPLICATIONS: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.
FOR ATTENTION: Mr B Wepener
CLOSING DATE: 03 November 2017
POST 41/214: GROUNDSMAN

SALARY: R 83 766 per annum
CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS: Minimum Requirements: Basic Literacy and numeracy. Experience: Appropriate experience in maintaining grounds and gardens. Inherent requirement of the job: Valid (Code E/EB) Driving licence (include authorisation to drive tractor; motor vehicle which is a type of mobile agricultural or industrial equipment or machinery not designed principally for the conveyance of persons or goods, of which the tare does not exceed 3500kg). Competencies (knowledge/skills): Knowledge of gardening and irrigation systems. Gardening skills. Ability to communicate in at least two of the three official languages of the Western Cape. Good understanding and experience of general maintenance. Ability to operate and drive a tractor. Note: No payment of any kind is required when applying for this post.
DUTIES: Responsible for maintenance of facility. Ensure that grounds and gardens are maintained (horticultural aspects). Operate machinery (lawnmowers and weed-eaters).

ENQUIRIES: Ms CB Johnson, tel. no. (021) 938-5327

APPLICATIONS FOR ATTENTION: The Chief Director, Tygerberg Hospital, Private Bag X3, Tygerberg, 7505

CLOSING DATE: 03 November 2017

DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

CLOSING DATE: 03 November 2017 @ 16:00

NOTE: Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. 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.

MANAGEMENT ECHELON

POST 41/215: DIRECTOR SPECIALISED SUPPORT, REF NO. LG 2017-21

SALARY: All-inclusive salary package of R 948 174 – R 1 116 918 per annum (Level 13). Note: The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE: Department of Local Government, Western Cape Government.

REQUIREMENTS: A relevant undergraduate qualification (NQF 7 as recognised by SAQA); A minimum of 5 years’ middle/senior management experience; A valid driver’s licence. Recommendations: A law degree; Knowledge of the Constitution and local government legislation. Competencies: Thorough knowledge of the application of the Constitution and legislation pertaining to local government; Proven experience in the interpretation of the law; Ability to conceptualise new legislation with regard to local government; Understanding the role of Provinces as it relates to Municipalities; Strategically and politically astute.

DUTIES: To facilitate, manage and provide specialised support to municipalities; Manage the provision of formal and informal intervention support if institutional and governance deficiencies at municipalities occur; Manage the provision of informal interventative financial support to municipalities with financial problems; To assist Provincial Treasury with mandatory interventions; Manage interventions at municipalities in terms of the MFMA (Discretionary); Manage interventions at municipalities in terms of section 139 of the constitution; and Ensure effective management of human resources, financial resources and risks.

ENQUIRIES: Mr GW Paulse at (021) 483 4999

DEPARTMENT OF THE PREMIER

CLOSING DATE: 27 October 2017 @ 16:00

NOTE: Only applications submitted online will be accepted. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered. 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.

MANAGEMENT ECHELON

POST 41/216: DIRECTOR – INTERNAL AUDIT, REF NO. DOTP 2017-92

SALARY: All-inclusive salary package of R 948 174 – R 1 116 918 per annum (Level 13).
Note: The remuneration package consists of a basic salary (70%) and the employer’s contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

CENTRE: Department of the Premier, Western Cape Government.

REQUIREMENTS: A B-Degree or appropriate three-year tertiary qualification (NQF 7 as recognised by SAQA), majoring in Accounting and Auditing; and Minimum of 6 years’ appropriate internal audit or other relevant management experience. Recommendations: Studying towards or have a professional certification, CIA, A valid driver’s license. Competencies: Audit Practices – Strategic Planning and Management; Audit practices Reporting and Progress Monitoring; Analytical Thinking; Client Focus; and Developing Others.

DUTIES: Facilitate the development of audit plans incorporating the client needs and promoting advance impact towards good control environment; Assess the relevancy of the audit approach to meet engagement objectives; Ability to quality assure the conclusions drawn in execution against the engagement objectives; Ability to assess the basis of conclusion, i.e. that controls are consistently implemented as per its design and is achieving its intended purpose; Ability to analyse the control environment to inform a qualitative audit approach; Ability to assess that the adequacy assessment is accurate; Demonstrate advance presentation skills during the presentation of audit result at all levels of the Department and oversight monitoring structures; Maintain the quality of audit results and ensure it gives the required objective assurance; and Ability to provide junior staff with guidance related to ethical behaviour and implementation of ISPPIA when audit engagements are planned, executed and communicated.

ENQUIRIES: Ms B Cairncross (021) 483 6837

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

APPLICATIONS: Only applications submitted online will be accepted. To apply submit your application online only: www.westerncape.gov.za/jobs

CLOSING DATE: 25 October 2017 @ 16:00

NOTE: Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Kindly note that technical support is only available from this coming Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 41/217: PROVINCIAL INSPECTOR: TRAFFIC CALEDON (8 POSITIONS AVAILABLE), REF NO. TPW 2017-126

SALARY: R 183 558 per annum (Salary level 6).

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Grade 12 (or equivalent qualification) with a minimum of 1 year practical experience in the field of Traffic Law Enforcement Operations; Must be in possession of a Basic Traffic Diploma (or equivalent qualification); A valid driver’s licence; No criminal record. Kindly note there will be substance/drug testing prior to appointment and randomly thereafter. Recommendations: Leadership skills. Competencies: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; Criminal procedures Act (CPA) 51/77; Average speed over distance (ASOD); Excellent communication (written and
verbal) and report writing skills in at least two of the official languages of the Western Cape; Defensive driving skills; Ability to work under pressure.

DUTIES: Enforce Road Traffic, Public Passenger and Transport Legislation; Examine drivers' licences and motor vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle testing stations (VTS); Provide visible traffic control/ policing and ensure crime prevention activities; Perform all administrative activities and related duties.

ENQUIRIES: Mr PR Curran at (021) 980 9107

POST 41/218 PROVINCIAL INSPECTOR: TRAFFIC - VREDENDAL (4 POSITIONS AVAILABLE), REF NO. TPW 2017-127

SALARY: R 183 558 per annum (Salary level 6).

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Grade 12 (or equivalent qualification) with a minimum of 1 year practical experience in the field of Traffic Law Enforcement Operations; Must be in possession of a Basic Traffic Diploma (or equivalent qualification); A valid driver’s licence; No criminal record. Kindly note there will be substance/drug testing prior to appointment and randomly thereafter. Recommendations: Leadership skills. COMPETENCIES: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; Criminal procedures Act (CPA) 51/77; Average speed over distance (ASOD); Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Defensive driving skills; Ability to work under pressure.

DUTIES: Enforce Road Traffic, Public Passenger and Transport Legislation; Examine drivers' licences and motor vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle testing stations (VTS); Provide visible traffic control/ policing and ensure crime prevention activities; Perform all administrative activities and related duties.

ENQUIRIES: Mr PR Curran at (021) 980 9107

POST 41/219 PROVINCIAL INSPECTOR: TRAFFIC - VREDENBURG (8 POSITIONS AVAILABLE), REF NO. TPW 2017-128

SALARY: R 183 558 per annum (Salary level 6).

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Grade 12 (or equivalent qualification) with a minimum of 1 year practical experience in the field of Traffic Law Enforcement Operations; Must be in possession of a Basic Traffic Diploma (or equivalent qualification); A valid driver’s licence; No criminal record. Kindly note there will be substance/drug testing prior to appointment and randomly thereafter. RECOMMENDATIONS: Leadership skills. COMPETENCIES: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; Criminal procedures Act (CPA) 51/77; Average speed over distance (ASOD); Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Defensive driving skills; Ability to work under pressure.

DUTIES: Enforce Road Traffic, Public Passenger and Transport Legislation; Examine drivers' licences and motor vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle testing stations (VTS); Provide visible traffic control/ policing and ensure crime prevention activities; Perform all administrative activities and related duties.

ENQUIRIES: Mr PR Curran at (021) 980 9107

POST 41/220 PROVINCIAL INSPECTOR: TRAFFIC - BEAUFORT WEST (4 POSITIONS AVAILABLE), REF NO. TPW 2017-129

SALARY: R 183 558 per annum (Salary level 6).

CENTRE: Department of Transport and Public Works, Western Cape Government

REQUIREMENTS: Grade 12 (or equivalent qualification) with a minimum of 1 year practical experience in the field of Traffic Law Enforcement Operations; Must be in possession of a Basic Traffic Diploma (or equivalent qualification); A valid driver’s licence; No criminal record. Kindly note there will be substance/drug testing prior to appointment and randomly thereafter. Recommendations: Leadership skills. Competencies: Knowledge of the following: National Road
Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; Criminal procedures Act (CPA) 51/77; Average speed over distance (ASOD); Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Defensive driving skills; Ability to work under pressure.

**DUTIES**: Enforce Road Traffic, Public Passenger and Transport Legislation; Examine drivers’ licences and motor vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle testing stations (VTS); Provide visible traffic control/ policing and ensure crime prevention activities; Perform of all administrative activities and related duties.

**ENQUIRIES**: Mr PR Curran at (021) 980 9107

**POST 41/221**

PROVINCIAL INSPECTOR: TRAFFIC - LAINGSBURG (2 POSITIONS AVAILABLE), REF NO. TPW 2017-130

**SALARY**

R 183 558 per annum (Salary level 6).

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

Grade 12 (or equivalent qualification) with a minimum of 1 year practical experience in the field of Traffic Law Enforcement Operations; Must be in possession of a Basic Traffic Diploma (or equivalent qualification); A valid driver’s licence; No criminal record. Kindly note there will be substance/drug testing prior to appointment and randomly thereafter. Recommendations: Leadership skills. Competencies: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; Criminal procedures Act (CPA) 51/77; Average speed over distance (ASOD); Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Defensive driving skills; Ability to work under pressure.

**DUTIES**

Enforce Road Traffic, Public Passenger and Transport Legislation; Examine drivers’ licences and motor vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle testing stations (VTS); Provide visible traffic control/ policing and ensure crime prevention activities; Perform of all administrative activities and related duties.

**ENQUIRIES**: Mr PR Curran at (021) 980 9107

**POST 41/222**

PROVINCIAL INSPECTOR: TRAFFIC - KNYSNA (4 POSITIONS AVAILABLE), REF NO. TPW 2017-212

**SALARY**

R 183 558 per annum (Salary level 6).

**CENTRE**

Department of Transport and Public Works, Western Cape Government

**REQUIREMENTS**

Grade 12 (or equivalent qualification) with a minimum of 1 year practical experience in the field of Traffic Law Enforcement Operations; Must be in possession of a Basic Traffic Diploma (or equivalent qualification); A valid driver’s licence; No criminal record. Kindly note there will be substance/drug testing prior to appointment and randomly thereafter. Recommendations: Leadership skills. Competencies: Knowledge of the following: National Road Traffic Act (NRTA) 93/96; National Land Traffic Act (NLTA) 5/2009; National Road Traffic Regulations (NRTR) 2000; Criminal procedures Act (CPA) 51/77; Average speed over distance (ASOD); Excellent communication (written and verbal) and report writing skills in at least two of the official languages of the Western Cape; Defensive driving skills; Ability to work under pressure.

**DUTIES**

Enforce Road Traffic, Public Passenger and Transport Legislation; Examine drivers’ licences and motor vehicles and monitor compliance at Driver Licence Testing Centres (DLTC) and Vehicle testing stations (VTS); Provide visible traffic control/ policing and ensure crime prevention activities; Perform of all administrative activities and related duties.

**ENQUIRIES**: Mr PR Curran at (021) 980 9107