PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 23 OF 2017
DATE ISSUED: 09 JUNE 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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DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

It is the Department’s intention to promote equity through the filling of posts, according to set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required

APPLICATIONS: Human Communications has been retained to handle all responses. Please forward your application, quoting the relevant reference number, to PO Box 1305, Rivonia 2128 or hand deliver at 3 Autumn Street, Rivonia, or you can apply online at www.humanjobs.co.za. Applications can also be submitted electronically to Human Communications via the e-mail or fax number indicated at each post or hand delivered at any one of the Department of Agriculture, Forestry and Fisheries Offices as indicated below (please place in the blue box marked for applications).

Enquiries: Naomi Nortje tel. (011) 257-8012

Gauteng: Reception, Agriculture Place, 20 Steve Biko Street (formerly Beatrix Street), Arcadia, Pretoria

KwaZulu-Natal: Reception (5th Floor), Old Mutual Building, 185 Langalibalele Street, Pietermaritzburg

Limpopo: Reception (Ground Floor), Magistrates Building, 103 cnr Landdros and Munnik Streets, Makhado

Mpumalanga: Reception (Ground Floor), Permanent Building, 27 Brown Street, Nelspruit

Eastern Cape: King William’s Town: Reception (Ground Floor), Old SABC Building, 2 Hargreaves Avenue

Mthatha: Reception (3rd Floor), PRD Building, Sutherland Street

Western Cape: Cape Town: Reception (Ground Floor), Foretrust Building, 3 Martin Hammerschlag Way, Foreshore

Stellenbosch: Reception (Support Building), Quarantine Station, Polkadraai Road

CLOSING DATE: 23 June 2017

NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the Internet at http://www.daff.co.za/doaDev/doc/Z83.pdf which must be signed and dated (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver’s licence (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). 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 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make appointment(s) to the advertised post(s). Applications submitted via e-mail, fax or online, must be legible and must include the post title and reference number in the subject line and a scanned, signed and dated Z83 form (a Z83 form without a physical signature and date will disqualify an application) together with all relevant documents as indicated above. Persons with disabilities are encouraged to apply. Kindly take note that it is the responsibility of the applicant to ensure that applications submitted via fax or e-mail include all required information attached in one e-mail or fax and that the documents are legible and in an accessible format. Queries in this regards can be directed to (011) 257-8012 before the closing date.
at 17:00. The Department and Human Communications will not be held liable for any ineligible and/or inaccessible documents received.

OTHER POSTS

POST 23/01 : GISC TECHNICIAN CONTROL GRADE B (OSD) REF NO: 161/2017
Directorate: Forestry Regulations and Oversight

SALARY : R684 069 – R977 883 per annum (salary to be determined according to experience in line with OSD requirements)

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Bachelor’s degree/National Diploma in Geography/Environmental Sciences/Cartography with GIS or Information Management as a major subject (you are required to furnish a credit certificate and/or statement of results). Compulsory registration with the South African Council for Professional and Technical Surveyors (PLATO) as a GIS Technician (proof must be submitted) and advanced computer literacy, including knowledge of different GIS software packages. Six (6) years’ experience in relevant GIS or data management and natural forest resource management planning and implementation. Innovative, problem-solving, interpersonal and conflict management skills. Valid driver’s licence.

DUTIES : Manage the GIS section of the Directorate: Forestry Regulation and Oversight. Provide geographical support service for data collection and map production for forest resources. Manage, maintain and monitor the spatial and non-spatial database for forestry. Manage forestry information including the design and development of geo-database for forestry inventories and forest monitoring system. Provide data collection standards and procedure for veld and forest fire risk mapping. Manage forest land use and forest land cover mapping using latest classification system. Prepare specification for acquisition of spatial data. Research and advise on new spatial technologies to improve forest mapping. Provide digital data and mapping and customise to meet clients’ needs accordingly. Provide administrative and management support to GIS staff. Consult with clients/data custodians inside and outside of the Department of Agriculture, Forestry and Fisheries. Manage the operations of GIS equipment, software and Information Technology support. Render general administration.

ENQUIRIES : Mr A.R. Madula, Tel no: (012) 309 5710
APPLICATIONS : daff29@humanjobs.co.za or fax: 086 537 5280
NOTE : In terms of the departmental employment equity targets, priority will be given to African males and African, Coloured and White Females and people with disabilities.

POST 23/02 : LAND USE ADVISOR REF NO: 160/2017
Directorate: Land Use and Soil Management

SALARY : R417 552 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a 4-year degree in the field of Agriculture/Natural Resources Management with appropriate experience. Knowledge of and experience in administration of subdivision of agricultural land. Computer literacy. Presentation and report-writing skills. Ability to work independently on normal technical matters. Valid driver’s licence.

DUTIES : Provide a proactive advisory service and awareness to national, provincial and local level of government and organised agriculture to promote the implementation and adherence to the policy principles and the Act, in the framework of co-operative governance. Manage the work flow between the office of the delegated authority for the effective and sufficient management of applications, lodged in terms of Sub-division of Agriculture Land Act, Act 70 of 1970. Provide technical scientific inputs during the development, evaluation and refinement of policy, norms standards and regulations applicable to agricultural land. Technical and scientific assessment of
all applications lodged in terms of the Subdivision of Agricultural Land Act, related
prescripts and acts that involve agriculture land. Manage internal and external
enquiries in respect to the Administration of Act, 70 of 1970 including the appeal
process and complaints with the aim to recommend measures for improved service
delivery at all levels. Conduct site inspections to determine the agricultural capacity
and suitability as well as the current and potential use of agricultural land.
Participate and give comments to related land use prescripts to ensure the
alignment with the policy principles and the objects of Act 70 of 1970 including
demarcation of agricultural land.

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DUTIES
development services for the department. Coordinate, develop and implement regulatory frameworks that ensure a robust research system. Provide support in the development and implementation of governance framework for agricultural research entities).

ENQUIRIES : Mr G. Shole and Ms H. Mthombeni, Tel no: (012) 319-6274 or (012) 319-6186
APPLICATIONS : daff26@humanjobs.co.za or fax: 086 537 5172
NOTE : In terms of the departmental employment equity target, priority will be given to African females and people with disabilities

POST 23/05 : SENIOR HUMAN RESOURCES OFFICER 2 POSTS REF NO: 109/2017
Directorate: Grootfontein Agricultural Development Institute

SALARY : R152 862 per annum
CENTRE : Middelburg, Eastern Cape (GADI)
REQUIREMENTS : Applicants must be in possession of a Grade 12 (Matric) Certificate. Experience related to a human resources and/or administrative environment(s). Working knowledge and understanding of the legislative framework governing the Public Service and other relevant Human Resources prescripts/policies. Computer literacy in MS Office and able to capture data as well as operate a computer. Good communication (written and verbal), problem-solving, interpersonal as well as planning and organising skills. Ability to work in a team and under pressure. Willingness to travel to clients in outside offices.
DUTIES : Implement the outcomes of the recruitment and selection processes and adjustments to employee’s rank and salary positions where applicable. Administer probationary appointments and EPDMS reports as well as corresponding transactions and allowances. Implement transactions on the PERSAL System and for the maintenance of information and statistics. Attend to enquiries and render human resources administrative advice.
ENQUIRIES : Ms. M.C. Green, Tel no: (049) 802 6640
APPLICATIONS : daff3@humanjobs.co.za or fax: 086 762 2894
NOTE : In terms of the departmental employment equity target, priority will be given to African males and African females and people with disabilities.
Applications should be forwarded to: The Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at 113 Biccard Street, Polokwane at Records Management Directorate – Office No. H03 [REGISTRY].

NOTE: 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). All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competency using the mandated DPSA SMS competency assessment tools. The successful candidates will be required to: *sign employment contract and performance agreement. *disclose his/her financial interests. Applications received after the closing date, whether posted or hand–submitted will not be considered. Faxed or E-mailed applications will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position. Due to the large number of applications we envisage, correspondence will be limited to short-listed candidates only. If you have not heard from us within 90 days after the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days; seek reasons for the administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. NB! You are kindly requested to complete Part A, B and C of the Z83 in full. Applicants must clearly indicate the reference number on the Z83.

OTHER POSTS

POST 23/06: CHIEF WORKS INSPECTOR 2 POSTS (1 POST PER DISTRICT)
Directorate: Infrastructure Delivery Management

SALARY: R281 418 Salary, Level 08
CENTRE: 1 x Vhembe District: Ref. LDOE 07/17
1 x Polokwane District: Ref. LDOE 08/17

REQUIREMENTS: An undergraduate qualification (NQF 6) or National Diploma as recognised by SAQA in Building/Mechanical/Electrical or an N3 Certificate with a passed Trade Test or a National Diploma in Engineering. A valid driver’s license. Computer Literacy. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; *Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking

DUTIES: Plan and execute inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop a bill of quantities. Develop proposals on associated costs. Implement inspections on projects (maintenance

ENQUIRIES: Ms Montja M.M. Tel no: 015-284 6569, Mr Makama MM Tel no: 015-284 6507, Mr Thoka LW at 015-284 6528 and Mr Matshaya HS at 015 284 6556

CLOSING DATE: 23 June 2017 Time: 16H30

POST 23/07: INDEPENDENT RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: LDOE 09/17
Directorate: Organisational Risk Management
Period: 24 Months contract

SALARY: Compensation will be in accordance with the rates as determined by the National Treasury and/ or the Auditor General. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on the Department’s related policies in line with the National Treasury Guidelines.

CENTRE: Head Office [Polokwane]

REQUIREMENTS: An undergraduate qualification (NQF 7) as recognised by SAQA in Commerce, Law, Auditing and or Risk Management. A Post graduate degree in Business Management as recognized by SAQA will be an added advantage. Further experience as a CIA / MBA /MBL with five to ten years management experience gained from Audit/finance/Risk Management environment. Experience in or Knowledge of the PMFA, COSO framework, Public Sector Risk Management framework and any other applicable laws will be considered as an advantage. In addition to the above the candidate should demonstrate experience in participating in Governance structure, ability to dedicate time to the activities of Limpopo Department of Education’s Risk Management, Have an inquisitive personality within reasonable levels of probing, analytic reasoning abilities and good communication skills, and a fair understanding of the regulatory framework within which provincial Department operate. The candidates must not be in the employ of the Government. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking

DUTIES: Key Responsibilities: Assist the Accounting officer to discharge of his/her duties in respect of Risk Management with an ultimate aim of achieving Department’s objectives. Review and monitor implementation of Risk Management Framework, Policy Charter, Strategy within the Department. Ensure integration of Risk Management into planning, monitoring, and reporting processes, Provide advice/guidance on setting risk appetite and review of risk appetite and tolerance levels. Monitor the implementation of Risk Management process in line with Public Sector Risk management Framework, PFMA, Risk Committee Charter and King 111 Report on corporate Governance. Ensure Compliance of the statutory requirements and Risk Management best practices. Chair all Risk Management committee meetings. Ensure that the committee meets its obligations and compile quarterly reports to the Accounting Officer.

ENQUIRIES: Ms Montja M.M. Tel no: 015-284 6569, Mr Makama MM at 015-284 6507, Mr Thoka LW at 015-284 6528 and Mr Matshaya HS at 015 284 6556

CLOSING DATE: 23 June 2017, Time: 16H30

POST 23/08: NSNP OFFICER 13 POSTS
Directorate: Special Projects

SALARY: R226 611 Salary Level 07
CENTRE: 1 x Malegale Circuit [Sekhukhune]: Ref. LDOE 10/17
1 x Phokoane Circuit [Sekhukhune]: Ref. LDOE 11/17
1 x Eensaam Circuit [Sekhukhune]: Ref. LDOE 12/17
1 x Hlanganani South Circuit [Vhembe]: Ref. LDOE 13/17
1 x Sekgosese North Circuit [Vhembe]: Ref. LDOE 14/17
1 x Bakone Circuit [Polokwane]: Ref. LDOE 15/17
1 x Lulekani Circuit [Mopani]: Ref. LDOE 16/17
1 x Modjadji Circuit [Mopani]: Ref. LDOE 17/17
1 x Namakgale Circuit [Mopani]: Ref. LDOE 18/17
1 x Lepelle Circuit [Mopani]: Ref. LDOE 19/17
1 x Makhutswe Circuit [Mopani]: Ref. LDOE 20/17
1 x Palala South Circuit [Waterberg]: Ref. LDOE 21/17
1 x Warmbad Circuit [Modimolle]: Ref. LDOE 22/17

REQUIREMENTS:
An undergraduate qualification (NQF 7 or 6) in Commercial subjects as recognised by SAQA. Ability to analyse budget and cash flows. Financial Management skills. Excellent Computer skills. Ability to work independently and under pressure. A valid driver’s license.

DUTIES:
Capture all NSNP related payments. Compile monthly financial information reports. Draw estimate of expenditure. Collect NSNP related data from participating schools. Provide proper management of NSNP funds. Check and validate invoices for payment of the goods received. Clear suspense accounts. Verify or double check the information supplied by the suppliers. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking

ENQUIRIES:
Ms Montja M.M. Tel no: 015-284 6569, Mr Makama MM at 015-284 6507, Mr Thoka LW at 015-284 6528 and Mr Matshaya HS at 015 284 6556

CLOSING DATE:
23 June 2017, Time: 16H30

POST 23/09:
DATA CAPTURER 2 POSTS REF NO: LDOE 23/17
3 Years fixed contract
Sub-Directorate: HIV/AIDS

SALARY:
R152862.00 per annum plus 37% allowance, Level 05

CENTRE:
Head Office [Polokwane]

REQUIREMENTS:
An undergraduate qualification (NQF 5) as recognised by SAQA. An undergraduate qualification (NQF 6) as recognised by SAQA in Computer Science or Information Technology will be an added advantage. Core and Process Competencies: People Management and Empowerment. Change Management; Service Delivery Innovation; Problem Solving and Analysis; Customer Focus; Communication; Public Service Knowledge; Negotiation.

DUTIES:
entry keying, data cleansing, typing transcriptions. Preparing text material, mailing Life Skills HIV & AIDS labels & letters/circulars, updating figures and maintaining records, revising spread sheets and contact lists. Proper manual and electronic filing of records and related documents. Maintain weekly and monthly statistical reports.

ENQUIRIES:
Ms Montja M.M. at 015-284 6569, Mr Makama MM at 015-284 6507, Mr Thoka LW at 015-284 6528 and Mr Matshaya HS at 015 284 6556

CLOSING DATE:
23 JUNE 2017, Time: 16H30

POST 23/10:
DRIVER 4 POSTS TO DRIVE 2 MOBILE LABORATORY & 2 MOBILE LIBRARY BUSES REF NO: LDOE 24/17
Branch: Curriculum Development & Support

SALARY:
R152862.00 per annum plus 37% allowance. Salary Level: 5.

CENTRE:
Head Office [POLOKWANE]

REQUIREMENTS:
An undergraduate qualification (NQF 4/5) as recognised by SAQA. Valid Code C1 driver’s license. Valid Public Drivers’ license. Driving experience (3 years). Core and Process Competencies: People Management and Empowerment. Change
Management; Service Delivery Innovation; Problem Solving and Analysis; Customer Focus; Communication; Public Service Knowledge; Negotiation.

**DUTIES**

Key responsibilities: Operate the mobile laboratory/library bus/vehicle to planned destinations. Facilitate the maintenance of the mobile laboratory/library bus/vehicle. Conduct emergence bus/vehicle maintenance to ensure that it reaches intended destinations safely. To further 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**

Ms Montja M.M. Tel no: 015-284 6569, Mr Makama MM at 015-284 6507, Mr Thoka LW Tel no: 015-284 6528 and Mr Matshaya HS at 015 284 6556

**CLOSING DATE**

23 June 2017, Time: 16H30
CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

APPLICATIONS

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

CLOSING DATE

23 June 2017

NOTE

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

NB: Please ensure that your application reaches this office before 17h00 on week-days.

OTHER POST

POST 23/11

SENIOR ADMINISTRATIVE CLERK REF NO: CSP/24/2017

SALARY

R152 862 per annum, Level 05

CENTRE

Pretoria

REQUIREMENTS

Grade 12 senior certificate. A diploma or degree in Administrative Management, Office Management, Public Management/Administration or relevant qualification may be an added advantage. 1-2 year’s relevant working experience in office administration. Basic organizational, interpersonal and communication skills (written and verbal). Be able to work independently and in a team. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative frame work governing the public services.

DUTIES

Planning diary of events, which includes arranging and confirming of meetings and workshops. Coordinating arrangements in respect of venue for meetings and events which involves the Directorates. Manage telephone calls and direct calls to the relevant officials and attend to all enquiries. Prepare travel documentation and itineraries. Preparation and submission of claims upon return from travel. Draft letters, submissions and memoranda. Draft meeting agendas and taking of minutes during meetings. Coordinate supply chain and procurement processes for the unit. Manage filing system and ordering of stationery for the Chief Directorate. Capture and update expenditure in component. Check correctness of subsistence and travel claims of official and submit to manager for approval. Obtain quotations,
complete procurement forms for the purchasing of standard office items. Stock control of office stationary.

ENQUIRIES: Ms Nancy Sefiti / Mr Sylvester Chauke Tel no: (012) 393 2500/1873
ANNEXURE D

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

CLOSING DATE: 23 June 2017 at 16h00, applications received after the closing date or faxed applications will not be considered.

NOTE: Applications must be submitted on forms Z83 for Support Staff and EDP01 for Lecturers obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need.

OTHER POSTS

POST 23/12: DEPUTY MANAGER: INFORMATION TECHNOLOGY (ASSISTANT DIRECTOR LEVEL 9)

SALARY: R334 545 per annum
CENTRE: Central Office (Tzaneen)
REQUIREMENTS: An appropriate National Diploma/Bachelor’s Degree in Information Technology or equivalent qualification. Five years relevant working experience in the IT industry or in an IT role of which two years must be on a supervisory level. Knowledge of different types of Information Communication Technology (ICT) systems and processes. Knowledge of Microsoft deployment server and volume licensing. Basic knowledge of project management monitoring and evaluation; ability to make presentation and good interpersonal skills; ability to mentor and coach subordinates. A+, N+ or MCSE certificates will be an added advantage. Must have a valid driver’s license and Advanced computer skills.

DUTIES: Formulate ICT policies and procedures. Administer and monitor IT security and electronic access. Establish systems to safeguard hardware and data. Ensure computers are protected against viruses and malicious attacks. Maintain a disaster recovery plan and procedures. Maintain backup plans and test backups. Maintain the WAN and LAN networks. Provide specifications to the SCM Unit for the purchase of software and hardware. Manage the provision of IT training. Ensure that student computers are in compliance with examination regulations before each exam. Monitor the provision of software application support by the Network Controllers. Manage the schedule of computer repairs and maintenance, and installations. Provide IT staff with technical assistance were needed. Deploy Microsoft software and manage the licensing of software. Ensure the college meet the requirements of the Auditor General during annual audits. Manage Unit’s budget and cash flow. Compile the annual operational plan. Conduct performance appraisals with Unit staff and arrange and monitor individual development.

ENQUIRIES: Mr P Mokhonazi Tel no: (015) 307 5440/3955
APPLICATIONS: Please forward your application, quoting the reference number to: The Principal, Letaba TVET College, Private Bag x 4017 Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.
POST 23/13 : LECTURER: TOURISM (REPORT 191) PL1 REF NO: KHC 2017/ 05-01

SALARY : R185 769 per annum
CENTRE : King Hintsa TVET College – Centane Campus
REQUIREMENTS : Grade 12 or NC(V) Level 4 plus a relevant 3-year Degree/Diploma in Tourism; a Teacher’s qualification; Teaching experience in a TVET College will be an added advantage; Be able to teach Tourism N4, Accreditation as an Assessor and Moderator plus industrial experience would be a strong recommendation; ITS system knowledge will be added advantage; Advanced computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE.
Competencies: Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills.

DUTIES : Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Co-ordinate the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate POEs’ and POAs’.

ENQUIRIES : Mr MM Ndzame Tel no: (047) 401 6400
APPLICATIONS : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.

POST 23/14 : LECTURER HOSPITALITY (REPORT 191) PL1 REF NO: 2017/ 05-02

SALARY : R185 769 per annum
CENTRE : King Hintsa TVET College – Centane Campus
REQUIREMENTS : Grade 12 or NC(V) Level 4 plus a relevant 3-year Degree/Diploma in Utility Studies/Hospitality; a Teacher’s qualification; Teaching experience in a TVET College will be an added advantage; Be able to teach Hospitality N4, Accreditation as an Assessor and Moderator plus industrial experience would be a strong recommendation; Advanced computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills.

DUTIES : Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE Co-ordinate the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate POEs’ and POAs’.

ENQUIRIES : Mr MM Ndzame Tel no: (047) 401 6400
APPLICATIONS: Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.

POST 23/15: LECTURER: TOURISM (REPORT 191) 2 POSTS PL1 REF NO: KHC 2017/ 05-03
Part Time (6 months’ contract)

SALARY: R185 769 per annum
CENTRE: King Hintsa TVET College – Kobonqaba Satellite Campus
REQUIREMENTS: Grade 12 or NC(V) Level 4 plus a relevant 3-year Degree/Diploma in Tourism; a Teacher’s qualification; Teaching experience in a TVET College will be an added advantage; Be able to teach Tourism N4, Accreditation as an Assessor and Moderator plus industrial experience would be a strong recommendation; ITS system knowledge will be added advantage; Advanced computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring evaluation skills.

DUTIES: Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Co-ordinate the procurement of the Programme’s training needs. Provide guidance on syllabus, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate POEs’ and POAs’.

ENQUIRIES: Mr MM Ndzame Tel no: (047) 401 6400
APPLICATIONS: Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.

POST 23/16: LECTURER HOSPITALITY (REPORT 191) 2 POSTS PL1 REF NO: 2017/ 05-04
Part Time (06 months’ contract)

SALARY: R185 769 per annum
CENTRE: King Hintsa TVET College – Centane Campus
REQUIREMENTS: Grade 12 or NC(V) Level 4 plus a relevant 3-year Degree/Diploma in Utility Studies/ Hospitality; a Teacher’s qualification; Teaching experience in a TVET College, will be an added advantage; Be able to teach Hospitality N4, Accreditation as an Assessor and Moderator plus industrial experience would be a strong recommendation; Advanced computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE. Competencies: Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills.

DUTIES: Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Co-ordinate the procurement of the Programme’s training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support
interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate POEs’ and POAs’.

ENQUIRIES : Mr MM Ndzame Tel no: (047) 401 6400
APPLICATIONS : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ihiba Township, Butterworth.

POST 23/17 : LECTURER LIFE ORIENTATION AND ENGLISH PL1 REF NO: 2017/ 05-05
06 months’ contract.

SALARY : R185 769 per annum
CENTRE : King Hintsa TVET College – Teko Campus
REQUIREMENTS : Grade 12 or NC(V) Level 4 plus a relevant 3-year Degree/Diploma specialising in Life Orientation and English; a Teacher’s qualification; Teaching experience in a TVET College, Assessor and Moderator will be added advantages; Be able to teach Life Orientation and English in Levels 2-4. Advanced computer skills in MS Office (Word, Excel, PowerPoint, Outlook and internet); must be registered with SACE.

Competencies: Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills.

DUTIES : Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and programme plan, compile PoA and PoE. Co-ordinate the procurement of the programme’s training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor students’ attendance. Moderate POEs’ and POAs’.

ENQUIRIES : Mr MM Ndzame Tel no: (047) 401 6400
APPLICATIONS : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ihiba Township, Butterworth.

POST 23/18 : GENERAL ASSISTANT CLEANER REF NO: 2017/ 05-06
06 months’ contract

SALARY : R107 886 per annum
CENTRE : King Hintsa TVET College – Kobonqaba Satellite Campus
REQUIREMENTS : Standard 7 - 10 qualification is essential. Proven experience as General Assistant Cleaner (a minimum of 2 years cleaning experience). Competencies: Good communicate skills. Must be able to communicate English (read, write) Ability to prioritize workload and work under pressure without supervision. Willingness to undergo further training. Recommendations: Trustworthy, Hardworking and team player.

DUTIES : Undertake activities associate with maintaining cleanliness of designated areas and providing support during the relocation of office furniture/equipment with laid down instructions. Receive verbal instructions from the immediate supervisor on the work program and/or priorities related to specific departments and/or communication specific cleaning material requirement. Clean ablutions facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, hand towels, etc. and checking and reporting defective items to the immediate supervisor for attention. Ensure that areas that are services are kept neat and tidy.

ENQUIRIES : Mr MM Ndzame Tel no: (047) 401 6400
APPLICATIONS : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.
ANNEXURE E

DEPARTMENT OF JUSTICE AND COSTITUTIONAL DEVELOPMENT

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

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

CLOSING DATE: 26 June 2017

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.

MANAGEMENT ECHELON

POST 23/19: STATE ATTORNEY 7 POSTS

SALARY: R1 068 564 – R1 277 610 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Pretoria Ref No: 17/01/SA: (1)
Durban Ref No: 17/02/SA: (1)
East London Ref No: 17/03/SA: 1
Bloemfontein Ref No: 17/04/SA: (1)
Port Elizabeth Ref No: 17/05/SA: (1)
Polokwane Ref No: 17/06/SA: (1)
Pretoria Ref No: 17/07/SA: (1)

REQUIREMENTS: An LLB or Four year recognized legal qualification at NQF 7; 6 - 10 years’ experience on senior managerial level; Admission as an Attorney; Minimum of 8 years litigation experience; Administrative and management experience. Skills and Competencies: Legal research and drafting; Computer literacy (MS Office share point portal, MS Outlook, JutaStat); Communication skills (written and verbal) with ability to motivate and direct people; Creative and analytical thinking; Strategic leadership capability; Performance Management; Analytical thinking, problem solving and decision making; Project management, Research and Development; Knowledge Management; Change management; Financial management.
DUTIES: Key Performance Areas: Manage and coordinate the development and implementation of the strategic and annual performance plans; Manage and facilitate the provision of representation of government on all legal and litigation matters including debt collection; Manage and facilitate the provision of conveyancing and notarial services; Manage and facilitate drafting and provision of legal opinions and contracts; Provide effective people management.

ENQUIRIES: Ms. K Ngomani Tel no: (012) 357 8661

NOTE: Separate applications must be made quoting the relevant reference, people with disabilities are encouraged to apply.
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 : 26 June 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 attachments of 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.

OTHER POSTS

POST 23/20 : OHS INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/7/10
SALARY : R281 418 per annum
CENTRE : Labour Centre: Ermelo
DUTIES : Plan and independently conduct substantive occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational
Diseases Act (COIDA), Occupational Health and Safety (OHS) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Supervise the resources in the Sub-Section.

ENQUIRIES : Ms L. Mashego, Tel no: (017) 819 7632
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hands deliver at Department of Labour, Cnr Hofmeyer street and Beatty Avenue.
FOR ATTENTION : Sub-directorate: Human Resource Management, Emalahleni
POST 23/21 : ADMINISTRATIVE OFFICER (CLAIMS ASSESSOR) REF NO: HR 4/4/7/10

SALARY : R266 611 per annum.
CENTRE : Labour Centre: Queenstown
REQUIREMENTS : Matriculation certificate (NQF4)/. A three year tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM. Three to five year’s experience in a claims processing environment of compensation or medical claims is highly desirable plus supervisory experience. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Relevant Fund policies, procedures and processes, Human anatomy/ Biology and medical terminology, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund values, Required IT knowledge, IT Operating Systems, COID Act, Regulations and Policies, COIDA tariffs. Skills: Required Technical Proficiency, Numeracy, Business Writing, Required IT, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone and Etiquette.
ENQUIRIES : Mr MP Ngqolowa, Tel no: (045) 807 5400
APPLICATIONS : Chief Director Provincial Operations: Private Bag X 9005, East London, 5200, Physical address: No 3 Hill Street, East London, 5201
FOR ATTENTION : Sub-directorate: Human Resources Management
POST 23/22 : OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY): COMPENSATION FUND REF NO: HR 4/4/4/05/01

SALARY : R 266 611 per annum.
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three year relevant tertiary qualification in Management/Office Management/ Information Management and Technology/Public Management/Public Administration/Business Administration. One (1) year relevant functional experience in Office Administration / secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele principles. Skills: Facilitation, Interpersonal relationship, Communication both (verbal and written), Computer, Telephone etiquette, Organising, Decision Making, Analytical, Project Management.
DUTIES : Provide a receptionist support to the Branch/ Office/ Chief Directorate/ Directorate including diary management for the Director/Chief Director. Render a Secretariat Service for the Office of the Director /Chief Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Directorate/Directorate. Facilitate and coordinate all logistical and resource
requirements of the Directorate/Chief Directorate. Provide Management Information and records management services in the Directorate/Chief Directorate. Track and monitor projects tasks within the Chief Directorate/ Directorate.

ENQUIRIES: Dr NYV Mabudusha/Ms P Mafata Tel no: (011) 853 0478
APPLICATIONS: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 Korte Street, Braamfontein.
FOR ATTENTION: Sub-directorate: Human Resources Management, Gauteng

POST 23/23: OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) 2 POSTS

SALARY: R266 611 per annum
CENTRE: Office of the Director-General, Head Office- Ref No: HR4/17/06/41 (1 post)
Chief Directorate: legal Services, Head Office- Reference No: HR 4/17/06/32 (1 post)

REQUIREMENTS: Three year relevant tertiary qualification in Management/Office Management/ Information Management and Technology/Public Management/Public Administration/ Business Administration. One (1) year relevant functional experience in Office Administration / secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele principles. Skills: Facilitation, Interpersonal relationship, Communication both (verbal and written), Computer, Telephone etiquette, Organising, Decision Making, Analytical, Project Management.

DUTIES: Provide a receptionist support to the Branch/Office/Chief Directorate/ Directorate including diary management for the Director/Chief Director/DG. Render a Secretariat Service for the Office of the Director/Chief Director/DG. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Directorate/Directorate/ DG’s Office. Facilitate and coordinate all logistical and resource requirements of the Directorate/Chief Directorate/ DG’s Office. Provide Management Information and records management services in the Directorate/Chief Directorate/ DG’s Office. Track and monitor projects tasks within the Chief Directorate/ Directorate/ DG’s Office.

ENQUIRIES: Professor V Singh, Tel: (012) 309 4611
APPLICATIONS: Ms S Kaba, Tel no: (012) 309 4126
FOR ATTENTION: Sub-directorate: Human Resources Management, Head Office

POST 23/24: SENIOR ADMIN CLERK: WORK–SEEKER SUPPORT REF NO: HR4/17/6/19HO

SALARY: R152 862 per annum
CENTRE: Branch: Public Employment Services, Work Seeker Support Services, Head Office


DUTIES: Monitor and control movement of documents and stationery within the sub-Directorate. Render procurement support services in the sub-Directorate Registration of work seekers. Render Secretariat support in the Sub – Directorate. Provide line functioning support to Registration of work seekers.

ENQUIRIES: Mr ED Moses, Tel no: (012) 309 4235
APPLICATIONS: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office
POST 23/25 : RECORDS ADMINISTRATOR REF NO: HR 4/4/1/51

SALARY : R152 862 per annum

CENTRE : Port Elizabeth: Eastern Cape


DUTIES : Maintain the filling system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal process as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.

ENQUIRIES : Adv. RA Bezuidenhout, Tel no: (041) 506 5000

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X6045, Port Elizabeth, 6000

FOR ATTENTION : Sub-directorate: Human Resources Operations, Port Elizabeth.
APPLICATIONS: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman, Sunnyside.

CLOSING DATE: 23 June 2017

FOR ATTENTION: Ms T Sibutha or Ms N Maseko

NOTE: Applications should be on Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a comprehensive CV, and originally certified copies of qualifications as well as ID not longer than 3 months (Where a drivers licence is a requirement, a certified copy must be attached). NB: Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore criterion for shortlisting will depend on the proficiency of the applications received. Shortlisted candidates may be required to undergo a practical test. The Department reserves the right to determine suitable candidate(s) during the Selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

OTHER POSTS

POST 23/26: OFFICE ADMINISTRATOR REF NO: DMR/17/0045

SALARY: R226 611 per annum Level 07

CENTRE: Head Office, Pretoria

REQUIREMENTS: A three year tertiary qualification in Business Management or Public Management plus a minimum of 1 year working experience PLUS the following competencies: Knowledge: Knowledge and understanding of DMR policies, functions, projects etc. Document management procedures, Skills: Detail oriented and document construction, computer skills, Communication: Computer, Analytical, Numerical, interpersonal, computer skills, Creativity: Ability to achieve the objective of the Directorate.

DUTIES: Compiling information for the development, implementation and maintenance of the Department’s strategic and annual performance plans. Collect information and reports on Organisational performance. Service delivery, delivery programmes and compliance with the regulatory framework (legislation, regulations, policy, etc) Prepare and update Departmental quarterly and performance information reports. Supports the manager with Support to the Manager. Provide Secretarial/Reception Support to the Manager. Rendering administrative support services to the Manager/Unit which include minute taking, arranging travelling arrangements. Prepares briefing notes for the manager as required. Maintain an effective filling system for the Directorate.

ENQUIRIES: Ms Cathy Leso Tel no: (012) 444 3100

NOTE: Coloureds and Indians are encouraged to apply.

POST 23/27: CHIEF REGISTRY CLERK REF NO: DMR/17/0046

SALARY: R226 611 per annum

CENTRE: Head Office, Pretoria

REQUIREMENTS: A Senior Certificate coupled with extensive relevant experience in Registry PLUS the following key competencies: Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer, Working
knowledge and understanding of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of the working environment, Understanding of the work in registry Communication: Good verbal and written, ability to communicate at all levels Creativity: Creativity and analytical thinking, ability to work under pressure or independently.

**DUTIES**

Ensure that registry counter services is provided. Oversee/handle incoming and outgoing correspondence. Ensure that the effective filling and record management service is rendered. Oversee/process documents for archiving and/disposal. Supervise registry staff.

**ENQUIRIES**

Ms MM Mamaganyane Tel no: (012) 444 3350

**NOTE**

Three year tertiary qualification will be an added advantage. Coloureds, Indians as well as people living with disability are encouraged to apply.
ANNEXURE H

NATIONAL SCHOOL OF GOVERNMENT

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

APPLICATIONS FOR ATTENTION
Principal: National School of Government, Private Bag X759, Pretoria, 0001
Ms L Raseroka, HR Unit, National School of Government by hand at ZK Matthews Building, 70 Meintjes Street, Sunnyside, Pretoria. E-mailed and faxed applications will not be accepted. Enquiries: In connection with the applications kindly contact Ms Letty Raseroka Tel no: (012) 441 6626 or Mr Mpho Mugodo, Tel no: (012) 441 6017

CLOSING DATE
23 June 2017

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

MANAGEMENT ECHELON

POST 23/28
DIRECTOR: INTERNATIONAL PROJECTS AND OFFICIAL DEVELOPMENT ASSISTANCE (ODA) REF NO: NSG06/2017
Chief Directorate: International Special Projects and Communication

SALARY
An inclusive remuneration package commencing at R898 743 per annum, comprising basic salary (60%/70% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion (salary level 13).

CENTRE
Pretoria

REQUIREMENTS
An appropriate undergraduate qualification (NQF level 7) in Public Administration, International Relations, Political Science; Sociology; Economics or Law; A post graduate qualification will serve as an added advantage. A minimum of five years relevant experience at middle/senior management level and 6-10 years’ experience in the field of international coordination and stakeholder relations. Competencies/Skills: Ability to develop and advance structured bilateral, multilateral and stakeholder cooperation in respect of training and development matters. Ability to coordinate the signing and implementation of agreements and memoranda of understanding. Ability to participate and lobby identified bilateral, multilateral and stakeholder engagements. High level of diplomatic skills, interpersonal and public relations. Broad understanding and knowledge of foreign languages. Well-developed diversity management skills. Research, advance
DUTIES: Provide project design and implementation support on international projects (Bilateral and donor funded). Implement international donor funded capacity building programmes. Manage external relations and exchange programmes for knowledge sharing and seminars. Review and update systems for sound international and donor management practices. Monitoring, evaluation and reporting on international (including donor) projects according to NSG requirements. Participate on ODA and donor consultative meetings and forums to represent the interest of the NSG. Support to the Principal and Minister on international projects. Develop an annual plan for the utilisation of donor resources against approved projects and monitor implementation. Implement bi and multilateral agreements/programmes supporting international exchanges/capacity building initiatives. Forging strategic international partnerships. Mobilising resources from the donor Community. Facilitate the School’s engagement in the global knowledge exchange network through mutually beneficial partnerships with institutions on the African continent and around the world. Support the development and implementation of proposals approved by development partners (ODA). Review and update guidelines for sound international and donor management practices. Monitoring, evaluation and reporting on international (including donor) projects according to NSG requirements. Develop standard operating procedures on ODA. Transfer knowledge on ODA to members of NSG. Develop M&E Framework and tools to collect data and report on the implementation of Projects (Donor funded Projects). Facilitate and co-ordinate support through the Government Support Programmes. Prepare Donor Financing Agreement for approval. Provide support towards the implementation/functioning of the Project Steering Meeting for Donor Projects. Develop full proposal (with costing) and implementation plan (program estimates) for approval by Donor. Facilitate work sessions with work streams (Branches) to assist with implementation of the Donor Program. Participate on ODA Forum/annual consultations. Explore and report on possible sources of donor funding available for NSG. Ensure optimal utilization of personnel and budget in order to achieve the strategic objectives of the Directorate. Manage and mitigate the risks associated with the day to day management and functioning of the Directorate. Provide leadership to ensure efficient and effective management of processes, resources and work ethos creating a conducive workplace and professional culture.

ENQUIRIES: Dr Mary Ledwaba Tel no: (012) 441 6084
## OTHER POST

**POST 23/29**

**ADMINISTRATIVE OFFICER: ICT ASSETS AND ADMINISTRATION**

**REF NO:** NSG07/2017

**Branch:** Corporate Management

**SALARY**

R183 558 per annum, Level 06

**CENTRE**

Pretoria.

**REQUIREMENTS**


**DUTIES**

- Procurement of ICT Assets and Software: Source the quotations for ICT assets and software. Process the procurement request to supply chain management. Send order to the service provider. Verify the assets upon delivery in liaison with Asset management to bar code ICT assets when delivered and log a call & complete movement form for the item to be allocated to the user. Follow up on the invoice and process for payment. Processing of ICT Assets repairs: Check the warranty of the assets, to determine whether it is under warranty or not. Log calls with the relevant service provider for the faulty assets and complete the removal forms. Conduct a basic test and verification whether the assets is functional before re-allocating to the user. Maintenance and control of ICT assets. Ensure that both the ICT assets and store rooms are maintained. Conduct assets verifications each quarter. Identify assets for disposal each quarter. Draft submission on behalf of the D: ICT for the disposal committee for approval of the disposal of assets. Coordinate the wiping of information on all assets that are identified for disposal. Liaise with SCM on the removal of the items identified for disposal. Administer the contract with relevant service provider by tracking the expiry date of the contract and source quotations for upgrades. Processing of new ICT Equipment and toners for NSG officials. Assist users with non-functional ICT equipment by logging a call with the relevant technician to assess and to provide the necessary advice. Log calls for non-functional ICT Equipment with the relevant service provider. Process monthly invoices for the ICT equipment usages. Liaise with service provider to replace/repair the equipment and provide the necessary technical specifications. Follow up with the service provider and if repaired/replaced, to return the equipment to the user after verification by the ICT Technician. Administration of new user/official joining NSG. Liaise with HR on details of the new official joining NSG. Log calls with ICT Technician for the new user to be created on the AD, create an e-mail and for allocation of computer. Issue a computer to the relevant technician for issuing. Test and issue 3g card to users. Administration of officials leaving NSG. Liaise with the official leaving NSG for moving/removing of assets to the ICT store room. Fill in the forms for the movement. Other User support: Booking and maintenance of the ICT training lab. Remind the D: ICT of the renewal of ICT related contracts upon expiry of contracts (i.e SITA, Microsoft, Bytes, etc). In liaison with D: ICT, D: Legal and D: SCM ensure that contracts are verified, signed off by both parties and filed accordingly in terms of record management principles. Track timelines of deliverables as agreed to in the contracts by following up timeously on nearly expired contracts and request if addendums are required. Drafting ICT submissions, memorandums and letters. Order stationery for the directorate. Render administrative support in the directorate. Administer and coordinate the compilation of monthly and quarterly reports. Co-ordinate the distribution of internal and external documents or information. Arrange ICT meetings and ensure proper
minute taking and distribution to members. Maintenance of incoming and outgoing
documents and ensuring that all documents are filled manually and electronically.
Coordinate ICT awareness campaigns. In terms of the departmental employment
equity target, priority will be given to African Males.

ENQUIRIES

Mr Joseph George Tel no: 012) 441 6219
The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.

APPLICATIONS

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

CLOSING DATE

23 June 2017 at 12:00

NOTE

Applications should be accompanied by a comprehensive CV and originally certified copies of Z83, qualifications and ID. No late applications will be accepted.

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

MANAGEMENT ECHELON

POST 23/30

CHIEF DIRECTOR: FINANCIAL SECTOR DEVELOPMENT REF NO: S024/2017

Division: TAX and Financial Sector Policy (TFSP)

Purpose: To design and implement policy and a legal framework pertaining to the financial sector for consumer protection, financial inclusion and transformation, in delivering fair customer outcomes and promote inclusive growth through the sector’s support of the real economy.

SALARY

R1 068 564 per annum (all-inclusive remuneration package)

CENTRE

Pretoria

REQUIREMENTS

Postgraduate degree in law, commerce, finance, economics, development or similar; 8-10 years’ experience obtained in the financial sector environment, Experience in project and stakeholder management; and Experience in the analysis and dissemination of information.

DUTIES

Design Regulatory Framework: Initiate the enactment of law/s through parliament and give effect to recommended regulatory framework, Oversee the establishment of a market conduct regulator, develop annual measures of accountability in support of PFMA requirements, and monitor and report on this regulator to the Minister, Regulatory Conduct, Develop and publish policy informing the legal framework for the fair treatment of financial customers and the conduct of financial institutions in general, Initiate drafting of conduct law/s for stakeholder consultation and tabling to Parliament, and produce the supporting policy documentation, Facilitate the enactment of necessary law/s through parliament, Industry-specific policy interventions and over-indebtedness, Identify and monitor poor industry practices that compromise customer outcomes, Implement remedial steps in response to improve consumer protection and promote sustainable market development, Develop and publish industry roadmaps that outline the steps being taken and why, Financial Inclusion and transformation, Monitor the assessment of the state of financial inclusion and transformation across relevant market segments, including for small enterprise, Oversee the development, publishing and implementation of financial inclusion and transformation policy, Financial Education, Develop, publish and implement financial education policy, to include
consumers and SMEs, Establish and coordinate a national financial education consultation forum.

**ENQUIRIES**
Ms Anne Tjale Tel no: (012) 395 6608 or Ms Caroline Modibane Tel no: (012) 315 5092

**APPLICATIONS**
National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.tpfsp@treasury.gov.za.

**POST 23/31**
CHIEF DIRECTOR: ECONOMIC TAX ANALYSIS REF NO: S023/2017
Division: TAX and Financial Sector Policy (TFSP)
Purpose: To advise Ministry and NT on the broad spectrum of tax policy on all levels of government to enable an equitable and internationally competitive revenue raising system for Government in its tax policy making process and mandate all tax instruments to inform a structure that encompass a tax system consistent with Government’s economic and development objectives.

**SALARY**
R1 068 564 per annum (all-inclusive remuneration package)

**CENTRE**
Pretoria

**REQUIREMENTS**
Honours degree in Economics, Master Degree will be an added advantage, 8-10 years in-depth experience in a Tax Policy environment, Knowledge of financial sector operations and methodology, In-depth experience in policies formulation and review, In-depth policy interpretation and advise, Knowledge and experience of the policy framework on business and personal income taxes formulation and dissemination.

**DUTIES**
Technical & Policy Contributions: Advise Minister and NT on the attainment of an equitable, revenue and tax system coordinating the analytical inputs and quantitative analyses w.r.t. direct and indirect tax instruments, Prepare in cooperation with SARS the annual tax proposals in terms of the Budget process for presentation to the Standing Committee of Finance (SCOF), Develop and propose tax reform measures to advance the socio-economic policies of Government, Monitor trends and international best practice in global tax reform initiatives, Coordinate the tax policy outputs of the directorates into a comprehensive tax reform strategy, Develop the capacity to review and model the distributional impact of tax policies and the adjustments thereof, Monitor of the SA tax structure and assess the SA tax structure and the revenue importance of its various tax instruments by comparing it continuously to international trends and developments

Business Taxes: Research and monitor developments in corporate taxation (rates, tax base, etc.) to ensure that SA corporate taxation is efficient, effective, equitable and internationally competitive, Comply with cost survey for tax policy proposals in budgets, Personal Income Tax & Savings: Facilitate the development of an internationally competitive personal income tax system within given revenue constraint by analysing financial sector / market trends, Assess potential means to broaden the personal income tax base, Participate in the policy development process of the Comprehensive Social Security Committee by evaluating proposals to reform the old-age social security system, develop tax / financing proposals for social security programmes, Prepare appropriate tax reform proposals for the retirement industry, Indirect Taxation: Provide analytical inputs and quantitative analyses with respect to the indirect tax instruments for the annual budget cycle, Provide advice on policy options and develop appropriate tax policy interventions with respect to and related to sustainable development, environmental fiscal reform, inclusive of fuel taxes and other market based instruments (taxes, charges and tax incentives) that would contribute towards an effective, efficient, equitable, and coherent tax policy framework in South Africa, Provide advice on policy options and develop appropriate tax policy interventions with respect to and related to Value Added Tax, Excise Duties and Fiscal Decentralisation (Sub-National Taxes) to support a sound, coherent, effective, efficient and equitable tax policy framework in South Africa, Revenue Estimation & Tax Revenue Data Management, Initiate tax revenue forecasts and tax revenue analysis and develop and refine tax revenue forecasting models for the six main tax instruments analysing the revenue implications of tax proposals as well as the economic incidence of tax changes,
Initiate the establishment and maintenance of a comprehensive database on tax revenues and non-tax revenues. Participate in workshops with International organisations such as the OECD, SADC & international donor funding. Attend to parliamentary queries, taxpayer letters and submissions. Oversight of documents for timely response.

**ENQUIRIES**
Ms Anne Tjale Tel no: (012) 395 6608 or Ms Caroline Modibane Tel no: (012) 315 5092

**APPLICATIONS**
National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.tpfsp@treasury.gov.za.

**POST 23/32**
**DIRECTOR: FINANCIAL INCLUSION REF NO: S025/2017**
Division: TAX and Financial Sector Policy (TFSP)
Purpose: To design and implement financial inclusion and transformation policy and legislation and facilitate the development and re-positioning of the financial co-operative sector.

**SALARY**
R898 743 per annum (all-inclusive remuneration package)

**CENTRE**
Pretoria

**REQUIREMENTS**
Postgraduate qualification in Law, Commerce, Economics, Law, Finance or Development, 6-8 years’ experience in the financial sector in one or more of the following organisations: Government department, regulatory agency, NGO, university or other research unit, financial institution, Experience in project and stakeholder management, and the analysis and dissemination of information; and experience in financial sector policy and regulation, especially financial inclusion and transformation.

**DUTIES**
Financial Co-operatives Policy: Create a conducive environment for the development of financial co-operatives through targeted policy and legislative interventions, Facilitate the management and development of financial co-operatives through the Co-operative Banks Development Agency, Establish a framework for the protection of depositor funds and enhancement of financial stability in the financial co-operative sector, Formulate strategic policy on financial inclusion and transformation, Assess the state of financial inclusion across market segments, for small enterprises development, Develop, publish and implement financial inclusion and transformation policy to transform the sector, Monitor Financial Access, Develop a system for monitoring progress in financial access through the utilisation of appropriate indicators for financial inclusion, Develop and implement a database of relevant indicators as a tool to monitor progress on financial access, Publish and disseminate information on financial access through the annual report, International Multilateral Processes on Financial Access, Provide South Africa’s position on multilateral (e.g. G20, World Bank, IMF) initiatives for financial inclusion.

**ENQUIRIES**
Ms Anne Tjale Tel no: (012) 395 6608 or Ms Caroline Modibane Tel no: (012) 315 5092

**APPLICATIONS**
National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.tpfsp@treasury.gov.za.

**POST 23/33**
**DIRECTOR: INVESTOR AND MEMBER PROTECTION REF NO: S026/2017**
Division: TAX and Financial Sector Policy (TFSP)
Purpose: To develop policy and legal framework for consumer conduct and protection pertaining to the financial sector in delivering fair customer outcomes and promote the sector’s support of the real economy.

**SALARY**
R898 743 per annum (all-inclusive remuneration package)

**CENTRE**
Pretoria

**REQUIREMENTS**
Postgraduate degree in law or commerce or economics or development or government policy, 6-8 years’ experience in the financial sector in one or more of the following organisations: Government department, regulatory agency or NGO or university or other research unit or financial institution, Experience in project and
stakeholder management, and the analysis and dissemination of information, Experience is financial sector policy and regulation preferred.

**DUTIES**

- Monitor the Conduct Regulator: Initiate in conjunction with stakeholders the enactment of law/s through parliament recommending approval of twin peaks regulatory framework. Develop policy to establish the Conduct Regulator and its functions. Develop measurements to improve the accountability level for the Conduct Regulator in alignment with PFMA requirements. Monitor outputs of the Conduct Regulator and implement controlling mechanisms for reporting. Design diagnostic research system for South Africa's financial sector ombud system. Review relevant laws for reviewing and enhancement of the sector, Conduct Regulator Law Develop a legal framework to protect financial customers and formalise the conduct of financial institutions. Monitor the legal drafting of conduct law for stakeholder consultation and enactment. Multi-institutional Approach to Conduct Policy: Formulate policy on the collaborations in financial sector consumer protection and conduct amongst government departments. Initiate collaborations of domestic and foreign regulators (and other enforcement agencies), private sector organisations and civil society, International Standard setting Organisations. Represent South Africa in international conduct forums pertaining to standard-setting bodies, based on clearly formulated policy positions that are appropriately mandate. Perform desktop research to monitor international developments in conduct and consumer protection, Participate in the International Standard-setting Organisations meetings and workshops.

**ENQUIRIES**

Ms Anne Tjale Tel no: (012) 395 6608 or Ms Caroline Modibane Tel no: (012) 315 5092

**APPLICATIONS**

National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.tpfsp@treasury.gov.za.

**POST 23/34**

**DIRECTOR: PRUDENTIAL REGULATION REF NO: S027/2017**

Division: TAX and Financial Sector Policy (TFSP)

Purpose: To policy advice on appropriate prudential regulation for banks and non-banks, exchange control reforms and investment promotion.

**SALARY**

R898 743 per annum (all-inclusive remuneration package)

**CENTRE**

Pretoria

**REQUIREMENTS**

- BCom (Law), LLB, BCom (Economics Honours), MSc (Development Economics),
- 6-8 years' experience obtained in drafting of financial regulation on financial capital markets, Analysis of policy and application in business, and Development of financial oversight mechanisms.

**DUTIES**

- Prudential regulation: Provide oversight on the regulation and developments of prudential regulation of financial sector institutions and of corporates with regards to foreign exposure limits, Formulate policy on the development and advancement of prudential regulation, Coordinate the implementation of policies on prudential regulation, Macro prudential and vulnerabilities assessments: Establish and promote policies that enhance institutional and systemic stability of the financial sector, Manage and ensure the implementation of financial stability policies, Create a conducive environment for oversight on the regulation and the development of policy for domestic financial stability, Implement mechanisms to ensure the financial markets clearing and settlements process is carried out efficiently, Exchange control applications: Advise on and process exchange control applications, Conduct in-depth research on issues around each application to maintain SA interests, Liaise with various the South African Reserve Bank on administrative and policy matters relating to exchange controls, Administration and Policy Maintenance, Provide commentary on international papers and reports, Provide inputs and respond to Parliamentary Questions, Participate in the appointment of members to various financial regulatory boards, Draft parliamentary speeches and provide inputs on content of speeches.

**ENQUIRIES**

Ms Anne Tjale Tel no: (012) 395 6608 or Ms Caroline Modibane Tel no: (012) 315 5092
APPLICATIONS : National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.tpsp@treasury.gov.za.

POST 23/35 : DIRECTOR: PERSONAL INCOME TAXES AND SAVINGS REF NO: S032/2017
Division: TAX and Financial Sector Policy (TFSP)
Purpose: To oversee legislative proposals in respect of individual, savings and employment taxation and to co-ordinate savings issued with the Financial Sector policy units; and closely co-ordinate all initiatives with SARS for viable enforcement/administration purposes.

SALARY : R898 743 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A general law or an accounting degree and a higher qualification in tax (e.g. a LLM, M Com or a higher diploma in tax), 6-8 years working experience in tax obtained within a large corporate institution and or SARS, Knowledge of personal income taxes and payroll taxes.

DUTIES : Retirement and general savings: Initiate and co-ordinate savings tax policy proposals for the annual Budget Review (Chapter 4 and Annexure C), Prepare and initiate policy documents, Prepare drafter's notes for legislative amendments, Overseer tax legislation associated with savings taxation, Reviewing savings regulatory legislation with a view to co-ordinate that legislation with the tax system, Employment taxation: Initiate employment tax policy proposals for the annual Budget Review, Prepare and assign policy documents, Prepare drafter's notes for legislative amendments, Overseer legislation associated with other employment taxes, General individual taxation: Initiate individual tax policy proposals for the annual Budget Review (e.g. medical credit and annual rebate), Prepare and assign policy documents, Prepare drafter's notes for legislative amendments, Overseer legislation associated with individual tax issues (e.g. medical credit and annual rebate), Tax Exempt Entities including Public Benefit Organisations, Government and other, Initiate Tax Exempt Entities tax policy proposals for the annual Budget Review, Prepare and assign policy documents, Prepare drafter's notes for legislative amendments, Overseer legislation associated with Tax Exempt Entities.

ENQUIRIES : Ms Anne Tjale Tel no: (012) 395 6608 or Ms Caroline Modibane Tel no: (012) 315 5092
APPLICATIONS : National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.tpsp@treasury.gov.za.

POST 23/36 : DIRECTOR: TAX REVENUE FORECASTING REF NO: S033/2017
Division: TAX and Financial Sector Policy (TFSP)
Purpose: To perform tax revenue forecasts and tax revenue analysis by developing and refining tax revenue forecasting models, and assist with calculating the revenue implications of tax proposals.

SALARY : R898 743 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Post graduate qualifications in Econometrics and / or Statistics, 6-8 years' experience in research and / or policy analysis (formulation), Experience with statistical software (such as R or STATA), Knowledge and experience of the policy framework for tax revenues and related tax policy matters.

DUTIES : Develop appropriate statistical and econometric techniques to improve on the quality and accuracy of tax revenue estimates, Develop statistical and /or econometric models to forecast tax revenues, Provide basic regression techniques and, where appropriate, more advanced econometric and statistical modelling, Develop micro simulation models for personal income tax (PIT), corporate income tax (CIT) and value-added tax (VAT), Regular updating of the micro-simulation models, Prepare tax revenue estimates for the annual Budget and revised estimates at the time of the MTBPS, Estimates of tax revenue by tax instrument – the focus being of the main tax instruments, i.e. PIT, VAT, CIT, Fuel taxes, Excise duties and Customs duties, Revised tax revenue estimates at the time of the
MTBPS, Monitor monthly tax revenues in order to track and revise tax revenue estimates, Monitor monthly tax revenues to track deviations from estimates and provide plausible explanations for deviations by tax instrument, Convene the revenue analysis working committee (RAWC), Arrange the logistics of the RAWC meetings, Prepare the tax revenues estimates on behalf of the Economic Tax Analysis chief directorate for these meetings, Prepare the inputs of the Economic Tax Analysis chief director for deliberations by the RAWC and keep minutes of the outcome of such deliberations, Assist with estimating the revenue implications of tax proposals and the economic incidence of various taxes, Undertake analysis and help with estimating the revenue implications of specific tax proposals, Undertake studies to quantify the economic incidence of various taxes.

ENQUIRIES: Ms Anne Tjale Tel no: (012) 395 6608 or Ms Caroline Modibane Tel no: (012) 315 5092

APPLICATIONS: National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.tpfsp@treasury.gov.za.

POST 23/37: DIRECTOR: DEBT OPERATIONS REF NO: S029/2017
Division: Assets and Liability Management (ALM)
Purpose: To service all the government debt redemptions and interest due, including settling all government bond market related transactions and debt obligations. To maintain relations with key stakeholders to ensure successful servicing of debt.

SALARY: R898 743.00 per annum (all-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: Post Graduate qualification in Economics/ Financial Economics/ Accounting/Business Management/ Investment Management pertaining to money and capital markets, 5-6 years’ experience in financial markets operations, Knowledge and experience in capital markets.

DUTIES: Efficient servicing of all debt obligations: Accurate and timely payment of redemptions and interest due, Timely settlement of market transactions in respect of auctions, bond switch auctions and script lending etc., Enhancement and maintenance of an integrated Back Office system, Maintenance of registers on domestic and retail investors, Fully effective process controls and complete workflow processes: Updated process manuals, Clear, unambiguous separation of duties, Introduction of controls and process workflow as per procedure manual and audit specifications, Implementation of controls in line with Office of Accountant General audit specifications, Contributing to the developments of the domestic debt market: Serve on various market related committees, Contribute to enhancement of settlement processes, Sound stakeholder relations, Liaise with Stakeholders such as SARB, JSE, STRATE, Banks and Brokers, Address all investor related queries, Ensure collaboration and cooperation between back and front office.

ENQUIRIES: Ms Mary-Jane Mothoa Tel no: (012) 395 6714
APPLICATIONS: National Treasury, Private Bag X115, Pretoria, 0001 or e-mail to recruit.alm@treasury.gov.za.
DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

It is the intention to promote representivity in the Department through the filling of these positions. The applications of persons with disabilities will receive preference.

APPLICATIONS: quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, PRETORIA, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria. Faxed and emailed applications will not be considered.

CLOSING DATE: Tuesday, 26 June 2017

NOTE: The successful candidate will have to sign an annual performance agreement, and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s), Identity Document (certified in the past 06 months). Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security screening, qualification verification and criminal records.

OTHER POST

POST 23/38: PROJECT MANAGEMENT OFFICER REF NO: DPSA/0014

SALARY: R334 545 per annual, Level 09. An annual progression up to a maximum salary of R404 121 per annum is possible, subject to satisfactory performance.

CENTRE: Pretoria


DUTIES: Development of project plan for the Branch, Ensure that all required resources are resources assigned to the project plans of each division and tasks are clearly aligned, Manage the assigned resources within the Branch according to the defined scope of the project plans from each Chief Directorates work plan by coordinating a structure of all personal assistants, Monitor and report on project performance against deliverables and funding, Ensure compliance with the processes and standards outlined in the branch against the departmental reporting requirements and Report and escalate any delivery risks and issues time to the DDG.

ENQUIRIES: Ms. CB Clark (012) 336 1056
ANNEXURE K

DEPARTMENT OF SCIENCE AND TECHNOLOGY

The Department of Science and Technology is an affirmative action employer and coloured people, white females and people with disabilities are encouraged to apply for these posts.

APPLICATIONS: The Acting Chief Director: Human Resources, Private Bag X894, Pretoria, 0001, or hand-deliver them to the Department at Building 53, CSIR Campus, Meiring Naudé Road, Brummeria.

CLOSING DATE: 23 June 2017

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

OTHER POST

POST 23/39: ASSISTANT DIRECTOR: STRATEGIC PARTNERSHIPS

(Sign Two-year contract)

SALARY: R458 326.70 per annum (including 37% in lieu of service benefits)

CENTRE: Pretoria

REQUIREMENTS: A national diploma/bachelor's degree (minimum NQF level 6) in international relations, public administration or a science-related field. Two to three years' working experience in a science environment, public administration, international relations and/or international events management. Knowledge of government prescripts and applicable protocols. Knowledge of the South African National System of Innovation and public policy management. Sound Knowledge of project and stakeholder relationship management as well as event coordination/management. Excellent communication (written and verbal), interpersonal and administrative skills. Analytical, research and strategic thinking and. Strong negotiation and presentation skills. Excellent organizing and planning skills, problem solving and analysis. People and diversity management skills. Ability to work as team player and independently. Understanding of Science diplomacy.

DUTIES: Assist in promoting South African and African participation in European Union (EU) competitive funding programmes. Identity and explore the value of South African participation and networking in new EU programmes. Address key DST strategic focus areas. Assist to influence the EU programmes to benefit South Africa's strategic priorities.

ENQUIRIES: Ms Tshiamo Letswalo, Tel no: (012) 843 6675

NOTE: Please note: The successful candidate’s continued employment will be subject to a performance assessment at the end of the first year of the contract.
STATISTICS SOUTH AFRICA

Stats SA provides scientific knowledge that enables society to understand complex socio-economic phenomena. It draws its mandate from the Statistics Act, 1999 (Act No 6 of 1999). Stats SA strives to excel in the following five competencies: Intellectual capability to lead the scientific work of statistics, Technological competence for purposes of large-scale processing and for complex computations and accessibility of information to the public, Logistical competence for deployment of (forward and reverse) logistics of large-scale field operations and for strategic choices regarding operational efficiency and cost-effectiveness, Political competence in understanding the political environment without being political or Politicised (commitment of delivery without fear or favour), Administrative competence: The ability of bringing it all together.

APPLICATIONS: 
Head Office, Pretoria: Post to the Recruitment Manager, Statistics SA, Private Bag X44, Pretoria 0001 or hand-deliver at 01 Koch Street, Salvokop, Pretoria

CLOSING DATE: 23 June 2017.

NOTE: A signed Z83 application form, Detailed CV with contact details of three recent references. Certified copies of qualifications and Identity Document. NB: Applicants risk being disqualified for failing to submit all the required documents as indicated above. If you do not hear from us within three months of the closing date, please regard your application as unsuccessful. Correspondence will be entered into with short-listed candidates only. Statistics South Africa reserves the right not to make an appointment. Appointment is subject to security clearance, the signing of a performance agreement or plan, verification of the applicant's documents and reference checking. Applications received after the closing date will not be considered. Stats SA endeavours to promote the careers of previously disadvantaged persons by applying the principles of appropriate legislation, e.g. Employment Equity Act, 1998. People living with disabilities and women are encouraged to apply for this position. Note: 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 23/40: DEPUTY DIRECTOR-GENERAL: POPULATION AND SOCIAL STATISTICS
REF NO: 01/05/17HO
Job Purpose: To direct, co-ordinate and manage the Population and Social Statistics branch, to provide relevant, accurate and timely population and social statistics through the application of internationally acclaimed practices, in order to support decision-making and planning. The incumbent will be responsible for the strategic leadership and management of the following chief directorates within the branch: Poverty & Inequality, Labour Statistics, Population Statistics, Census and Community Survey Operations, Social Statistics, Demography and Health and Vital Statistics

SALARY: R1 299 501 per annum, Level 15, all-inclusive remuneration package per annum
CENTRE: One permanent position exists in the Population and Social Stats branch at Head Office, Pretoria
REQUIREMENTS: Honours degree (NQF Level 8) in Demography, Statistics, Sociology or Economics. At least 10 years of relevant experience at senior management level. Demonstrated understanding of statistical ethics and the fundamental principles of official statistics. Extensive quantitative research experience. Demonstrated competence and a proven track record in managing large household surveys or censuses and compiling statistical reports. A good understanding of Government policies and
initiatives and the role of information in Government decision-making. Demonstrated strategic and operational management ability and experience. Experience in leading and managing transformation, change and diversity. Ability to work in cross-cutting/functional projects/teams. Excellent communication skills. Excellent analytical, conceptual and numerical skills. Good interpersonal skills and the ability to handle multiple and complex tasks and projects. Dynamic, self-driven, innovative and result-orientated. Strong service delivery, customer and quality focus. Experience in budget preparation and control. Ability to work under pressure and to tight deadlines. Excellent computer skills.

**DUTIES**


**ENQUIRIES**

Ms Mantwa Montsho Tel no: (012) 310 4889
APPLICATIONS:

Centre: Pretoria: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, (Cnr Visagie) and Bosman, street, Pretoria. For attention: Ms Cindy Mazibuko.

Centre Provincial Office Gauteng: Please forward your application quoting the reference number to: The Provincial Head: Gauteng, Department of Water and Sanitation, Private Bag X 995, Pretoria 0001 or hand deliver at 15th floor Reception, Bothongo Plaza East, 285 Francis Street, Pretoria, 0001. For attention: Mr. S Nevhorwa.

Centre: Potchefstroom: Water Resource Management Office, Department of Water Affairs and Sanitation, Private Bag X936, Potchefstroom, 2520. For Attention: Ms. S.M. Mokgosi

Centre: Proto-CMA Upper Vaal, Potchefstroom Office: Please forward your applications quoting the relevant reference number to the Area Manager, Water Resource Management Office, Department of Water and Sanitation, hand deliver to 126 Chris Hani Drive, Private Bag X936, Potchefstroom, 2520. For attention: Ms SM Mokgosi 018 294 9302.

Centre: Vaal Proto-CMA (Gauteng Provincial Office): Please forward your applications quoting the relevant reference number to the Acting Chief Executive Officer: Gauteng Provincial Office, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, 15th floor Reception, Bothongo Plaza East, Pretoria. For attention: Ms G Skosana (012) 392 1312.

Centre: Hartbeespoort Please forward your application quoting the reference number to The Director Northern Operations NWRI – Branch, P/Bag X352. Hartbeespoort, 0216. For attention: Mr. S Murunzi.

Centre: NWRI Central Operations: Tugela Vaal (O&M Jagersrust), Driel and Woodstock, Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation The Area Manager, Private Bag 1652, Bergville, 3350, or hand deliver to Tugela Vaal, 1 Kiepersol Avenue, Jagersrust, 3354. For Attention: Ms N Nkabini

CLOSING DATE:

23 June 2017 Time: 16H00

Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantage groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA).

“All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. People with disabilities are highly encouraged to apply for the posts. “People who are not employed by the Public Service Departments are welcomed to apply for posts.”
MANAGEMENT ECHELON

POST 23/41 : CHIEF DIRECTOR: INTERNAL AUDIT REF NO: 230617/01
Chief Directorate: Internal Audit

SALARY : R1 068 564 per annum (All inclusive packages), Level 14
CENTRE : Pretoria, Head Office


ENQUIRIES : Ms T. Mokhine, Tel 012 – 336 7346.

POST 23/42 : CHIEF ENGINEER (GRADE A) REF NO: 230617/02
Chief Directorate: Regional Bulk Infrastructure Programme

SALARY : R935 172 per annum (All inclusive OSD salary package)
CENTRE : Pretoria, Head Office
REQUIREMENTS : Engineering degree (B Eng/ BSC Eng) or relevant qualification. Six (6) years post qualification experience required as a registered Professional Engineer. Registration with ECSA as a Professional Engineer (proof of registration must be attached). Programme and project management. Engineering, legal and operational compliance, Process flow knowledge and skills. Engineering design and analysis knowledge, Research and development, Technical consulting, creating a high performance culture. Engineering and professional judgement. A valid driver’s licence. Willingness to travel extensively and work extended hours. Programme and project management, Technical, Research and development, Strategic capability and leadership, problem solving and analysis, Decision making, Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills, Change management.

DUTIES : Review and evaluate the technical aspects of feasibility studies/ IRS and Business plans submitted in terms of the RBIG/ ACIP /WSIG policy documents. Offer technical advice during performance evaluation site visits and project inspections. Pioneering of new engineering services and management methods. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct and redirect engineering services for the attainment of organizational objectives. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services to regional offices and other stakeholders for the operation on engineering related matters to minimize possible engineering risks. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective
knowledge management according to departmental objectives. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Management of the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success according to organisational needs and requirements. Manage subordinates key results areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES: Mrs Kgadi Boikanyo, Tel no: (012) 336 7691

POST 23/43: DIRECTOR: POLICY REF NO: 230617/03
Chief Directorate: Water Policy

SALARY: R898 743 per annum (all inclusive package) (Level 13)
CENTRE: Pretoria
REQUIREMENTS: B-Degree or NQF level 7 qualification in Policy Development/Development Studies/Political Sciences/Environmental Sciences/equivalent. Six (6) to ten (10) years experience in Policy Development/Development Studies/Political Sciences/Environmental Sciences. Five (5) years should be at Middle/Senior Managerial level. Extensive knowledge and experience of National Government Policy Frameworks and Strategic Policy Direction. Demonstrated experience in evidence informed Policy Development. Knowledge of Public sector functions. Demonstrated knowledge and experience in policy review, assessment and evaluation. Understanding strategic capability and leadership. Sound knowledge of programme and project management. Knowledge in financial and change management. Excellent client orientation, customer focus and communication skills. Knowledge and experience in the water and sanitation or related sector will be an advantage

DUTIES: Development and Coordination of water and sanitation sector policies and guidelines. Review policies for the sector. Conducting monitoring evaluation and reporting on the implementation of policies. Advise the Department on evidence informed policies in the water and sanitation and other related sectors. Coordinate with other Government Departments to ensure coherent and aligned policy development. Respond to Ministerial, Parliamentary and other enquiries. Advocacy and alignment of policies and guidelines to the sector.

ENQUIRIES: Mr A Singh, Tel no: (012) 336 7531

POST 23/44: DIRECTOR: STRATEGY (WSR) REF NO: 230617/04
Chief Directorate: Water Policy

SALARY: R898 743 per annum (all inclusive package) (Level 13)
CENTRE: Pretoria

DUTIES: The development of the strategic framework for Water and Sanitation sector as mandated by the National Water Act, Act 36 of 1998. The management and
coordination of the sector strategic framework Conducting monitoring, evaluation and reporting on the implementation of the water and sanitation sector strategic framework. Review the strategic framework as required by legislation. Respond to Ministerial, Parliamentary and other enquiries. Liaise with stakeholders in relation to the implementation and development of the strategic framework for the water and sanitation sector. Coordinate disaster management in the Department, consolidate reports and represent the Department at the National Disaster Management Centre.

ENQUIRIES : Mr A Singh, Tel 012 – 336 7531.


SALARY : R898 743 per annum (all inclusive package) (Level 13)
CENTRE : Pretoria, Head Office
REQUIREMENTS : B-Degree or NQF level 7 qualification in BSC/Engineering/ Science/ Environment field. Six (6) to ten (10) years experience in BSC Engineering/Engineering/ Science/ Environment field/ integrated water resources management (IWRM) of which five (5) years experience should be at Middle/ Senior Managerial level. Knowledge of relevant legislation in integrated water resource management. Knowledge of relevant legislation in integrated water resource management. Knowledge of Water Conservation and Water Demand Management. Knowledge and understanding on natural resources management. Knowledge of relevant aspects relating to the fields of natural science (hydrology, geo-hydrology, ecology, geography, geology and social studies). Knowledge and use, application of decision- support tools (GIS, DSS) and other related supporting systems.

DUTIES : Lead and facilitate the implementation of Water Conservation and Demand Management programs by the agricultural water use sector to achieve efficient water use. Lead and facilitate the implementation of Water Conservation and Demand Management programs by the industrial, mining and power generation sector to achieve efficient use of water. Lead and facilitate the implementation of Water Conservation and Demand Management programs by the local government and water management institutions to achieve efficient use of water. Promote among all water use sectors and the general public, an understanding of water conservation and water demand management and communicate and educate them on the need for and importance of water conservation and water demand management as a means to management South Africa’s scarce water resources. The development of policies, strategies, guidelines, procedures, conditions, standards and key performance indicators.

ENQUIRIES : Mr M Matlala, Tel: 012-336 7860.

OTHER POSTS

POST 23/46 : SCIENTIST MANAGER (GRADE A) REF NO: 230617/06 Directorate: Compliance Monitoring SFRA

SALARY : R805 806 per annum (All inclusive OSD salary package)
CENTRE : Head Office Pretoria
Communication skills (verbal and writing). Conflict Management. Data and
information management. Driver’s license Code 08.

**DUTIES**

Provide technical guidance in the development and implementation of regulatory
policies, guidelines for compliance monitoring of the forestry sector. Conduct
compliance and coordinate SFRA within the Department and its institutions
nationally. Liaise with enforcement unit to ensure that non-compliances are dealt
with successfully. Promote and establish partnerships for effective compliance
monitoring of SFRA water users. Develop and continuously improve Standard
Operating Procedures for the SFRA and associated processing activities. Develop,
implement and monitor forestry sector plans as part of the NWRS 2
implementation. Provisioning of training. Assist in management of the Sub-
directorate. Data and information management. Mentoring of junior officials.

**ENQUIRIES**

Mr S Mkhaliphi, Tel no: (012) 336 8048

**POST 23/47**

**DEPUTY DIRECTOR: DEMAND MANAGEMENT REF NO: 230617/07**
Chief Directorate: Supply Chain Management (WTE)

Kindly note this post is an advertisement and candidates who previously applied
are encouraged to re-apply

**SALARY**

R657 558 per annum (All inclusive package), Level 11

**CENTRE**

Pretoria

**REQUIREMENTS**

B Degree or National Diploma in Contract Management/Supply Chain
Management/ Financial Management/ Cost Management and Accounting. Three
(3) to five (5) years experience in Supply Chain Management or Financial
Management. Knowledge of policy development and implementation. Knowledge
of Financial Management and Systems. Knowledge of all Supply Chain
Management (SCM) policies. Knowledge of the General Recognised Accounting
Practice (GRAP). Practical knowledge of strategic sourcing. Technical public sector
Supply Chain Management models and processes. Knowledge of National
Treasury Regulations. Preferential Procurement Policy Framework Act (PPPFA
act). Government of and experience of Enterprise Resource Planning e. g SAP.
Knowledge of General accepted accounting practice (GAA). Sound knowledge of
excel. Excellent computer literacy skills.

**DUTIES**

Monitoring and ensuring compliance to application regulatory framework (PFMA,
PPPFA). Research, advice and monitor end-users of total cost of ownership in
respect of their needs. Liaise and guide project managers on sourcing strategies.
Monitor Supply Chain Management compliance. Coordinate internal and external
audit within the S.C.M.

**ENQUIRIES**

Mr. M Shai, Tel no: 012 - 336 7413.

**POST 23/48**

**DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: 230617/08**
Sub-Directorate: Forensic Investigation

**SALARY**

R657 558 per annum (All inclusive salary package) (Level 11)

**CENTRE**

Pretoria, Head Office

**REQUIREMENTS**

A recognised Three (3) year tertiary qualification in Forensic investigation or
Auditing/ Internal Auditing/Audit/Financial Accounting/ LLB Degree or
equivalent. Qualification in Fraud Examination will be an added advantage.
Registration and studying towards a relevant professional certification CFE, CIA or
CA. A minimum of Four (4) to five (5) years experience in Internal/ External
Auditing or forensic investigations. A valid driver’s license. Sound knowledge of
Auditing / Accounting and Forensic investigation. Strategic Planning. Sound
knowledge of the Public Finance Management Act, Treasury Regulations and
Generally Accepted Accounting Principles. SOUND knowledge of the Prevention
Organised Crimes Act and Protection of Access to information Act (PAIA) Sound
Knowledge of the Public Service Anti-Corruption Strategy and anti-corruption
and fraud prevention measures. Skills in the application of audit methodology and
execution of audit procedures in accordance with the approved audit programme.
Administrative and clerical procedures and systems. Knowledge of governmental

**DUTIES**: Provide input and contribute to the development and implementation of the Department’s Fraud Prevention and Anti-Corruption strategy. Conduct fraud awareness campaigns. Management of the forensic investigations teams. Conduct more complex forensic investigations and report the results accordingly. Represent the Department in disciplinary cases, criminal or civil recovery processes. Assist in the management of Financial and Human Resources.

**ENQUIRIES**: Ms T. Mokhine, Tel 012 – 336 7346.

**POST 23/49**: CHIEF ARTISAN GRADE A CIVIL REF NO: 230617/09

**SALARY**: R343 329 per annum (All-inclusive OSD salary package)

**CENTRE**: Proto-CMA Upper Vaal, Potchefstroom Office

**REQUIREMENTS**: Trade Test Certificate Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Valid driver’s license. (Attach certified copy). Supervisory, planning and analytical skills. Project management and technical report writing skills. Knowledge of Occupational Health and Safety Act and maintenance management systems. Knowledge of PMDS and PFMA. Ability to work independently as well as in a team. Computer literacy skills. Good communication skills and ability to work long hours and perform well under pressure. Technical analysis and problem solving skills. Willingness to travel. Candidates may be required to complete a practical and theoretical test.

**DUTIES**: Maintenance of bulk raw water infrastructure (dams, reservoirs, pump stations and pipelines) and machinery. Manage plumbers, carpenters, painters, electricians, building and construction workers. Planning and organising of work according to the budget implementation. Construction and maintenance of civil structures on the scheme. Manage the electrical/mechanical artisans/artisan foremen. Condition monitoring of equipment and interpretation of data and reports. Manage maintenance backlogs, planned maintenance and breakdowns. Ensure compliance with Occupational Health and Safety Act and PFMA. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Provide inputs into budgeting process, compile and submit reports as required. Manage and supervise artisans and related personnel. Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Standby and after hours services.

**ENQUIRIES**: Mr. M Mokgwabone Tel 012 392 1305.

**POST 23/50**: CHIEF ARTISAN GRADE A REF NO: 230617/10

Kindly note this post is an advertisement and candidates who previously applied are encouraged to re-apply

**SALARY**: R 343 329 per annum (OSD)

**CENTRE**: NWRI Central Operations: Tugela Vaal (O&M Jagersrust)


**DUTIES**: Maintenance of machinery and infrastructure through optimizing of resources and budgets. Manage backlogs, planned work and breakdowns. Condition monitoring of equipment and interpretation of data and reports. Ensure compliance with Occupational Health and Safety Act. Management of inventory and ensuring quality
control and timely availability of tools and spares used in the organization. A leader in a maintenance team driving to achieve organizational goals.

ENQUIRIES : Mr P Motsepe, Tel 012 336-6861

POST 23/51 : ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 230617/11
Sub-Directorate: Management Accounting

SALARY : R 334 545 per annum (Level 09)
CENTRE : Vaal Proto-CMA (Gauteng Provincial Office)


ENQUIRIES : Ms. G.S. Skosana, Tel 012-392 1312.

POST 23/52 : ASSISTANT DIRECTOR: FORENSIC AUDIT (INVESTIGATION) REF NO: 230617/12
Sub-Directorate: Forensic Investigation

SALARY : R 334 545 per annum (Level 09)
CENTRE : Pretoria, Head Office
REQUIREMENTS : B Degree or Diploma in Auditing/LLB Degree (Fraud Examination). Three (3) to five (5) years experience in Forensic Auditing. Public Service Act and regulations, investigations procedures/methodologies. Prevention of organised crimes act. Protection of access to information act (PAIA).PFMA and Treasury. Knowledge of business and management principles. Knowledge of strategic planning, resource allocation and human resources. Understanding of the value chain and its impact on demand management. Knowledge of scenario planning, infrastructure, including development, operations and maintenance. Knowledge and understanding of Socio-economic issues. Public Service Act and Regulations.

DUTIES : Develop and implement department’s fraud prevention and anti-corruption strategy. Promote fraud awareness campaign. Conduct forensic audits. Develop and implement quality assurance programme within the department. Management of Financial and Human Resources. Develop annual plans for audit committee approvals as per treasury regulation.

ENQUIRIES : Ms T. Mokhine, Tel 012 – 336 7346.
POST 23/53: ASSISTANT DIRECTOR: MINISTERIAL ENQUIRIES REF NO: 230617/13

Directorate: Executive Support In The Office Of The Director General

SALARY: R 334 545 per annum (Level 09)

CENTRE: Pretoria, Head Office

REQUIREMENTS: Degree or National Diploma in Administration. Management with at least three (3) to five (5) years experience in administration especially document management preferably in the office of the Director-General. Knowledge of administration processes. Working knowledge of Financial Management and PFMA. Sound knowledge of government policies. Must be computer literate with sound knowledge of MS office suite. Must have good written and verbal communication skills. Be action orientated. Be flexible and work under pressure. Client orientation and customer focus. Accountability and ethical conduct.

DUTIES: The successful candidate will be responsible to administer all incoming and outgoing correspondence in the office of the Director-General by tracking them on the tracking system. Handle all document Management related enquires by attending to the Central Point helpdesk. Prepare the Directorate’s budget and demand plans and ensure expenditure monitoring. Ability to quality assure language, edit submissions and letters. Organise and take minutes of the Directorate meetings. Manage the filing system in the Director-General’s office. Supervise staff.

ENQUIRIES: Ms C Molope, Tel 012-336 8749

POST 23/54: LANGUAGE PRACTITIONER REF NO: 230617/14

Directorate: Executive Support in The Office of the Director General

SALARY: R334 545 per annum (Level 09)

CENTRE: Pretoria, Head Office


DUTIES: Provide key strategic support with regard to language editing, style and formatting of submissions, letters, Parliamentary responses and cabinet Memoranda that are for the attention of the Director-General, Deputy Minister and the Minister in accordance with the Departmental manual on written communication. Advise Departmental officials on the correct usage of English. Ensure that the Department’s manual on written communication is updated as and when the information changes and communicated changes to all Departmental officials. Liaise with officials within the Department regarding the promotion of proper usage of formats and templates by conducting workshops and presentations.

ENQUIRIES: Ms C Molope, Tel 012-336 8749.

POST 23/55: CONTROL WATER CONTROL OFFICER: REF NO: 230617/15

SALARY: R281 418 per annum, (Level 08)

CENTRE: Proto-CMA Upper Vaal, Potchefstroom Office


**DUTIES**

Development of operational roaster/schedule and manage the distribution of water to users. Evaluate the distribution of water supply to water users in order to promote higher productivity and cost effectiveness. Manage the water supply and abstraction and investigation problems thereof and initiate remedial steps. Ensure that routine dam safety inspections and dam management are performed in line with dam safety regulations. Compile and manage the budget of the component with regard to water supply function.

**ENQUIRIES**

Mr. M Mokgwabone Tel 012 392 1305.

**POST 23/56**

Senior Provisioning Administration Officer (WTE) 2 Posts Ref No: 230617/16

Sub-Directorate: Financial Management

**SALARY**

R 281 418 per annum (Level 08)

**CENTRE**

Vaal Proto-CMA (Gauteng Provincial Office)

**REQUIREMENTS**


**DUTIES**

Render demand and acquisition support. Provide effective provisioning of logistics support services. Administer the provision of tender services and contract management. Record all bid documents received. Forward relevant records to bid committee for processing. Keep register of bid documents. Manages Asset Disposal. Do capturing of all payments in the BAS/SAP system. Keep records of assets to be disposed. Maintain Asset register. Compile monthly reports. Administer the payment process for the goods and services acquired.

**ENQUIRIES**

Ms. G.M. Skosana, Tel 012-392 1312.

**POST 23/57**

Senior Provisioning Administration Officer Ref No: 230617/17

Sub-Directorate: Supply Chain Management

**SALARY**

R 281 418 per annum (Level 08)

**CENTRE**

Head Office, Pretoria

**REQUIREMENTS**


**DUTIES**

Administration of contracts: coordinate the drafting, vetting and signing of contracts. Ensuring that the contract register and transversal contract register are always updated. Ensure that all contracts are filed and scanned on the system. Approval

ENQUIRIES : Ms. T. Mmola, Tel 012-336-7334.

POST 23/58 : SENIOR PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT
2 POSTS REF NO: 230617/18
Directorate: Asset Management

SALARY : R 281 418 per annum (Level 08)
CENTRE : Head Office, Pretoria

DUTIES : Ensure that assets are properly accounted for in the Asset Register and complies with National Treasury Guidelines. Monitor all entries made on the Asset Register as per minimum requirements. Retiring of all losses and disposed assets in the register. Ensure that asset policies and procedures guidelines are implemented and ensure compliance thereof. Implement and manage registers for Finance Leases. Ensure reconciling items are cleared. Assist on preparing AFS for interim & final audit for both internal & external Auditors.

ENQUIRIES : Mr MC Madzhie, Tel 012- 336 8717.

POST 23/59 : SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 230617/19

SALARY : R281 418 per annum, (Level 08)
CENTRE : Head Office, Pretoria

DUTIES : Provide financial administration of entity maintenance on BAS and SAP. Handling of audit queries. Handle payments in suspension account and do follow up on bad debts. Do enquiries on different financial matters. Compile monthly and quarterly management accounts reports.

ENQUIRIES : Mr. D.J. Mcitwa, Tel 012- 336 6702.

POST 23/60 : CHIEF WATER PLANT SUPERINTENDENT REF NO: 230617/20
Kindly note this post is are-advertisement and candidates who previously applied are encouraged to re-apply

SALARY : R 281 418 per annum (Level 8)
CENTRE : Tugela Vaal (O&M Jagersrust)

DUTIES: Operate plant machinery and installations and ensure those high operational standards are maintained. Maintain stock levels required for operational purposes and monitor the consumption of chemicals. Ensure the safety of water plant installation and report faults. Monitor the standard of water supply and sampling of water from plants and raw water sources. Enforce compliance to OHS Act in the workplace. Evaluate work performance of human resources and provide the job training.

ENQUIRIES: Mr P Motsepe, Tel 012 336-6861

POST 23/61: SUPPLY CHAIN CLERK (SUPERVISOR) REF NO: 230617/21
Sub-Directorate: Supply Chain Management

REQUIREMENTS: Grade 12 Certificate or equivalent qualification. Three (3) to five (5) years experience required. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Flexibility and team work. Basic knowledge of problem solving and analysis. People and Diversity Management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Excellent computer literacy skills. Planning and Organising. Good verbal and written communication skills.


ENQUIRIES: Ms. T. Mmola, Tel 012-336-7334.

POST 23/62: CHIEF ADMINISTRATION CLERK REF NO: 230617/22
Directorate: Corporate Travel Management

REQUIREMENTS: Grade 12 certificate or equivalent. Three (3) to five (5) years experience required. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Knowledge of financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the Public Service. Interpersonal relations. Must be able to work in a team and be flexible. Good computer literacy, planning and organising skills. Excellent verbal, language and written communication skills. Basic knowledge of problem solving and analysis.

DUTIES: Supervise and provide travel reservation clerical support services within the component. Liaise with the service provider on related queries. Ensure effective and efficient control for Travel reservation services. Supervise and provide
administration support services in the component. Supervise human resources/staff.

ENQUIRIES : Ms E Maredi, Tel 012- 336 8953.

POST 23/63 : PERSONAL ASSISTANT REF NO: 230617/23
Office of the DDG: IWS

SALARY : R 226 611 per annum (Level 07)
CENTRE : Head Office , Pretoria

REQUIREMENTS : Secretarial Diploma or equivalent qualification. Three (3) to five (5) years experience in secretarial duties in rendering a support service to senior management. Knowledge of administration procedures. Knowledge in secretarial duties. Excellent computer literacy skills. Sound organizational skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation skills. Self management and motivation. Knowledge of dispute resolution process. Understanding of social and economic development issues. Basic financial management and knowledge of PFMA. Knowledge management. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct.

DUTIES : Provide a secretarial or personal assistant service to the manager. Render administrative or clerical support services to the manager. Provide support to manager regarding meetings. Support manager with administration of the manager’s budget. Studies the relevant Public Services and departmental prescripts or policies and other documents. Ensure that the application thereof is understood properly.

ENQUIRIES : Ms P. Mahlangu, Tel 012- 336 8287.

POST 23/64 : STATE ACCOUNTANT 3 POSTS (WTE) REF NO: 230617/24
Sub-Directorate: Management Accounting

SALARY : R226 611 per annum, (Level 07)
CENTRE : Vaal Proto-CMA (Gauteng Provincial Offices)


DUTIES : Assist with the administration of entry maintenance on BAS and SAP. Assist with the control over the administration of accounts. Assist with the handling of audit queries. Ensure approval of payments. Inspection of financial documentation within Financial Management. Ensure unqualified audit report within the provincial office. Responsible for the administration of the financial operations within Financial Management unit. Monitor alignment of the budget with demand plans of the unit. Writing Reports for the Division and do presentations for meetings. Attend to Audit Queries. Facilitating and monitoring the Audit Action Plan. Taking minutes during financial management meetings. Filing of financial documents. Do enquiries on different financial management.

ENQUIRIES : Ms. G.M. Skosana, Tel 012-392 1312.
POST 23/65 : PROVISIONING ADMINISTRATION OFFICER: ASSET MANAGEMENT REF NO: 230617/25

SALARY : R 226 611 per annum (Level 07)
CENTRE : Head Office, Pretoria

DUTIES : Assist with performing monthly asset reconciliation. Assist with the updating of the asset register. Manages assets disposal & losses. Conduct Bi-annual physical asset verification.

ENQUIRIES : Mr MC Madzhe, Tel 012-336 8717.

POST 23/66 : CHIEF SECURITY OFFICER REF NO: 230617/26

SALARY : R226 611 per annum (Level 07)
CENTRE : Northern Operations (NWRI), Mokolo Pump Station. Haartebes


ENQUIRIES : Mr JJ Pretorius, Tel: 012-200 9001/9002/9010

POST 23/67 : PRINCIPAL WATER PLANT SUPERINTENDENT REF NO: 230617/27
Kindly note this post is an advertisement and candidates who previously applied are encouraged to re-apply

SALARY : R 226 611 per annum (Level 7)
CENTRE : NWRI Central Operations: Tugela Vaal (O&MJagersrust)
DUTIES:
Operate pumps and equipment in the pump stations. Report faults in the working environment. Comply with OHS Act requirements in the working environment. Compile shift rosters for officials working on the Pump stations. Monitor, analyse and record all relevant readings. Evaluate work performance of human resources and provide the job training.

ENQUIRIES:
Mr P Motsepe, Tel 012 336-6861

POST 23/68:
PRINCIPAL WATER PLANT SUPERINTENDENT REF NO: 230617/28
Kindly note this post is an advertisement and candidates who previously applied are encouraged to re-apply.

SALARY:
R 226 611 per annum (Level 7)

CENTRE:
NWRI Central Operations: Tugela Vaal (Driel Pump)

REQUIREMENTS:

DUTIES:
Operate pumps and equipment in the pump stations. Report faults in the working environment. Comply with OHS Act requirements in the working environment. Compile shift rosters for officials working on the Pump stations. Monitor, analyse and record all relevant readings. Evaluate work performance of human resources and provide the job training.

ENQUIRIES:
Mr P Motsepe, Tel 012 336-6861

POST 23/69:
SENIOR SECURITY OFFICER 2 POSTS REF NO: 230617/29

SALARY:
R183 558 per annum (Level 06)

CENTRE:
Northern Operations (NWRI), Mokolo Pump Station

REQUIREMENTS:
Matric (Grade 12) Certificate. Two (2) to three (3) years supervisory level in Security preferably in NKP environment. Grade B PSIRA Certificate. National Key Point Certificate. SAPS issued firearm competency certificate (Rifle, Shotgun and Pistol). Appointment will be subject to positive screening results. Knowledge of relevant legislation especially the National Key Point Act and Directive. Understanding and knowledge in the training of security personnel. Knowledge in facilitating processes with other stakeholders. Interpersonal relationship. Problem solving and analysis. Registration with PSIRA. Firearm Competency. Good computer literacy skills. Good listening skills. Driver’s license. (Attached certified copy).

DUTIES:
Control and management of the shifts. Enforce access control of all the vehicles, people visiting and leaving the National Key Point areas. Ensure that the National Key Point areas are guarded and patrolled all the time. Ensure compliance with Firearm Control Act and other legislations. Ensure prohibition of unauthorised entry and removal of equipment's. Conduct searching. Responding to alarms. Conduct investigations where incidents occurred. Render supervision on personnel at National Key Point areas.

ENQUIRIES:
Mr JJ Pretorius, Tel: 012-200 9001/9002/9010

POST 23/70:
ADMINISTRATION CLERK REF NO: 230617/30
SUB-DIRECTORATE: WATER TRIBUNAL
DIRECTORATE: LITIGATION

SALARY:
R152 862 per annum, (Level 05)

CENTRE:
Head Office, Pretoria

REQUIREMENTS:
Grade 12 Certificate or equivalent. One (1) year relevant experience in general office administration experience will be an added advantage. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and...

**DUTIES**

Assist in rendering administrative support to the Water Tribunal. Assist in the preparation of Water Tribunal and Mediation cases. Assist in the provision of proper record keeping of all Water Tribunal appeals, and Mediation. Assist in the provision of logistical support to the Water Tribunal including the recording, transcription of proceedings of Water Tribunal, and mediation. Provide supply chain management support services within the component. Provide financial administration support services in the component.

**ENQUIRIES**

Mr. Ren Mabe: Tel 012- 336 7034.

**POST 23/71**

**ADMINISTRATION CLERK (WTE) REF NO: 230617/31**

Sub-Directorate: Administrative Support

**SALARY**

R152 862 per annum, (Level 05)

**CENTRE**

Vaal Proto-CMA (Gauteng Provincial Office)

**REQUIREMENTS**

Grade 12 Certificate or equivalent. One (1) year experience in Human Resource Administration will be an added advantage. Knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems. (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility and team work. Basic knowledge of problem solving and analysis. Sound computer literacy skills. Good written and verbal communication skills.

**DUTIES**


**ENQUIRIES**

Ms SM Mokgosi Tel: 018 294 9302.

**POST 23/72**

**ADMIN CLERK: REVENUE MANAGEMENT REF NO: 230617/32**

Sub-Directorate: Revenue Management

**SALARY**

R152 862 per annum, (Level 05)

**CENTRE**

Vaal Proto-CMA (Gauteng Provincial Office)

**REQUIREMENTS**

Grade 12 Certificate or equivalent qualification. One (1) year relevant experience will be an added advantage. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge management. The ability to work under pressure. Willingness to travel as and when required. Computer literacy skills. Knowledge of general administration within the Public Service. Good interpersonal relations. Good communication skills.

**DUTIES**

revenue reports. Provide support during the tariff settings process. Coordinate stakeholder meetings and taking minutes. Update information of water users on the billing system database. Attend to stakeholder’s enquiries revenue.

**ENQUIRIES**
Ms. R Koshane, Tel 012 – 392 1317.

**POST 23/73**
ADMINISTRATION CLERK (WTE) REF NO: 230617/33
Sub-Directorate: Supply Chain Asset Management Transit

**SALARY**
R152 862 per annum, (Level 05)

**CENTRE**
Vaal Proto-CMA (Gauteng Provincial Office)

**REQUIREMENTS**
Grade 12 Certificate or equivalent. One (1) year experience in Asset Management environment will be an added advantage. Knowledge of the PFMA, Asset Management Framework and Treasury Regulations and other relevant legislation. Knowledge of Basic Accounting System (BAS), GRAP and Logis. Computer literacy with sound knowledge of the Ms Office Suite preferably Excel. Good written and verbal communication skills.

**DUTIES**
Verify the existence of assets. Ensure that all movements of assets are updated. Ensure that the Asset Register is regularly updated. Update inventory lists. Assist in the implementation and management of registers for leased assets. Assist in implementing and monitoring acquisitions, disposal and losses of assets. Ensure assets are bar coded and perform other activities as required to achieve the goals of Department of Water and Sanitation.

**ENQUIRIES**
Ms. G.M. Skosana, Tel 012-336 7536.

**POST 23/74**
ADMINISTRATION CLERK 2 POSTS
Sub-Directorate: Administrative Support
Sub-Directorate: Office Support (DIR SAM)

**SALARY**
R152 862 per annum, (Level 05)

**CENTRE**
Head Office, Pretoria REF NO: 230617/34 A
NWRI Central Operations (Pretoria) REF NO: 230617/34 B

**REQUIREMENTS**
Grade 12 Certificate or equivalent. Basic knowledge of clerical functions, practices as well as the ability to capture data, operate computer and collate administrative statistics. One (1) year relevant experience will be an added advantage. Basic knowledge and insight of Human Resources prescripts. Knowledge of basic financial operating systems. (PERSAL, BAS, LOGIS etc). Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Interpersonal relations. Flexibility and team work. Basic knowledge of problem solving and analysis. Sound computer literacy skills. Good written and verbal communication skills.

**DUTIES**
Render general clerical support services. Provide supply chain management support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

**ENQUIRIES**
Mr M Madzhie, Tel 012- 336 8717. (Pretoria) (230617/34 A)
Ms P. Muneka, Tel 012 - 336 7629. (NWRI Central Operations) (Pretoria) (230617/34 B)

**POST 23/75**
SECURITY OFFICER 15 POSTS REF NO: 230617/35

**SALARY**
R152 862 (Level 05)

**CENTRE**
Northern Operations (NWRI), Mokolo Pump Station.

**REQUIREMENTS**
Matric (Grade 12) Certificate. One (1) to (2) years in the security industry, preferably in NKP environment. Grade C PSIRA Registration National Key Point Certificate. SAPS Firearm issued competency certificate (Rifle, Shotgun and Pistol). Appointment will be subject to positive screening results. Interpersonal relationship. Knowledge of relevant legislation. Problem solving and analysis. Knowledge of
security Code of conduct. Registration with PSIRA. Firearm Competency. Good listening skills. Driver’s license. (Attached certified copy).

**DUTIES**
Conduct guarding, patrolling and escorting at the National Key Point. Ensure that the premises are properly secured. Conduct investigations where incidents occurred. Ensure prohibition of unauthorised entry and removal of equipments. Searching, responding to alarms. Recording of all incidents are recorded in the occurrence books/registers.

**ENQUIRIES**
Mr JJ Pretorius, Tel: 012-200 9001/9002/9010.

**POST 23/76**
SUPPLY CHAIN CLERK REF NO: 230617/36
Sub-Directorate: Supply Chain Management

**SALARY**
R 152 862 per annum (Level 05)

**CENTRE**
Head Office, Pretoria

**REQUIREMENTS**
Grade 12 Certificate or equivalent qualification. One (1) to three (3) years experience in Contract Management or Supply Chain Management will be an added advantage. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge of work procedures in terms of the working environment. Working knowledge and understanding of the legislative framework governing the Public Service. Flexibility and team work. Basic knowledge of problem solving and analysis. People and Diversity Management. Client orientation and customer focus. Good communication skills. Accountability and ethical conduct. Good computer literacy skills. Planning and organising. Good verbal and written communication skills.

**DUTIES**

**ENQUIRIES**
Ms. T. Mmola, Tel 012-336-7334.

**POST 23/77**
SECRETARY 3 POSTS
Directorate: Forensic Investigation Ref No: 230617/37 A
Directorate: Intergove Relations & Sector Collaboration Ref No: 230617/37 B
Directorate: Customer Relations (WTE) Ref No: 230617/37 C

**SALARY**
R 152 862 per annum (Level 05)

**CENTRE**
Head Office, Pretoria

**REQUIREMENTS**

**DUTIES**
Provides secretarial / receptionist and clerical support service to the manager. Receives telephone calls and messages for the manager and channels calls to relevant role players when necessary. Manages and coordinates the diary of the manager by recording appointments events. Do all required typing in the office of the manager. Operates office equipment like fax machines and photocopies. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the manager. Collect all relevant documents and information to enable the manager to prepare for meetings. Record minutes of the managers meetings when required. Process all travel and subsistence claims and all invoices that emanate from the activities of the work of the manager. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Receives records and
distributes all incoming and outgoing documents. Handle the procurement of standard items like stationary, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Studies relevant Public Service and Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with procedures and processes that apply in the office of the manager.

ENQUIRIES : Ms. T. Mokhine, Tel 012-336 7346. (230617/37 A)
            Ms. O. Manyana, Tel 012-336 7804. (230617/37 B)
            Mr M Mothebe, Tel 012-336 8954 (230617/37 C)

POST 23/78 : WATER PLANT SUPERINTENDENT 2 POSTS REF NO: 230617/38
            Kindly note this post is an advertisement and candidates who previously applied are encouraged to re-apply

SALARY : R 152 862 per annum (Level 5)
CENTRE : NWRI Central Operations: Tugela Vaal (Driel Pump)
DUTIES : Setting machinery for supplying water according to required quantities and standards. Check machinery and report faults. Monitor pumping temperature and stop machine when necessary.
ENQUIRIES : Mr P Motsepe, Tel 012 336-6861

POST 23/79 : WATER PLANT SUPERINTENDENT REF NO: 230617/39
            Kindly note this post is an advertisement and candidates who previously applied are encouraged to re-apply

SALARY : R 152 862 per annum (Level 5)
CENTRE : NWRI: Central Operations, Tugela Vaal (Woodstock)
ENQUIRIES : Mr P Motsepe, Tel 012 336-6861

POST 23/80 : WATER PLANT SUPERINTENDENT REF NO: 230617/40
            Kindly note this post is an advertisement and candidates who previously applied are encouraged to re-apply

SALARY : R 152 862 per annum (Level 5)
CENTRE : NWRI Central Operations: Tugela Vaal (O&MJagersrust)

DUTIES: Effective operation of pump station. Obtain and achieve maximum and efficient pumping rates. Carry out flood control. Carry out plant down work.

ENQUIRIES: Mr P Motsepe, Tel 012 336-6861

POST 23/81: DRIVER/MESSENGER REF NO: 230617/41

SALARY: R127 851 per annum, (Level 04)
CENTRE: NWRI Central Operations: Tugela Vaal

REQUIREMENTS: A grade 10 report. Driver License with (PDP) (Attach a certified copy). One (1) to three (3) years experience in drive/messenger services. Sound knowledge in messenger services. Knowledge of organisational policies procedures and structures. Basic knowledge of government regulations, practice notes, circulars and policy frameworks. Knowledge of process flow and tracing retrieving files. Knowledge of internal sorting and distribution matrix. Practical knowledge of organisations record keeping practices/system. Client orientation and be customer focus. Excellent communication skills. Ability to work under pressure and meet deadlines. An understanding of and commitment to government objectives, policies and programmes

DUTIES: Retrieve files and deliver them to the offices where they are being utilised. Receives files and verifies delivery items, messages, mail, documents for correctness. Tracking, searching and placement of correspondence in files. Transporting and retrieving of files to various locations. Check and record out going files. Place correspondence on the files.

ENQUIRIES: Mr P Motsepe, Tel 012 336-6861

POST 23/82: DRIVER / OPERATOR REF NO: 230617/42

SALARY: R 127 851 (Level 04)
CENTRE: NWRI Central Operations: Tugela Vaal


DUTIES: The operation of all heavy/light equipment in a safe and efficient way according to all relevant legislation, policies and procedures. Perform daily safety and maintenance checks. The cleaning of equipment as schedule. Ensure equipments are safely secured and stored.

ENQUIRIES: Mr P Motsepe, Tel 012 336-6861
**POST 23/83**: TRADESMAN AID 6 POSTS REF NO: 230617/43

Kindly note this post is are-advertisement and candidates who previously applied are encouraged to re-apply.

**SALARY**: R 107 886 per annum (Level 3)

**CENTRE**: NWRI Central Operations: Tugela Vaal (O & MJagersrust, Mechanical)

**REQUIREMENTS**: ABET (be able to read and write). One (1) to two (2) years’ experience in maintenance. Maintenance of mechanical equipment in the dam wall and workshop. Do maintenance in the Departmental houses. Assist with the maintenance on lifts in the dam wall. Adhere to all occupational Health and Safety regulations and ensure that protective equipment is used appropriately. Safe keeping of equipment and property. Knowledge of administration in relation to the correct completion of forms.


**ENQUIRIES**: Mr P Motsepe, Tel 012 336-6861

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**POST 23/84**: MESSENGER REF NO: 230617/44

Kindly note this post is are-advertisement and candidates who previously applied are encouraged to re-apply.

**SALARY**: R90 234 per annum (Level 2)

**CENTRE**: NWRI: Central Operations, Tugela Vaal (Administrative Support)


**ENQUIRIES**: Mr P Motsepe, Tel 012 336-6861

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**POST 23/85**: CLEANER 2 POSTS REF NO: 230617/45

Kindly note this post is are-advertisement and candidates who previously applied are encouraged to re-apply.

**SALARY**: R90 234 per annum (Level 2)

**CENTRE**: NWRI: Central Operations, 1x Driel and 1x Woodstock


**DUTIES**: Cleans above the floor surfaces according to surface type and best cleaning practice. Cleans hard and resilient floors according to the surface type and best cleaning practice. Cleans textile surfaces according to the surface type and best cleaning practice. Cleans ablution facilities toilets, urinals, baths, showers and basins, fixtures and fittings according to surface type and best cleaning practice. Cleans kitchens, kitchen items and surface systematically in accordance with the area,
surface type, cleaning specification, worksite procedures and basic cleaning principles.

ENQUIRIES : Mr P Motsepe, Tel 012 336-6861

POST 23/86 : GENERAL WORKER 2 POSTS REF NO: 230617/46
Kindly note this post is are-advertisement and candidates who previously applied are encouraged to re-apply

SALARY : R90 234 per annum (Level 2)
CENTRE : NWRI: Central Operations, Tugela Vaal (O&M Jagersrust)

DUTIES : Clean and maintain grounds and repair tools and structures such buildings, fences and benches using hand and power tools. Mix spray or spread fertilisers, herbicides or insecticides onto grass, shrubs and trees using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other grounds features. Maintain existing grounds /gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds, and clean buildings by sweeping, washing floors and cleaning windows.

ENQUIRIES : Mr P Motsepe, Tel 012 336-6861

POST 23/87 : GENERAL WORKER: (STORE ASSISTANT) REF NO: 230617/47

SALARY : R90 234 per annum (Level 02)
CENTRE : Proto-CMA Upper Vaal, Potchefstroom Office

DUTIES : Ensure that stock and material are received and issued in the stores. Received and distribute non stores goods to correct components or officials. Ensure that stocks control and economic levels are maintained. Arrange logistics of materials to sites which are purchased by various components. Updating of materials on the stock collating material requisition. Creation of request memo. Assisting with asset verification and updating of inventory sheets.

ENQUIRIES : Ms. Ms EM Ackerman, Tel 018 – 294 9312.

POST 23/88 : GROUNDSMAN 5 POSTS REF NO: 230617/48
Kindly note this post is are-advertisement and candidates who previously applied are encouraged to re-apply

SALARY : R90 234 per annum (Level 2)
CENTRE : NWRI Central Operations: Tugela Vaal (x3 O&M Jagerstrust, x1 Driel, & x1 Sterkfontein)
REQUIREMENTS : ABET. Zero (0) to one (1) year experience. Knowledge of gardening equipment and appliances. Knowledge of lawn care process. Knowledge of the pruning and trimming process and techniques. Knowledge of chemical use (dilution / mix)

**DUTIES**: Clean and maintain grounds and repair tools and structures such buildings, fences and benches using hand and power tools. Mix spray or spread fertilisers, herbicides or insecticides onto grass, shrubs and trees using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other grounds features. Maintain existing grounds/gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds, and clean buildings by sweeping, washing floors and cleaning windows.

**ENQUIRIES**: Mr P Motsepe, Tel 012 336-6861

**POST 23/89**: GROUNDSMAN: REF NO: 230617/49
Sub-Directorate: Technical Support

**SALARY**: R90 234 per annum (Level 02)

**CENTRE**: Proto-CMA Upper Vaal, Potchefstroom Office


**DUTIES**: Clean and maintain grounds. Repair tools and structures such buildings, fences and benches using hand and power tools. Mix spray or spread fertiliser, herbicides or insecticides onto grass, shrubs and tree using hand or automatic sprayer or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other ground features. Maintain existing grounds/gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkaways, grounds and clean buildings by sweeping, washing floors and cleaning windows.

**ENQUIRIES**: Mr. M. Mokgwabone, Tel 012 – 392 1305.
ANNEXURE N

DEPARTMENT OF WOMEN

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

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

FOR ATTENTION: Mr J Mahlangu

CLOSING DATE: 23 June 2017

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

OTHER POST

POST 23/90: DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DOW/004/2017

SALARY: An all-inclusive salary package of R 657 558 per annum, Level 11

CENTRE: Pretoria

REQUIREMENTS: Appropriate National Diploma in Risk Management or relevant NQF 6 qualification. 6 years’ experience in a risk management environment in the public service of which 4 years at supervisory level. Proven experience in developing and facilitating risk management strategies and plans. Knowledge and understanding of the Public Sector Risk Management Framework; Public Service Integrity Management Framework; risk management policies and applicable protocols applicable to the public service; anti-corruption framework and legislation; departmental governance framework and mandate; DPSA and National Treasury guidelines on risk management; Public Service Regulations related to anti-corruption and ethics management; Batho Pele principles and practice. Applicants must possess the following skills and attributes: effective report writing and verbal communication with all seniority levels; ethical behaviour; honesty and integrity; emotional intelligence; ability to perform effectively under pressure; ability to maintain confidentiality of information. The successful applicant will be subject to personal security vetting at a secret level.

DUTIES: To facilitate and coordinate the implementation of risk management, anti-corruption and ethics management strategies to address transversal risks to the operations of the Department: develop and facilitate the implementation of the risk management policy and strategy; advise the Department on potential risks and support the development of mitigating strategies for such risks; ensure the implementation of
good governance principles; facilitate risk assessments and develop risk profiles; educate and train employees on enterprise-wide risk management principles, ethics management and its value-add; monitor and evaluate the improvement of the department’s risk profile and report on enterprise risk management.

ENQUIRIES

: Mr Joseph Mahlangu Tel no: (012) 359 0238
PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

APPLICATIONS: Head: Public Works and Infrastructure, Human Resources Management Directorate, P.O Box 7551, Bloemfontein 9300 or Applications that are hand delivered must be brought at the Foyer of OR Tambo House where they must be placed in the appropriately marked box at: Security Ground Floor, or Tambo House, St. Andrews Street, Bloemfontein. No applications will be accepted by staff in offices in the building.

CLOSING DATE: 23 June 2017 at 16H00

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

OTHER POSTS

POST 23/91: INTERNAL AUDITOR 3 POSTS REF NO: PWI 17/07
Directorate Internal Audit

SALARY: R226 611 per annum, Level 07
CENTRE: Bloemfontein

REQUIREMENTS: A national diploma/degree in Auditing or equivalent qualification. Good understanding of the audit process and audit approaches. Good communication (verbal and written) skills. Effective report writing. Computer literacy. Registration with the Institute of Internal Auditors (South Africa) and knowledge of Teammate will serve as an advantage.

DUTIES: Execution of the audit programmes on control and governance processes associated with the activities under review. Participate in entrance and exit conference meetings. Compilation of adequate audit working papers. Perform audits of the department in accordance with the audit methodology. Documenting field work on audits. Assisting in ensuring effective and efficient audits by keeping time records. Conduct follow up audits. Summarise audit findings and develop conclusions on audit findings.

ENQUIRIES: Me R Mocwaledi, CAE Tel no: (051) 492 3817

DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION

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

APPLICATIONS: Department of Sport, Arts Culture and Recreation, - Human Resource Management (Recruitment Division), Private Bag X20606, Bloemfontein 9300 or place applications in an application box, 1st Floor, Warden Building, Henry Street Bloemfontein

FOR ATTENTION: Ms Tlaleng Modupe
CLOSING DATE : 23 June 2017

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

OTHER POSTS

POST 23/92 : LIBRARY ASSISTANTS 30 POSTS

SALARY : Post Level 4 (Starting salary notch R 127 851.00 pa plus benefits)

CENTRE : Luckhoff Public Library (Ref No: 3207/1)
Bolakanang Public Library (Ref No: 3225/2) 1x Post
Sechaba Maboeveile Library- Botshabelo (Ref No: 3325/3) 4 x Posts
Fateng Tse Ntsho Public Library (Ref No: 300406 / 4) 1x Post
Ficksburg Public Library (Ref No: 3411 / 5) 1x Post
Senekal Public Library (Ref No: 3413 / 6) 1x Post
Reitz Public Library (Ref No: 3419/7) 1x Post
Ntha Public Library (Ref No: 3425/8) 1x Post
Thembalihle Public Library (Ref No: 3434/9) 1x Post
Ezenzeleli Public Library (Ref No: 3436/10) 1x Post
Dyatalawa Public Library (Ref No: 3439/39) 1x Post
Henneman Public Library (Ref No: 3512/11) 1x Post
Verkeerdevlei Public Library (Ref No: 3524/12) 1x Post
Soutpan Public Library (Ref No: 3525/13) 1x Post
Monyakeng Public Library (Ref No: 3536/14) 1x Post
Matlwangtiwang Public Library (Ref No: 3606/15) 1x Post
Vijljoenskroon Public Library (Ref No: 3607/16) 1x Post
Thutong Public Library (Ref No: 3610/17) 1x Post
Vredeshoop Public Library (Ref No: 3612/18) 1x Post
Kwakwatsi Public Library (Ref No: 3614/19) 1x Post
Heilbron Public Library (Ref No: 3618/20) 1x Post
Tweeling Public Library (Ref No: 3628/21) 1x Post
Sasolburg Public Library (Ref No: 3632/22) 4 x Posts
Mamafubelu Public Library (Ref No: 3422/64) 1x Post

REQUIREMENTS : Senior Certificate or equivalent qualification and computer literacy (proof of certificates).

DUTIES : Assist the Librarian / Assistant Librarian in rendering library and information services to the community. Register library users and handle the issue desk. Shelve (interfile) library materials. Perform administrative duties in the library including cashier duties and asset control.

ENQUIRIES : Ms Tlaleng Modupe Tel no: (051) 410 3687

POST 23/93 : GENERAL WORKERS 41 POSTS

SALARY : Post Level 2 (Starting salary notch R 90 234.00 p.a plus benefits)

CENTRE : Jacobsdal Public Library (Ref No: 3202/23) 1x Post
Petrusburg Public Library(Ref No: 3203/24) 1x Post
Dithlake Public Library (Ref No: 3205/25) 1x Post
Oppermansgrond Public Library (Ref No: 3206/26) 1x Post
Luckhoff Public Library (Ref No: 3207/27) 1x Post
Trompsburg Public Library (Ref No: 3208/28) 1x Post
Springfontein Public Library (Ref No: 3213/29) 1x Post
Jagersfontein Public Library (Ref No: 3217/30) 1x Post
Itumele Public Library (Ref No: 3218/31) 1x Post
Smithfield Public Library (Ref No: 3219/32) 1x Post
Bolokanang Public Library (Ref No: 3225/33) 1x Post
Sechaba Mabobeve Public Library (Botshabelo) (Ref No: 3325/34) 1x Post
Ladybrand Public Library (Ref No: 3312/35) 1x Post
Hobhouse Public Library (Ref No: 3316/36) 1x Post
Excelsior Public Library (Ref No: 3317/37) 1x Post
Dewetsdorp Public Library (Ref No: 3319/38) 1x Post
Petrus Steyn Public Library (Ref No: 3421/40) 1x Post
Mamafubedu Public Library (Ref No: 3422/41) 1x Post
Leretswana Public Library (Ref No: 3423/42) 1x Post
Dyatalawa Public Library (Ref No: 3439/44) 1x Post
Welkom Public Library (Ref No: 3502/45) 1x Post
Thabong Public Library (Ref No: 3503/46) 1x Post
Bronville Public Library (Ref No: 3507/47) 1x Post
Henneman Public Library (Ref No: 3512/48) 1x Post
Verkeerdevlei Public Library (Ref No: 3524/49) 1x Post
Soutpan Public Library (Ref No: 3525/50) 1x Post
Hoopstad Public Library (Ref No: 3531/51) 1x Post
Tkwanne Public Library (Ref No: 3532/52) 1x Post
Kgotsoang Public Library (Ref No: 3534/53) 1x Post
Monyakeng Public Library (Ref No: 3536/54) 1x Post
Sanderseville Public Library (Ref No: 3617/55) 1x Post
Heilbron Public Library (Ref No: 3618/56) 1x Post
Frankfort Public Library (Ref No: 3623/57) 1x Post
Namahadi Public Library (Ref No: 3624/58) 1x Post
Villiers Public Library (Ref No: 3625/59) 1x Post
Sasolburg Public Library (Ref No: 3632/60) 1x Post
Deneysville Public Library (Ref No: 3634/61) 1x Post
Morokaneng Public Library (Ref No: 3320/62) 1x Post
Wepenar Public Library (Ref No: 3321/63) 1x Post
Gariep Public Library (Ref No: 3216/65) 1x Post
Kutloaong Public Library (Ref No: 3511/66) 1x Post

REQUIREMENTS : ABET qualification with ability to read and write. Handiness to perform key responsibilities which may vary from manual work to task of a more physical nature.

DUTIES : Maintain and clean the library building and surroundings, Maintain garden eg, prune and trim flowers and trees, Mow the grass, Remove weeds and garden refuse, Maintaining equipment and tools, Detect and report malfunctioning of equipment and tools.

ENQUIRIES : Ms Tlaleng Modupe Tel no: (051) 410 3687
ANNEXURE P

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

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

APPLICATIONS
APPLICATIONS : Applications must be submitted on a duly online completed Z83 form
FOR ATTENTION : Human Capital management
CLOSING DATE : 26 June 2017
NOTE : It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of these posts. People with disabilities are encouraged to apply. Applications should be submitted strictly online at www.gautengonline.gov.za and it should be accompanied by a Z83, comprehensive Curriculum Vitae (CV) as well as certified copies of qualifications and Identity. Please note that ONLY applications submitted online will be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 23/94 : ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT – REF NO: S/ 000964
Directorate: Information Communication and Technology Services

SALARY : R334 545.00 (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus NQF 6 in Information and Knowledge Management/Information Science or Library and Information Science with the focus on Information Science, coupled with 3 years of experience in knowledge information and records management. Knowledge and experience in knowledge management practices, outreach programmes, public information, and government communication or related fields is essential. Competencies: Strong leadership skills; Strong analytical ability towards opportunity identification; Innovative and initiative; Proven capability to interact at all different levels and networking; Computer Literacy; Project management skills; Excellent communication skills; Good report writing, feedback and presentation skills; Strict adherence to deadlines; Understanding of all relevant legislation; Understanding the policies related to the position; Locate work in a public service context; Plan and organize work to achieve objectives that meet service standards; Lead a team to solve workplace problems and conflict; Identify Performance requirements and improve work team performance; Manage own performance and development; Communicate in the work place and work team; Lead Change in team in the workplace; Produce data and analyse statistics for workplace operations in the department; Deliver and monitor client service; Secure and allocate resources and a budget to achieve workplace objectives; Maintain physical and/or electronic information records; Use computers and/or equipment to achieve work team objectives.

DUTIES : Provide strategic input and direction in planning process (strategy development and business planning) of the sub-directorate Knowledge and Information Management; Develop and maintain policies, strategies, standards and best practices for managing departmental knowledge and information; Supervise of the sub directorate operational activities in order to maximise value for customers (internal and external) in strategic knowledge and information management; Develop corporate knowledge and information management concepts and metadata; Conduct knowledge and information audits to assess what knowledge and information the department possess for effective planning and identify local
knowledge needs and prioritise in terms of added value to the department; Promote the effective use of knowledge sharing tools for all partners and staff by facilitate learning, knowledge and information sharing sessions through seminars, workshops and conferences; Facilitate the development and updating of the Promotion of Access to Information Act, no 2 of 2000; Serve on committees and forums (internal and external) and attend external events as required; Determine what the current record keeping and records management situation is and to ensure that relevant information is available regarding the record keeping and records management practices of the body; Ensure that information contained in records is managed effectively throughout the office by developing and implementing a sound Records Management Policy; Ensure that there are evaluation criteria in place to monitor compliance with sound records management practices; Ensure that all electronic documents and records are managed according to the requirements of the National Archives and Records Service and good governance; Ensure that the records management staff understand their responsibilities and acquire the necessary skills to manage records effectively; Ensure that records can be identified and retrieved when required by providing well-structured records classification and record keeping systems; Ensure that there is a systematic disposal programme in place; Ensure that all micrographic projects are managed according to the requirements of the National Archives and Records Service and good governance; Facilitate the development and maintenance of the electronic document and record management system; Manage, update and develop departmental website and intranet content; Prepare website content by structuring information and layout of pages for quality control of web content; Develop new content and rewrite/ edit existing content into a form that is appropriate for interactive media and adds value to the content materials; Reform text, assure hyperlinks integrity, position new content to the website and to ensure that, the content on the website is always up-to-date, accurate, consistence and reliable; Coordinate web-related projects and activities within the department; Liaise with relevant stakeholders on new website content development and enhancement of website; Procure, deploy and oversee departmental printing solutions.

ENQUIRIES : Mr M Thema, tel (011) 355 5437

POST 23/95 : CHIEF REGISTRY CLERK: RECORDS MANAGEMENT – REF NO: S/001025
Directorate: Security and Facilities Management

SALARY : R226 611.00 (plus benefits)

CENTRE : Johannesburg

REQUIREMENTS : Matric plus NQF level 5 in Archives Management/Records or Document Management with extensive and proper training on all records management and registry procedures, coupled with a minimum of 3 years working experience within the Records Management/Registry field. Competencies: sound knowledge of registry/records management practices; knowledge of National Archives Act and MIS prescripts; knowledge of Service Level Agreements (SLA’s); Understanding of expectations of customers; computer literacy; good verbal and communication skills, ability to work under pressure, customer care skills and telephone etiquette. Ability to hold on confidential information; organisational skills; analytical and problem solving skills; personal & interpersonal skills; effective time management; organisational skills; document and content management will be an added advantage.

DUTIES : Coordinate and supervise activities in registry; Provide registry services to the Department such as file enquiries, posting and updates on general procedures and functions of the unit; manage own performance and develop others; maintain and amend the file plan on a regular basis; implement the policies and procedures for records management as per the prescribed requirements by archives; Scan, distribute files and documents; maintain an accurate register of all archived files; assist in uploading of documents on the electronic content and records management system (ECDMS) including intranet and website; Register records
and correspondences (both incoming and outgoing) apply the National Archives and Records Management Act and other related legislations.

ENQUIRIES: Mr M Thema, tel (011) 355 5437

DEPARTMENT OF HEALTH

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 23/96: SENIOR MANAGER: MEDICAL SERVICES REF NO: 000489

Directorate: Clinical Services

Kindly note that this is a Re-Advert and the duties are amended

SALARY: R 1 355 916 per annum (All inclusive Package)

CENTRE: Dr. George Mukhari Academic Hospital

REQUIREMENTS: Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Current HPCSA registration (2017-2018) as a Medical Practitioner. A minimum of 10 years appropriate experience after registration with HPCSA as a medical practitioner, of which 3 years must be at management (Clinical Manager) level. Post graduate Management qualification (e.g. MPH) and experience in Academic/Tertiary hospital will be an added advantage. Computer Literacy in Microsoft Package (MS Word, Excel and Powerpoint) and a valid driver's license. Experience and knowledge in administration, finance and supply Chain Management. Ability to assist in developing a dedicated, responsive, innovative, creative and productive employee corps will be essential. Strong communication, customer management, leadership, interpersonal skills and strategic management. Problem solving, good analytical and decision making skills. The prospective incumbent should have knowledge of good administration procedures relating to specific working environment including norms and standards. Good Planning and organizing skills. Sound knowledge and ability to implement policies and Public Service Legislative framework (such as PSA, PFMA, LRA, and BCOEA). Must be able to work under pressure, cope with high workload and be willing to manage the hospital after hours.

DUTIES: Responsible for the leadership and management of the delivery of clinical services to patients referred to Dr. George Mukhari Academic Hospital. Participate actively in administrative duties of the Departments. See to it that quality assurance, including clinical audit, is conducted in the Department in line with National Core Standards and lead the department. Provide strategic leadership in terms of Corporate Services to the hospital. Serve as the senior member of the hospital executive management team. Actively contribute to the formulation and implementation of the hospital operational plans. Support the hospital Executive and General Management with the day to day running of the department. Assist the EXCO in the discharge of any responsibilities which have been delegated. Participate in the management of activities of Dr. George Mukhari Academic Hospital as a whole and attend all applicable management meetings. Ensure the
employment of previously disadvantaged individuals in terms of race, gender and
disability to enhance equity. Management of personnel performance and review
thereof, (Contracting, quarterly review and final assessment). Report to the Office
of the CEO. Perform any other duties delegated by the supervisor.

ENQUIRIES : Dr. F Kgongwana Tel no: (012) 529 3221
APPLICATIONS : Applications can be delivered to: Dr. George Mukhari Academic Hospital, 3111
Setlogelo Drive, Ga-Rankuwa, 0208 or posted to: Dr. George Mukhari Academic
Hospital, Private Bag X422, Pretoria, 0001 or apply online at:
CLOSING DATE : 23 June 2017
NOTE : Correspondence will be entered with shortlisted candidates only and if you are not
contacted within 3 months after closing date please consider your application
unsuccesful.

OTHER POSTS

POST 23/97 : DEPUTY DIRECTOR: RESEARCH, DATA & INFORMATION MANAGEMENT
HEALTH CARE WASTE & OCCUPATIONAL HYGIENE MANAGEMENT
REF NO: 000981
Directorate: Health Care Waste & Occupational Hygiene Risk Management
SALARY : R769 026 per annum (all-inclusive remuneration)
CENTRE : Central Office, Johannesburg
REQUIREMENTS : Appropriate qualification in Environmental Health or related Health field (BSc
Honors, BTech /masters, Medical Biological Sciences) and registered with the
HPCSA. Additional qualifications in Health Care Waste, Occupational Hygiene and
data and information management, contract and project Management will be an
added advantage. At least 3 - 5 years relevant experience in health care waste and
occupational hygiene and middle management practices, project management and
the development and management of appropriate data and information
management systems. Experience in the use of computers end user programs
such as SPSS, STATA, EPI INFO or similar and advanced excel. Good
interpersonal relations, communication, leadership, analytical and linguistic
attributes. Extensive knowledge and experience with data base management and
production of statistical reports as required for intervention and strategic planning
purposes. Proven track record of extensive research projects done and
appropriateness of outcomes. Extensive analytical and problem solving abilities.
Ability to present ideas and strategic proposals in both the scientific field of health
sciences, data management and information systems. Keen attention to detail,
team - oriented and skills in working within a collaborative environment. A valid
driver’s license.
DUTIES : To support the Director in the achievement of goals and objectives within the
Gauteng Department of Health with reference to research, data and information
management system for the comprehensive and inclusive management of HCW
and occupational hygiene and safety management. Manage collection and analysis
of related data and statistics, manage current and introduce new information
systems and optimize outcomes as a strategic planning and management tool.
Liaise with all in - and external stakeholders and establish effective platforms for
joint planning. Develop appropriate policies, SOP’s, technical specification and
other guidelines based on the outcome of due diligence and other projects. Assist
in piloting and managing alternative treatment technologies of HCW in new
Departmental hospitals as part of the green economy agenda. Manage all generic
administrative processes required for this position in support of the Directors office.
Identify and assist with the development of research projects for both Healthcare
Waste (HCW) and Occupational Health and Safety (OHS). Analyse and interpret
HCW/OHS safety reports/data, produce monthly statistical reports, determine
trends and provide scientific evidence based recommendations/propose relevant
intervention strategies to ensure regulatory compliance and value for money. Assist
in the identification of training needs and in the development of appropriate training
Programmes/material. Assist Director's office with literature surveys, review of reports, policies and other relevant materials to address strategic enquiries and to provide guidance and appropriate advice. Process data requests from scientific investigators and assist with data specific questions. Improve efficiency of data processing protocols and maintain data storage and access by aggregating existing databases as required. Develop and maintain a service resource in research and statistical methodologies for the purpose of providing statistical consultation to relevant stakeholders. Manage a library of research documents and institutional planning. Research, develop and recommend policy analyses relevant to the anticipated organisational planning, policy and decision making. Develop and maintain automated system audits to ensure data integrity and accuracy. Coordinate continuous training to staff to enhance knowledge around data reporting and decision making. Detail orientated and possess a significant working knowledge of research methodology and data analysis, demonstrate excellent written and oral communication skills and ability to collaborate with diverse teams and effectively manage multiple projects with competing deadlines.

**ENQUIRIES**: Mr. P.J. Brits, Tel No: 082 774 2919

**APPLICATIONS**: The Recruitment and Selection Unit, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Pixley Seme Street (known as Sauer Street), Bank of Lisbon, NB! Attach certified copies of your qualifications, identity book, professional body and driver's license, curriculum vitae, and Z83. Application without proof of necessary document will be disqualified, or apply online by visiting www.gautengonline.gov.za

**CLOSING DATE**: 26 June 2017

**POST 23/98**: DEPUTY MANAGER NURSING PN A-8 REF NO: 000987

**Directorate**: Nursing Services

**SALARY**: R756 525 per annum (all-inclusive package)

**CENTRE**: Rahima Moosa Mother and Child Hospital

**REQUIREMENTS**: A basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse (Basic R425 qualification). Current registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognisable experience at management level. Relevant experience in People management, Financial Management, strategic planning, policy analysis and development and delegation. In depth knowledge and understanding of all Health related acts, regulations, guidelines and other related policies. Good communication skills, leadership skills, change management skills. It is recommended that the successful applicant have a post basic qualification in Advance Midwifery or Pediatric Nursing (Child Nursing Science) as well as a qualification in Nursing Administration

**DUTIES**: Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of nursing care programs. Advocate and ensure the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programs, regulations, practices, procedures and standards pertaining to nursing care. Utilize information technology and other management information systems to manage nursing information for the enhancement of service delivery. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Manage and utilize resources in accordance with relevant directives and legislation: (Human, Financial, Physical and Material resources).

**ENQUIRIES**: Mrs S Jordaan, Tel no: (011) 470 9034

**APPLICATIONS**: Applications to be forwarded to the Rahima Moosa Mother and Child Hospital, Cnr. Fuel and Oudtshoom Street, Coronationville, 2092 or Private Bag X20, Newclare,
2112 or the Human Resource Office, Administration Building, 1st Floor. Correspondence will be limited to shortlisted candidates.

**POST 23/99**

**MEDICAL OFFICER GRADE 1-3 REF NO: 000978**

Directorate: Paediatrics Unit

**SALARY**

Grade 1 R736 425 – R793 341 per annum (all inclusive package)
Grade 2 R842 028 – R920 703 per annum (all inclusive package)
Grade 3 R977 199 – R1 221 723 per annum (all inclusive package)

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

MBChB or equivalent. Registration as Medical Practitioner with HPCSA. Recommendations: Diploma in Child Health, FC Paed Part 1.

**DUTIES**

Service rendering in the Paediatric Department. Undergraduate teaching as well as assistance in research projects of Department. Call duties in General Paediatrics and Neonatology.

**ENQUIRIES**

Prof. T.J. Avenant, Tel no: (012) 373 1009

**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.gautengonline.gov.za.

**CLOSING DATE**

23 June 2017

**NOTE**

People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates.

**POST 23/100**

**MEDICAL OFFICER GRADE 1-3 REF NO: 000980**

Directorate: Internal Medicine Unit

**SALARY**

Grade 1 R736 425 – R793 341 per annum (all inclusive package)
Grade 2 R842 028 – R920 703 per annum (all inclusive package)
Grade 3 R977 199 – R1 221 723 per annum (all inclusive package)

**CENTRE**

Kalafong Provincial Tertiary Hospital

**REQUIREMENTS**

MBChB. Registration as independent practitioner with HPCSA. Candidates should have an interest in Internal Medicine.

**DUTIES**

Duties include inpatient and outpatient care as well as after hour (call) duties. The successful candidate must be able to work in a team.

**ENQUIRIES**

Prof. D.G. Van Zyl, Tel no: (012) 373-1075

**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.gautengonline.gov.za.

**CLOSING DATE**

23 June 2017

**NOTE**

People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by CV and certified copies of ID and certificates.

**POST 23/101**

**MEDICAL REGISTRAR REF NO: HRM 25/2017**

Directorate: Dermatology

**SALARY**

R736 425 per annum plus benefits

**CENTRE**

Steve Biko Academic Hospital

**REQUIREMENTS**

Post community service. HPCSA registered as a Medical Doctor with an MBCHB Degree.

**DUTIES**

To undergo training as a registrar in the Department of Dermatology for a contract period of four years.

**ENQUIRIES**

Dr. CM Kgotoko Tel no: (012) 354 1105

**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
CLOSING DATE: 15 June 2017

NOTE: 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.

POST 23/102: OPERATIONAL MANAGER: MATERNITY REF NO: HRM 26/2017
Directorate: Nursing

SALARY: R499 953 per annum plus benefits
CENTRE: Steve Biko Academic Hospital

REQUIREMENTS:
Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year in The Diploma in Post Basic Midwifery and Neonatal Nursing Science. A minimum of 9 years appropriate \ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/degree in Nursing Management will be an added advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate \ recognizable experience after obtaining the one year post basic qualification in Advance Midwifery and Neonatal Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, Computer literate. Verified proof of experience. Service certificates compulsory, South African Nursing Council annual practicing certificate. Valid EB driver's licence.

DUTIES:
Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional \legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth\ethical standards and development of self and subordinates.

ENQUIRIES:
Ms. AM Mowayo Tel no: (012) 354 1300

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.

CLOSING DATE: 23 June 2017

NOTE: 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.

POST 23/103: ASSISTANT MANAGER- NURSING -PNA-7 (NIGHTSUPERVISOR) REF NO: S/000986
Directorate: Nursing

SALARY: R499 953 per annum (plus benefits)
CENTRE: Helen Joseph Hospital

REQUIREMENTS:
Registration with S.A.N.C as a Professional nurse with General. Minimum of (8) years’ experience post registration. Three (3) years’ experience in Hospital Management as an Operational Manager. Diploma / Degree in Nursing Administration / Management. Diploma/Degree in Nursing Education will be an added advantage Knowledge of nursing care processes and procedures, nursing strategy, nursing statutes, core standards and other relevant frameworks such as: Nursing Act, OHS Act, Patient 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 procedures and policies pertaining to nursing care. Computer skills in basic programs. Personal: Responsiveness, Pro-activeness,
Professionalism, Accuracy, Flexibility, Initiative, Co-operations, Team player, Supportive, Assertive. Ethical standards are a requisite and upholding the organizational culture.

**DUTIES**
Delegate, supervise and coordinate provision of effective and efficient Patient 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 team work). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of financial and physical resources. Manage Human Resources and ensure skilling and quality care in the department.

**ENQUIRIES**
Ms T.G Baloyi Tel no: (011) 489 0896

**APPLICATIONS**
Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates, applications without proof of the necessary documents will be disqualified. forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, 2006.

**CLOSING DATE**
23 June 2017

**NOTE**
The institution reserves the right not to fill the post. Application must be submitted or hand delivered to Helen Joseph Hospital. No 14 Perth Road documents which are certified in your application including your valid identity copy and certificates. Application without proof of necessary document will be disqualified

**POST 23/104**
OPERATIONAL MANAGER GENERAL STREAM REF NO: 000977
Directorate: Nursing

**SALARY**
R394 665 per annum (plus benefits)

**CENTRE**
Helen Joseph Hospital

**REQUIREMENTS**
Grade 12 Certificate. Registration with SANC as a Professional Nurse, Diploma or Degree in Nursing Science. Minimum of seven (7) years’ experience as a professional Nurse. Willing to work shifts when need arises Ability to function in a multi-disciplinary setting. Ability to function under stressful situations.

**DUTIES**
Ensure effective communication within the health setting. Take charge of a ward/unit and ensure smooth running Develop policies and protocols for the Department, Supervision and control of all material resources and manage costs Strict control of equipment and budget of the department, Liaise with Hospital management regarding complex issues Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit, Ability to deal with conflict and knowledge of DoH policies, Ensure and have knowledge of national core standards, Ensure training needs are met by staff. Quality patient care with prevention of serious adverse events, Programme of skilling staff through in-service and demonstration, Develop systems to ensure efficient running of the ward, Ensure health value to patients, Conduct PMDS of all staff in the department.

**ENQUIRIES**
Ms T.G Baloyi Tel no: (011) 489 0896

**APPLICATIONS**
Applications must be submitted at Helen Joseph Hospital HR, No 1 Perth Road, Auckland Park 2006 or apply online at: www.gautengonline.gov.za.

**CLOSING DATE**
23 June 2017

**NOTE**
Applications to be submitted on Z83 form, certified copies (within last 3 months certified) of qualifications, curriculum vitae (CV) and certified id copy.

**POST 23/105**
OPERATIONAL MANAGER REF NO: 000965
Directorate: West Rand DHS - Clinical Forensic Medical Services

**SALARY**
R367 815 per annum (plus benefits)
Grade 1: R 394 665 – R 444 195 per annum (plus benefits)
Grade 2: R 457 527 – R 514 962 per annum (plus benefits)

**CENTRE**
West Rand District
REQUIREMENTS: An appropriate Degree/Diploma in Nursing plus 7 -9 years appropriate /recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. 3-5 years working experience in Clinical Forensic Medicine. Current registration with South African Nursing Council. Driver’s licence and able to drive. Computer literacy. Good communication and sound interpersonal skills are necessary. Basic understanding of PFMA and relevant legislative frameworks that govern Clinical Forensic Medicine.

DUTIES: To demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery particularly cases of violence against women and children. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standard for Sexual Assault Care Practitioners. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant facility to support the justice system. To facilitate implementation, monitoring and evaluation of policies and strategies. Provide support for Clinical Forensic Medical Services at district level. Liaise with stakeholders in including NGO’s, tertiary institutions and research institutions. Facilitate training pertaining Clinical Forensic medical Services. Facilitate and/or conduct education and awareness. Liaise with stakeholders as part of a team for the comprehensive management of victims of violence including post exposure prophylaxis. Manage projects as assigned.

ENQUIRIES: Dr G. Shaikh, Tel no: (011) 953 1506

APPLICATIONS: Applications must be submitted on Z83 form with the CV, certified Id copy and qualifications to be attached. Applications should be delivered to Westrand District, cnr Vlei and Luipard street, Krugersdorp, 1740 or posted to Westrand Health District, Private Bag X 2053, Krugersdorp, 1739 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 26 June 2017

POST 23/106: PROFESSIONAL NURSE (SPECIALTY) 6 POSTS REF NO: 000985

Directorate: Nursing (Accident and Emergency / Theatre / ICU)

SALARY: R340 431 per annum (plus benefits)

CENTRE: Tambo Memorial Hospital

REQUIREMENTS: Basic qualification accredited with the SANC in terms of Government Notice 425 (ie. Diploma or Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post-basic nursing qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice no. R212 in the relevant speciality. A minimum of 4 years appropriate / recognisable experience in nursing, after registration as a Professional Nurse with the SANC in General Nursing. At least 2 years’ experience working in accident and emergency / Theatre / ICU unit with duration of at least 1 year Post Basic Qualification in above mentioned specialities. Good communication skills, verbal and written; understanding of National Core Standards; able to work under pressure.

DUTIES: Provision of optimal, holistic specialised nursing care with set standards and within a Professional Legal Framework. Effective utilization of resources, participation in training and research. Provision of support to nursing service. Maintain professional / growth / ethical standards and self-development. Work as part of Multi-Disciplinary team to ensure good nursing care that is cost effective, equitable and efficient manner. Adherence to quality assurance standards.

ENQUIRIES: Ms N Prince/Ms. J. Phaswana, Tel no: (011) 898 8321/8314

APPLICATIONS: Applications can be forwarded to the Recruitment Officer (Room 122), HR Department Tambo Memorial Hospital, Private Bag X 2, Boksburg, 1400, Physical address: Railway Street, Boksburg, 1400 or apply online www.gautengonline.gov.za

CLOSING DATE: 26 June 2017
POST 23/107 : CHIEF PHYSIOTHERAPIST REF NO: 000972
Directorate: Clinical

SALARY : R334 545 per annum (plus benefits)
CENTRE : Helen Joseph Hospital
Requirements:
Interested candidates should have a BHSC Degree in Physiotherapy i.e. a 4 year degree. Currently registered with the HPCSA as a Physiotherapist. A minimum of 3 years appropriate clinical experience. Sound knowledge of clinical theory, practice and ethics relating to the delivery of Physiotherapy services within a hospital setting. Knowledge of current health and public service legislation, regulations and policies. Good communication skills (verbal and written), computer skills and good interpersonal skills. Ability to work in a multi-disciplinary team and in a changing environment and under pressure.

DUTIES: To provide optimal and evidence based Physiotherapy treatments to patients. To perform and complete administrative functions including data compilation and monthly report submissions. To assist with the development and implementation of departmental policies, operational plans and financial management strategies. Participate in the mentorship and training of community service therapists and students. To ensure departmental standards are met and effective patient service delivery, in line with National Standards.

ENQUIRIES : Mrs. A. Rawat, Tel no: (011) 489 0334
APPLICATIONS : Applications to be submitted on Z83 form, certified copies (within last 3 months certified) of qualifications, curriculum vitae (CV) and certified id copy. Applications must be submitted at Helen Joseph Hospital HR, No 1 Perth Road, Auckland Park 2006 or apply online at: www.gautengonline.gov.za.

CLOSING DATE : 23 June 2017

POST 23/108 : ASSISTANT DIRECTOR: FACILITY MANAGEMENT UNIT (FMU) REF NO: 000961
Directorate: Administration

SALARY : R334 545 per annum (plus benefits)
CENTRE : Weskoppies Hospital
Requirements:
An appropriate Degree or National diploma in Electrical/Mechanical/Building with more than 5 years’ experience of which 2 years should be at supervisory level. Qualification in Project management will be an advantage. Knowledge of PFMA, OHS Act, Project management, inspection, presentation and analytical skills. Knowledge of managing Facility Management services in a hospital environment. Knowledge of National Building Regulations will be an added advantage. Good financial management skills and conflict management. Must be computer literate (MS EXCEL and PowerPoint). Excellent time management and organizational skills. Good communication skills (verbal and non-verbal, report writing skills, negotiation, teambuilding, problem solving, conflict resolution) and ability to work under pressure. A valid driver’s license.

DUTIES: Ensure overall management of Facility Management Unit, Parking, Accommodation, Garden services, Cleaning, Security, Waste management and DID – Artisans (Electrical, Mechanical, Building, Plumbing, Carpentry). Supervise and manage resources in Facility Management Unit services departments within the proper implementation of the National Core Standard requirements of the FMU. Ensure compliance and maintaining the quality standard required by the institution. Monitoring and evaluation of DID staff performance onsite. Communicating and liaising with the relevant inspectors and staff from DID AND Central Office Infrastructure Management. Attend FMU and DID meetings and compile weekly, monthly and quarterly report. Participate in inter and intradepartmental committees that deals with issues of FMU. Responsible for performance appraisal and development of staff. Ensure achievement of strategic objectives of the component by ensuring suitable infrastructure in terms of identified need of budget and monitoring construction. Conduct building audits and identify areas that need attention. Control FMU budget and monitor expenditure. Ensure proper utilization

ENQUIRIES: Ms. E Mosue, Tel no: (012) 319 9795/6
APPLICATIONS: Applications should be addressed to: The HR Manager, Weskoppies Hospital, Private Bag X113, Pretoria, 0001 or placed in the “Application box” provided at the security gate.
CLOSING DATE: 23 June 2017
NOTE: Applications should include Z83, CV, certified copies of ID and Qualifications.

POST 23/109: ADMIN OFFICER: LOGISTICS REF NO: 000966
Directorate: Logistics
SALARY: R 226 611 per annum (plus benefits)
CENTRE: West Rand District (Merafong Sub - District)
REQUIREMENTS: Grade 12 or equivalent qualification with 3 years’ experience in administration related Issues. A valid driver’s license, computer literacy, report writing, communication skills and interpersonal skill. Ensure effective and efficient administration management.
DUTIES: Submission of facilities stock requests, leave management, monitor Garden services in facilities, security coverage, parking processes, record management, regular reporting to the Sub District manager, telephone efficiency in facilities, Monitor Performance Management Development system through assessment of subordinates. Compliance with Legislative requirement. Execute all legal instructions by supervisor.
ENQUIRIES: Barends Joyce, Tel no: (011) 953 4515
APPLICATIONS: Applications must be submitted on Z83 form with the CV, certified Id copy and qualifications to be attached. Applications should be delivered to Westrand District, cnr Vlei and Luipard street, Krugersdorp, 1740 or posted to Westrand Health District, Private Bag X2053, Krugersdorp, 1739 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 26 June 2017

POST 23/110: IT TECHNICIAN REF NO: 000963
Directorate: Information technology
SALARY: R226 611 per annum (plus benefits)
CENTRE: Weskoppies Hospital
REQUIREMENTS: Grade 12, MCSE 2003, A+, N+ or equivalent IT qualifications. Valid driver’s license. Relevant experience will be an advantage. Experience in working with Active Directories.
DUTIES: Configuration and Installation of software, hardware and Applications (Medicom, PERSAL and BAS)Network administration (LAN and WAN) Troubleshooting and diagnose faults and repairing of network Asset management and control (Dispose and condemn of ICT equipment) Knowledge of PMDS and management of own development Attending meeting and giving feedback Ensure that all ICT are secured and safe guarding them Contribute to the hospital Operational, budget and Procurement plan and allocation of resources Develop maintenance routine or schedule of equipment, network and systems. Setup equipment such as laptop .data projectors, sound systems, interactive white board and other specialized ICT equipment and ensure that they are ready for use and operating correctly
ENQUIRIES: Mr L Mohudi, Tel no: (012) 319 9560
APPLICATIONS should be submitted to: The HR Manager, Weskoppies Hospital, Private Bag X113, Pretoria, 0001 or hand delivered to the "box" supplied at the Security gate at the entrance of Weskoppies Hospital.

CLOSING DATE: 23 June 2017

NOTE: Applications should include Z83, CV, certified copies of ID and Qualification

POST 23/111: CHIEF ADMIN CLERK (SECURITY & IMU) REF NO: 000967
Directorate: Logistics

SALARY: R226 611 per annum (plus benefits)

CENTRE: West Rand Health District

REQUIREMENTS: Grade 12 or equivalent qualifications with 3 years’ experience in administration related issues, computer literacy, good communication skills, writing skills, interpersonal skills, ability to work under pressure. A valid driver's license should be more than 6 months active. Ensure effective and efficient Administration Management.

DUTIES: Monitor security coverage and parking processes, supervise and transport Handyman, monitor PMDS. Check compliance of Service providers with PSIRA, Department of Labour, SARS record keeping, reporting, and assist with admin duties in Infrastructure Management unit. Maintain reports manually and electronically, adherence to record management system monitor reconcile and reporting on parking process in the District facilities. Execute all legal instruction by Supervisor.

ENQUIRIES: Barends Joyce, Tel no: (011) 953 4515

APPLICATIONS: Applications must be submitted on Z83 form with the CV, certified Id copy and qualifications to be attached. Applications should be delivered to Westrand District, cnr Vlei and Luipard street, Krugersdorp, 1740 or posted to Westrand Health District, Private Bag X2053, Krugersdorp, 1739 or apply online at: www.gautengonline.gov.za

CLOSING DATE: 26 June 2017

POST 23/112: PHARMACIST ASSISTANT POST BASIC REF NO: HRM 30/2017
Directorate: PHARMACY

SALARY: Grade 1 - R183 381 per annum plus benefits

CENTRE: Steve Biko Academic Hospital

REQUIREMENTS: Registration with South African Pharmacy Council as a Post Basic level Pharmacist Assistant for a period of 0 to 5 years. Basic communication skills, knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, record keeping and basic knowledge of medicine supply management.

DUTIES: Stock control which includes; ordering, receiving, issuing and maintenance of stock. Manufacturing or preparation of sterile or non-sterile medicines in accordance with good manufacturing practice and standard operating procedures. Collecting of information. Preparation of prescriptions following the interpretation and evaluation of the prescription by a pharmacist. Provision of instructions regarding the correct use of medicine supplied. Any other task necessary for the provision of quality pharmaceutical services.

ENQUIRIES: Ms. L Deysel Tel no: (012) 354 1282

APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

CLOSING DATE: 23 June 2017

NOTE: 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.
POST 23/113 : ADMINISTRATION CLERK REF NO: HRM 31/2017
Directorate: Diagnostic Radiography

SALARY : R152 862 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Minimum qualification GR 12. A computer certificate of a year course compulsory. Computer Literate: short listed candidates will undergo a competency test. Experience of a Hospital information system and medical exposure can be to your advantage. Good interpersonal and communication skills. Be able to work independently and under pressure. Be prepared to work shifts after hours.

DUTIES : Accurate registration of patients on Medicom and RIS system. Booking patients on the system at Sonar. Professional interaction with patients, colleges and staff. Answering of telephones and efficient handling of enquiries. Performing any other reasonable task allocated by supervisor. Doing statistics. Filing of all relevant documents.

ENQUIRIES : Mrs. S Van Niekerk Tel no: (012) 354 1379
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 : 23 June 2017

POST 23/114 : ADMINISTRATION CLERK/ DATA CAPTURER 8 POSTS REF NO: S/000968
Directorate: PHC/HAST

SALARY : R152 862 per annum (plus benefits)
CENTRE : West Rand District Health- Region – A
REQUIREMENTS : Grade 10/12 or equivalent qualifications, computer literacy certificate. Good communication skills, Ability to analyze statistics, ability to work under pressure. Minimum of one year Administration experience in the Public service.

DUTIES : Proper record management systems, compiling Patient’s statistics and reporting to HIS. Record of Patient times and proper direction of patients. Ordering and safe keeping of stationary. Monitoring and recording of Facility assets. Assist with administration functions.

APPLICATIONS : Applications must be submitted on Z83 form with the CV, certified Id copy and qualifications to be attached. Applications should be delivered to Westrand District, cnr Vlei and Luipard street, Krugersdorp, 1740 or posted to Westrand Health District, Private Bag X2053, Krugersdorp, 1739 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 26 June 2017

POST 23/115 : FINANCE CLERK REF NO: 000962
Directorate: Finance

SALARY : R152 862 per annum (plus benefits)
CENTRE : Weskoppies Hospital
REQUIREMENTS : Grade 12 with 1 – 2 years finance experience. Computer literate. Knowledge of BAS, SAP and MEDICOM will be an advantage Communication skills. Interpersonal skills. Ability to work within hospital relieving where needed at Finance dept. Knowledge of hospital procedures and processes will be an added advantage.

DUTIES : Billing of patients on Medicom. Collecting money from paying patients and making follow ups of outstanding debts. Making sure state monies are reported to Main cashier and also banked in time and also recorded on each individual index for audit purposes. Safekeeping of patient’s valuables. Liaising with family members on patients monies deposited. Capturing and administer of private telephone
accounts. Perform other duties as allocated by supervisor. Must be willing to rotate within the cashiers office, PPF office and patient billing sections.

ENQUIRIES: Mr. D Ngoepe, Tel no: (012) 319 9737
APPLICATIONS: Applications should be submitted to: The HR Manager, Weskoppies Hospital, Private Bag X113, Pretoria, 0001 or hand delivered to the “box” supplied at the Security gate at the entrance of Weskoppies Hospital.
CLOSING DATE: 23 June 2017
NOTE: Applications should include Z83, CV, certified copies of ID and Qualifications.

POST 23/116: PHARMACIST ASSISTANT BASIC REF NO: HRM 32/2017
Directorate: PHARMACY

SALARY: GRADE 2 – R146 688 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Certificate in Pharmacist Assistance Basic level. Registration with the South African Pharmacy Council as a Qualified Basic Pharmacist Assistant. Basic communication skills, basic knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, record keeping, and basic knowledge of drug supply management.
DUTIES: Stock control which includes; ordering, receiving, issuing and maintenance of stock, Manufacturing or preparation of sterile or non-sterile medicines in accordance with good manufacturing practice and standard operating procedures, collecting of information. Provision of information to individuals in order to promote health. Any other task necessary for the provision of quality pharmaceutical services in the hospital.
ENQUIRIES: Ms. L Deysel Tel no: (012) 354 1282
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.
CLOSING DATE: 23 June 2017
NOTE: 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.

POST 23/117: DRIVER
Directorate: Support

SALARY: R127 851 per annum (plus benefits)
CENTRE: West Rand District (Merafong Sub - District)
REQUIREMENTS: Grade 10 or equivalent qualification, code 10 valid driver’s license with PDP. Knowledge of government Fleet and GDoH transport guidelines at least one year experience in driving. Excellent time management and ability to work under pressure. Good communication skills.
DUTIES: Transport personnel to and from various institutions, delivering/ collecting goods, medications and documents. Inspecting vehicles and report faults to transport officer timeously check level of oil, water, fuel and mileage daily. Compile log book as prescribed by legislation. Promote proper handling and safekeeping and control of vehicles and execute all instructions by supervisor. Collect, control and distribute movement of documents. Report incidents and accidents and compile vehicle condition reports and other records required by management.
ENQUIRIES: Mr R Dipale, Tel no: (018) 787 9907
APPLICATIONS: Applications must be submitted on Z83 form with the CV, certified Id copy and qualifications to be attached. Applications should be delivered to Westrand District, cnr Vlei and Luipard street, Krugersdorp, 1740 or posted to Westrand Health District, Private Bag X2053, Krugersdorp, 1739 or apply online at: www.gautengonline.gov.za
CLOSING DATE: 26 June 2017
POST 23/118 : FOOD SERVICE AID (SUPERVISOR) REF NO: HRM 33/2017
Directorate: Admin & Logistics (Food Service Department)

SALARY : R127 851 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 with 2 years’ experience in a formal Food service environment, (including in-service training.) Good verbal, writing and communication skills. Have basic numeric skills. Good problem solving skills. Must have the ability to work under pressure and have leadership skills. Must have relevant meal preparation skills and knowledge of different cooking methods. Knowledge of therapeutic diets will be an added advantage. An appropriate qualification in food service supervision will also be an advantage. Able to work shifts, weekends and public holidays. Accept and perform additional tasks as given to you by Food Service Management.

DUTIES : Supervising of Food Service Aids Under your supervision. Responsible for receiving, storage, issuing and control of stock and assist with cost control measures. Able to read menus, recipes and supervise the production, portioning, distribution of meals. Supervise washing of dishes, crockery and cutlery. Ensure hygiene and safety measures are maintained in all areas in the Food Service Unit. Assist with preparing meals and décor for functions. Do ward rounds and assist with plate waste studies and client satisfaction surveys. Responsible for safekeeping of equipment and stock. Reporting of faulty equipment. Responsible for PMDS contracting, appraisals and discipline of staff under your supervision. Attend relevant meeting as scheduled.

ENQUIRIES : Mrs. E Dreyer Tel NO: (012) 354 2315/2092
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 : 23 June 2017

POST 23/119 : STORE ASSISTANT REF NO: S/000970
Directorate: Support

SALARY : R90 156 per annum (plus benefits)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : Grade 10 Certificate or ABET. Knowledge of provisioning administration. Good verbal and written communication skill both writing and verbal. Ability effective functions part of the team. Be able to work under pressure.

DUTIES : Execute stores administrative service (receipt; storage, issue etc. Deal with hospital matters pertaining to stores. Apply best practice procurement standards for goods and services. Maintain stock levels. Implement and guide the application of prescribed provisioning and procurement policy. Clean relevant work station. Provide route general work, compliance and maintenance services. Delivery of stock and full oxygen cylinders to the wards and departments. Collection of empty oxygen cylinders from the wards and departments. Packing of stock to the shelves and refrigerators weekly according to FIFO method. Report any damaged, obsolete redundant and expired stock to the supervisor.

ENQUIRIES : Ms B Ndlovu Tel no: (011)489 0882
APPLICATIONS : Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates, applications without proof of the necessary documents will be disqualified. forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park or private bag X47 Auckland park 2006.
CLOSING DATE : 23 June 2017
NOTE : The institution reserves the right not to fill the post. Application must be submitted or hand delivered to Helen Joseph Hospital. No 14 Perth Road Auckland Park. Human Resource Department. Please attach all necessary documents which are
POST 23/120: PROPERTY CARETAKER 2 POSTS REF NO: HRM 34/2017
Directorate: Admin & Logistics

SALARY: R90 234 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 8 or Abet level 4 qualification with experience working in grounds and gardening in a formal environment. Ability to work with fellow workers, Willingness to relieve/relocated in other sections of Administration & Logistics. Willing to work shifts when required. Physically strong and healthy person. Ability to work under pressure
ENQUIRIES: Mr. ME Mhlongo Tel no: (012) 354 2364
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
CLOSING DATE: 23 June 2017
NOTE: 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.

POST 23/121: LAUNDRY WORKER 5 POSTS REF NO: HRM 35/2017
Directorate: Admin & Logistics

SALARY: R90 234 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Minimum ABET Grade 4 to Grade 10, Knowledge of laundry / linen services and sewing will be an added advantage Knowledge of customer services, self-driven and motivated. Able to read, write and work in a team. Able to work shifts. Able to relief and follow senior instructions
ENQUIRIES: Mr. F Monama Tel no: (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 X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
CLOSING DATE: 23 June 2017
NOTE: 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.

POST 23/122: FOOD SERVICE AID 6 POSTS REF NO: HRM 36/2017
Directorate: Admin & Logistics (Food Service Department)

SALARY: R90 234 per annum plus benefits
CENTRE: Steve Biko Academic Hospital

POST 23/120: PROPERTY CARETAKER 2 POSTS REF NO: HRM 34/2017
Directorate: Admin & Logistics

SALARY: R90 234 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 8 or Abet level 4 qualification with experience working in grounds and gardening in a formal environment. Ability to work with fellow workers, Willingness to relieve/relocated in other sections of Administration & Logistics. Willing to work shifts when required. Physically strong and healthy person. Ability to work under pressure
ENQUIRIES: Mr. ME Mhlongo Tel no: (012) 354 2364
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
CLOSING DATE: 23 June 2017
NOTE: 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.

POST 23/121: LAUNDRY WORKER 5 POSTS REF NO: HRM 35/2017
Directorate: Admin & Logistics

SALARY: R90 234 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Minimum ABET Grade 4 to Grade 10, Knowledge of laundry / linen services and sewing will be an added advantage Knowledge of customer services, self-driven and motivated. Able to read, write and work in a team. Able to work shifts. Able to relief and follow senior instructions
ENQUIRIES: Mr. F Monama Tel no: (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 X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
CLOSING DATE: 23 June 2017
NOTE: 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.

POST 23/122: FOOD SERVICE AID 6 POSTS REF NO: HRM 36/2017
Directorate: Admin & Logistics (Food Service Department)

SALARY: R90 234 per annum plus benefits
CENTRE: Steve Biko Academic Hospital

POST 23/120: PROPERTY CARETAKER 2 POSTS REF NO: HRM 34/2017
Directorate: Admin & Logistics

SALARY: R90 234 per annum plus benefits
CENTRE: Steve Biko Academic Hospital
REQUIREMENTS: Grade 8 or Abet level 4 qualification with experience working in grounds and gardening in a formal environment. Ability to work with fellow workers, Willingness to relieve/relocated in other sections of Administration & Logistics. Willing to work shifts when required. Physically strong and healthy person. Ability to work under pressure
ENQUIRIES: Mr. ME Mhlongo Tel no: (012) 354 2364
APPLICATIONS: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
CLOSING DATE: 23 June 2017
NOTE: 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.
**REQUIREMENTS**: Minimum qualification: Grade 10 –12 with 1 year appropriate experience in a formal food service environment. Relevant certificates in hygiene and safety and cooking will be an added advantage. Good communication skills and willing to work in a team. Must work shifts (late and early), as well as weekends and Public Holidays. Must be able to do work of a physical nature.

**DUTIES**: Perform routine tasks in the Food Service Unit and operate machinery. Perform general cleaning tasks as assigned to you to ensure hygiene and safety standards are maintained in the unit (washing of pots, floors, equipment, drains, grids). Taking out dustbins and waste and cleaning of dustbins. Washing of dishes (pots, pans, crockery and cutlery. Unpacking and packing provisions into fridges and freezers. Cleaning of fridges and freezers. Preparation of patient meals. Willingness to rotate and work as a reliever in the unit.

**ENQUIRIES**: Mrs. E Dreyer Tel no: (012) 354 2315/2092

**APPLICATIONS**: Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**CLOSING DATE**: 23 June 2017

**NOTE**: 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.

**POST 23/123**: CLEANER 3 POSTS REF NO: S/000971

**Directorate**: Support

**SALARY**: R 90 324 per annum (plus benefits)

**CENTRE**: Helen Joseph Hospital

**REQUIREMENTS**: Grade 10 Certificate or authentic School report. Six (6) months to 1 year experience. Good verbal and written communication skills. Ability to read and write. Ability to work under Pressure. Must be prepared to work shifts and night duty. HJH current Interns and previous interns are encouraged to apply and added advantage. OHS Medical surveillance as required by HBA regulation within the OHS Act 25 of 1993 is a must. Shortlisted candidates will be subjected to a series of Employment vetting processes.

**DUTIES**: Perform cleaning services of a routine nature by utilization a variety of aids. Cleaning floors, Washing Windows, Toilets, Doors Frames and wall. The execution of tasks takes place mainly under the supervision or no supervision and requires minimal training. It is an expectation and a must to be subjected to rotation and shift work at any given time or routinely.

**ENQUIRIES**: Mrs B Mathe Tel no: (011) 489 0584

**APPLICATIONS**: Applications must be submitted at Helen Joseph Hospital HR, No 1 Perth Road, Auckland Park 2006 or apply online at: www.gautengonline.gov.za.

**CLOSING DATE**: 23 June 2017

**NOTE**: Applications to be submitted on Z83 form, certified copies (within last 3 months certified) of qualifications, curriculum vitae (CV) and certified id copy.

**POST 23/124**: PORTER REF NO: S/000975

**Directorate**: Support

**SALARY**: R90 234 per annum (plus benefits)

**CENTRE**: Helen Joseph Hospital

**REQUIREMENTS**: Grade 10 Certificate or ABET. Good verbal and written communication skill. Ability to work under pressure. Ability to work shift and night duty. Knowledge of OHSA. Escort patient from one place to another, collect patients trolleys, wheelchairs, Stretchers and other equipment’s from various departments within the hospital. Ensure the cleanliness of patient’s equipment transits and in and out of transport, Escort corpses from the ward to mortuary. Perform any reasonable task by the supervisor

**ENQUIRIES**: Mr. G Dlamini Tel no: (011)489 0550
APPLICATIONS: Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates, applications without proof of the necessary documents will be disqualified. Forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park or private bag x 47 Auckland park 2006.

CLOSING DATE: 23 June 2017

NOTE: The institution reserves the right not to fill the post. Application must be submitted or hand delivered to Helen Joseph Hospital, No 14 Perth Road Auckland Park. Human Resource Department. Please attach all necessary documents which are certified in your application including your valid identity copy and certificates. Application without proof of necessary document will be disqualified.

POST 23/125: FOOD SERVICE REF NO: 000976
Directorate: Allied

SALARY: R90 324 per annum (plus benefits)
CENTRE: Helen Joseph Hospital
REQUIREMENTS: Grade 10 Certificate or authentic School report. Ability to read and write. Good verbal and written communication skills. Ability to work under Pressure. Must be prepared to work shifts and night duty. Three (3) years Experience in food service environment. Must have good knowledge of food preparation (normal and therapeutic diets) HJH current Interns and previous interns are encouraged to apply and added advantage.

DUTIES: Preparation of food. Responsible for storage of stock. Cooking food for patients. Cleaning of the kitchen. Ensuring safety and hygiene of food service area by constantly monitoring the flow of work. Responsible for safekeeping and reporting all faulty equipment. Accept additional function within the units as given by the food service manager. Assist with hospital events where necessary.

ENQUIRIES: Mr Ngoasheng Tel no: (011) 489 0399
APPLICATIONS: Applications to be submitted on Z83 form, certified copies (within last 3 months certified) of qualifications, curriculum vitae (CV) and certified id copy. Applications must be submitted at Helen Joseph Hospital HR, No 1 Perth Road, Auckland Park 2006 or apply online at: www.gautengonline.gov.za.

CLOSING DATE: 23 June 2017

POST 23/126: CLINICAL ASSOCIATE REF NO: S/000979
Directorate: Family Medicine

SALARY: R22 661 1 per annum (Plus benefits)
CENTRE: Johannesburg District Health: Hillbrow CHC
REQUIREMENTS: BCMP, Registration with HPCSA.
DUTIES: Consult patients, Performing diagnostic and therapectic procedures for common conditions. Performing and/or Ordering and interpreting investigations. Performing procedures under the supervision of a registered medical practitioner . Issuing medical certificates for a period not exceeded 3 days. Prescribing medicines for common conditions according to the primary health level essential medicines list (EML). Performing any act delegated by the supervising medical practitioner in accordance with the education and training of the clinical associate.

ENQUIRIES: Dr Malope Tel no: (011) 694 3725
APPLICATIONS: Applications to be submitted on Z83 FORM, CVs, Certified copies of IDs and other Documentations to Johannesburg Health District, corner of Smith and Klein Street, Hillbrow Community Health Centre, ground floor at the entrance to Johannesburg District Office. Or be posted to Human Resources Johannesburg Health District, Private Bag X21, Johannesburg, 2001.

CLOSING DATE: 23 June 2017
PROVINCIAL TREASURY

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

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

CLOSING DATE: 26 June 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 recently updated CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

OTHER POSTS

POST 23/127: ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING
Chief Directorate: Financial Management Services (CFO’s Office)

SALARY: R 334 545.00 per annum (Plus Benefits)

CENTRE: Johannesburg

REQUIREMENTS: A relevant three year tertiary qualification in Financial Accounting/ Auditing/ related to Financial Management. A minimum of 2 years’ experience in the financial accounting/auditing or related environment. Knowledge and understanding of the relevant legislative environment. People management skills, implementation and monitoring; Analytical and proactive capabilities, sound financial management skills, ability to execute activities, decision making skills, excellent communication skills (verbal and written) and populate reports. Be able to plan and organize. Professional and holds high standard of work ethic and professional values. Deadline driven and able to work under pressure. Accuracy and ability to pay attention to detail.

DUTIES: The incumbent will be responsible for facilitating the payment of the accounts of the department within set targets, financial management reconciliations and other bookkeeping responsibilities. They will also be responsible for the preparation of Interim and Annual Financial statements for Gauteng Provincial Treasury, the audit files and attend to internal and external audit queries relating to their role. Facilitate the preparation of section 40 PFMA monthly reports. Ensure compliance with the PFMA, Treasury Regulations and applicable Accounting standards in execution of functions.
ENQUIRIES : Ms Bulelwa Mtshizana Tel no: (011) 227-9000

POST 23/130 : FORENSIC AUDITOR- FRAUD PREVENTION 2 POSTS  
Chief Directorate: Forensic Services

SALARY : R281 418 per annum (plus benefits)
CENTRE : Johannesburg
 REQUIREMENTS : A relevant 3 year National Diploma/ Degree with 2 to 3 years of Fraud Prevention experience.

DUTIES : To assist the Gauteng Provincial Government Departments in the implementation of the Gauteng Anti-Corruption Strategy by providing forensic services in relation to the detection and prevention of fraud and corruption. Assist in the preparation of the fraud detention review plan. Identify and collate the relevant documents/ evidence required for the fraud detention review that is to be undertaken. Analyze the evidence and record the findings. Conduct interviews with relevant stakeholders. Prepare 1st draft of the fraud detection review report. Compile organized, referenced and complete forensic audit files. Work effectively within time frame and budget requirements of projects. Continuously improve own performance and technical skills. Maintain high level of administration.

ENQUIRIES : Ms Bulelwa Mtshizana Tel : (011) 227 9000
ANNEXURE Q

PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH

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 23/128: MEDICAL SPECIALIST REF NO: MEDSPECPAED/1/2017
Department: Paediatric Medical

SALARY: Grade 1: Medical Specialist- R 991 857 pa all inclusive salary package (excluding commuted overtime). EXPERIENCE: No Experience required. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa as a Specialist Physician
SALARY Grade 2: Medical Specialist- R 1 134 069 pa all inclusive salary package (excluding commuted overtime). EXPERIENCE: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics).
SALARY Grade 3: Medical Specialist– R1 316 136 pa all inclusive salary package (excluding commuted overtime). EXPERIENCE: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics).

CENTRE: Inkosi Albert Luthuli Central Hospital

REQUIREMENTS: MB; ChB; Current registration with the HPCSA as a Specialist in Paediatrics.
ADVANTAGE: Additional Experience in Paediatric Endocrinology will be an advantage. HPCSA registration as a Subspecialist in Paediatric Endocrinology will be an added advantage.
Behavioral attributes: Stress tolerance. Ability to work within a team which includes nurses, counsellors and lay educators. Self-confidence. Capacity to build and maintain relationships.

DUTIES: The core function of this post is to assist in the delivery of Paediatric Endocrinology services for the province. This includes outpatient consultation and management of in-patient beds at IALCH for the subspecialty. The duties will include training of registrars, undergraduate and postgraduate students. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. The incumbent is expected to work closely with other units in
the country and to utilize national protocols where appropriate. Duties also include participating in the Outreach programme and appropriate research. The incumbent will assist with Paediatric services as determined by the Clinical HOD Paediatric Medical. The incumbent is expected to perform after hours calls and relief duties and be part of multi-disciplinary team when necessary.

**ENQUIRIES:** Dr R Thejpal (Clin HOD Paediatric Medical) at (031) 2401536.

**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:** 23 June 2017

**OTHER POSTS**

**POST 23/129:** MEDICAL OFFICER REF NO: MORADONCO/2/2017

**Department:** Oncology

**SALARY:**
- 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.
- Salary 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.
- Salary 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.

**CENTRE:** Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS:**
- Certified copy of MBCHB, Certified copy of Registration Certificate with the HPCSA as a Medical Practitioner. Certified copy of current renewal registration with HPCSA. RECOMMENDATION: At least 6 months experience in Radiotherapy & Oncology would be advantageous. KNOWLEDGE SKILLS AND EXPERIENCE REQUIRED: Basic understanding of treatment principles and options in oncology. Good interpersonal skills. Ability to diagnose and manage common medical problems including oncological emergencies. Sound moral values based on integrity, trust and judgment. Sound communication skills. Prior experience in oncology is advantageous.

**DUTIES:**
- Work within a multidisciplinary framework in the management of oncology patients.
- Adhere to departmental treatment guidelines and policies. Undertake ongoing care of individual patients. Deal with emotional, social and physical aspects of disease for patients and their relatives. Maintain medical records, including morbidity and mortality statistics. Attend and participate in departmental academic meetings and outreach services. Rotate through other hospitals in the DFR area. The successful applicant will be required to perform after hours duties.

**ENQUIRIES:** Dr LP Mtshali (031 240 1124)

**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:** 23 June 2017
POST 23/130 : ASSISTANT DIRECTOR: RADIOGRAPHY (GR 1) 2 POSTS REF NO: AD: RADIOGRAPHY IMAGING/1/2017

SALARY : R459 558pa plus 13th Cheque, Medical Aid – Optional. Plus Housing Allowance – employee must meet prescribed requirements

CENTRE REQUIREMENTS : IALCH

REQUIREMENTS : An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. (Independent practice). A minimum of three (3) years current and appropriate experience in Diagnostic Radiography (independent practice) after registration with the HPCSA as a Diagnostic Radiographer. Two (2) years of the three (3) years appropriate experience in Diagnostic Radiography (independent practice) after Registration with the HPCSA as a Diagnostic Radiographer, must be current and at a supervisory level within the radiology department. RECOMMENDATIONS: Current working experience in a radiology department of a government central level health institution that have integrated HIS, RIS & PACS systems. Current working experience in MRI scanning. Experience in managing a Radiology Quality Assurance Program. KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED: Working knowledge and experience of radiography principals, systems and procedures performed within radiology. Working knowledge and experience of radiography management. Sound knowledge of radiation safety regulations. Sound knowledge of diagnostic radiography equipment and protocols. Computer literacy. Working knowledge and experience of HIS, RIS and PACS systems. Working knowledge and experience of complete digital radiology workflows. Knowledge of radiographic training requirements. Knowledge of relevant public service policies, acts and regulations. Comprehensive knowledge of OHS Act and other relevant Health Acts. Knowledge of HR related policies and procedures. Working knowledge and experience of EPMDS. Knowledge of quality assurance policies Human resource management skills. Good verbal and written communication skills. Sound interpersonal skills. Good report writing skills

DUTIES : Supervise and assist with the radiation protection program in a completely digital radiology and central hospital environment, ensuring that safety protocols in compliance with the Department Of Health Radiation Protection Services are adhered to. Supervise and assist with the provision of clinical radiographic services in a completely digital Radiology and central hospital environment, by the implementation of departmental policies & procedures, performance of imaging examinations whilst adhering to radiography protocols, practices, and techniques. Assist with the training & development program for radiographers in a completely digital radiology and central hospital environment, by the implementation of appropriate training and development programs for radiography and assume specific trainer roles when delegated to oversee specific imaging areas within radiology. Assist with cost centre and forward stores supervision in a completely digital radiology and central hospital environment, through ensuring efficient and effective control and use of surgical sundries, pharmaceuticals, equipment, miscellaneous stores and the radiology facility. Ensure that all administrative functions required in the component and subcomponents are performed to the required standard, including employee performance, management and development systems. Perform overtime duties as required.

ENQUIRIES : Mrs K Ramharakh 031 2402284

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 : 23 June 2017
POST 23/131: CHIEF RADIOGRAPHER (GRADE 1) (DIAGNOSTIC) REF NO: CHIEFRADDIAG1/2017

SALARY: R414 069 Plus 13th Cheque, Medical Aid- Optional and Housing Allowance- Employee must meet prescribed requirement

CENTRE: IALCH

REQUIREMENTS:
An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. (Independent practice) A minimum of three (3) years current and appropriate experience in Diagnostic Radiography (independent practice) after registration with the HPCSA as a Diagnostic Radiographer. The said three (3) years appropriate experience in Diagnostic Radiography (independent practice) after Registration with the HPCSA as a Diagnostic Radiographer, must be current. RECOMMENDATIONS Experience in a radiology department of a government central level health institution that is completely digital is preferred. Advanced CT and Angiography experience eg. CT angiography & DSA will be an added advantage. KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED: Working knowledge and experience of radiography principals, systems and procedures performed within radiology. Sound supervisory skills. Sound knowledge of radiation safety regulations Sound knowledge of diagnostic radiography equipment and protocols. Working knowledge and experience of HIS, RIS and PACS systems. Working knowledge and experience of complete digital radiology workflows. Ability to train Junior radiography staff. Knowledge of relevant public service policies, acts and regulations.. Knowledge of HR related policies and procedures. Knowledge of EPMD. Knowledge and experience of quality assurance policies. Human resource management skills. Good verbal and written communication skills. Sound interpersonal skills Good report writing skills

DUTIES:
Assist with the radiation protection and quality assurance program, in a completely digital radiology and central hospital environment, ensuring that safety protocols and quality standards in compliance with the Department Of Health policies and procedures are adhered too. Provide clinical radiographic services in a completely digital radiology and central hospital environment, by the implementation of departmental policies & procedures, performance of imaging examinations, supervision of junior staff, whilst adhering to radiography protocols, practices, and techniques. Perform all delegated departmental tasks with limited supervision, and having the ability to deal with crisis situations independently. Perform overtime duties as required.

ENQUIRIES:
Mrs K Ramharakh 031 2402284

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:
23 June 2017

POST 23/132: RADIOGRAPHER DIAGNOSTIC 2 POSTS REF NO: RADDIAG/1/2017

Department: Diagnostic Imaging

SALARY:
Grade 1: R281 148 pa, Plus 13th Cheque, Medical Aid - Optional &Housing Allowance: Employee must meet prescribed requirements. No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professional Council of South Africa as a Diagnostic Radiographer in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Grade 2: R331 179 pa Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement. Minimum 10 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after
registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

Grade 3: R390 123 pa Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement. Minimum 20 year relevant experience after registration with the HPCSA as a Radiographer – Diagnostic Imaging in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA as a Diagnostic Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

CENTRE: IALCH

REQUIREMENTS: An appropriate three year National Diploma/Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa as a Diagnostic Radiographer. (Independent practice)

RECOMMENDATIONS FOR THE ABOVE POST: Experience in a radiology department of a government central level health institution that is completely digital is preferred. Current working experience in CT scanning. KNOWLEDGE, SKILLS TRAINING AND COMPETENCIES REQUIRED: Sound knowledge of Diagnostic Radiographic procedures and equipment. Knowledge of relevant Health and Safety Policies. Knowledge of Radiation control and safety Regulations. Sound communication and problem solving skills. Ability to work independently and in a team. Knowledge of ethical code of conduct, patient’s right and Batho Pele Principles

DUTIES: Responsible for performing general and specialized Radiography duties in a fully digital, Film-less and paper-less imaging environment. Required to produce good quality images using state of the art imaging equipment. Participate in quality improvement programmes and adhere to implementation of Batho Pele Principles at Inkosi Albert Luthuli Central Hospital which provides both tertiary/quaternary and central health services to the population of Kwa-Zulu Natal. Perform overtime duties as required.

ENQUIRIES: Mrs K Ramharakh 031 2402284

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 X 03 Mayville 4058.

CLOSING DATE: 23 June 2017

DEPARTMENT OF TRANSPORT

The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer

APPLICATIONS: Forward your application, quoting the relevant reference number to: Head: Transport, Human Resource Management Directorate, Private Bag X 9043, Pietermaritzburg, 3200. Applications may alternatively be hand-delivered to the Office of the Department of Transport, 172 Burger Street, Pietermaritzburg.

CLOSING DATE: 23 June 2017

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

MANAGEMENT ECHELON

POST 23/133: CHIEF DIRECTOR: ROAD SAFETY & TRAFFIC MANAGEMENT REF NO P 14/2017

Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY: R1 068 564 per annum (all Inclusive, flexible remuneration package)

CENTRE: Head Office, Pietermaritzburg


DUTIES: Manage the provision of comprehensive and effective road safety services. Facilitate Road Traffic Management. Manage public transport enforcement and compliance services. Facilitate and administer the effective functioning of motor transport services. Ensure the affective utilization of resources, human resources, finance and equipment.

ENQUIRIES: Ms F Sithole 033 – 355 8870
FOR ATTENTION: Mr C McDougall
NOTE: It is the intention of this Department to consider equity targets when filling this position.

POST 23/134
CHIEF DIRECTOR: PUBLIC & FREIGHT TRANSPORT MANAGEMENT REF. NO: P 16/2017

Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY: R1 068 564 per annum (all Inclusive, flexible remuneration package)
CENTRE: Head Office, Pietermaritzburg
DUTIES: Determine and manage the strategic direction of public transportation contracts, freight transportation and public transportation policy and planning services. Participation, interpretation and implementation of National policies and ensure the development, interpretation and implementation and implementation of Departmental policies and procedures, as well as provide input into National and Provincial policies. Ensure monitoring and compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources of the Chief Directorate. Facilitate and drive empowerment projects with direct interventions, strategic policies and partnerships with the industry. Manage the resources of the component.

ENQUIRIES: Ms F Sithole 033 – 355 8870
FOR ATTENTION: Mr C McDougall
NOTE: It is the intention of this Department to consider equity targets when filling this position.

POST 23/135
DIRECTOR: MOTOR TRANSPORT SERVICES REF NO: P 15/2017

SALARY: R 898 743 per annum (all Inclusive, flexible remuneration package)
CENTRE: Head Office, Pietermaritzburg


**ENQUIRIES FOR ATTENTION**: Mr SJ Lunga 033 – 355 8808

**NOTE**: It is the intention of this Department to consider equity targets when filling this position.
PROVINCIAL ADMINISTRATION: LIMPOPO

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

The Department of Co-operative Governance, Human Settlements and Traditional Affairs is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply. The Department of Co-operative Governance, Human Settlements & Traditional Affairs would like to invite suitably qualified candidates who are creative, energetic, self-driven, and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for the position as it appear below.

APPLICATIONS: Applications should be submitted to: The Head of Department; Department of Co-operative Governance, Human Settlements and Traditional Affairs, Private Bag X9485, POLOKWANE 0700 OR delivered personally at 28 Market Street (next to UNISA) HR Records (First floor). All General enquiries should be directed to Mr Monkoe Mphodi at (015) 294 2223 or Ms Mokhomole Makgano at (015) 294 2286.

CLOSING DATE: 15TH JUNE 2017

NOTE: Applications should be submitted on form Z83 obtainable from all Public Service Departments or at www.dpsa.gov.za and must be completed in full. A Copy of your Curriculum Vitae, identity document, driver's license and qualifications must be attached. The specific reference number for the post must be quoted. "All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with 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." Short-listed candidates for the above posts will be subjected to a Security clearance, and verification of qualifications. NB: Faxed or e-mailed applications will not be considered. This advert will also available on the following websites: www.coghsta.limpopo.gov.za. The Department reserves the right to make an appointment of the advertised post. Communication will only be limited to shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful.

MANAGEMENT ECHELON

POST 23/136 : DIRECTOR: HR PLANNING, POST PROVISIONING & HR INFORMATION MANAGEMENT REF NO: COGHSTA 01/17

Branch: Corporate Services

SALARY : R 898 743.00 (All-inclusive salary package) Salary Level: 13

CENTRE : Polokwane

REQUIREMENTS : An undergraduate qualification (NQF 7) as recognized by SAQA. 5 year's experience at middle/senior managerial level and a valid driver's license. Key Competencies: Sound and in depth knowledge of relevant prescript, application of legislative framework governing the public service eg, Public Service Act, Labour Relations Act, Public Finance Management Act (PFMA), etc. Skills: Strategic capability and leadership; Programme and Project Management; Financial Management; Change Management; Client Orientation and Customer Focus; Workshop Facilitation; Policy development; Confident Communicator; Change Agent; Research Oriented Person.

DUTIES : Manage HR Planning; Manage HR Information and System; Manage and implement Performance Management System; Manage resources (financial, human and physical).

ENQUIRIES : Ms Mokhomole Makgano (015) 294 2286
ANNEXURE S
PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF FINANCE

The North West Department of Finance is an Equal Opportunity, Affirmative Action Employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

APPLICATIONS
Applications should be forwarded to: The Director: Human Resource Management, North West Department of Finance, Private Bag X2060, Mmabatho 2735, 2nd Floor, Garona Building. Applications should be submitted on time.

FOR ATTENTION
JM Moheta, K Chuma, O Kgomanyane or N Marengwa

CLOSING DATE
30 June 2017 at 16h00 Applications received after the closing date will not be accepted.

NOTE
Applications must be submitted on a Z83 form, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV (including full particulars of training, qualifications, skills, competencies and knowledge). These must be supported by certified copies of educational certificates and Identity Document. Applications with foreign qualifications must submit a SAQA evaluation report on the qualification. Incomplete applications will not be considered. It will be expected of candidates to be available for interviews on the date and time and at a place as determined by the Department. Appointment of successful candidates will be strictly subject to the result/outcome of Personnel Suitability Checks. Failure to comply with the above requirements will result in the disqualification of the application. Due to the huge number of applications for posts, acknowledgement of receipt of applications will not be done. The Department reserves the right not to make appointments. Correspondence will be limited to short-listed candidates only. Women are encouraged to apply for SMS posts.

MANAGEMENT ECHELON

POST 23/137
SENIOR ECONOMIST (SL13) REF NO: FINNW/63/2017
Chief Directorate: Macro Economic Analysis
Directorate: Economic Analysis

SALARY
R898 743 all inclusive salary package per annum (Salary Scale: R898,743-1,058,691) SALARY Levels 13 – 16 (SMS)

CENTRE
Mmabatho

REQUIREMENTS
A minimum of a Bachelor in Economics, or equivalent NQF 7 qualification in related field. Ten (10) years’ relevant experience in economic policy analysis or related field of which a minimum of 5 years must be at middle management level. Code 08 drivers’ license. Applied economic analysis, Division of Revenue Act, Public Finance Management Act as well as Treasury regulations. Research and report writing skills. Presentation skills. The ability to work with complex datasets, interpret economic trends and assess policy implications. Creative thinking. The ability to take initiative and work very well in a team. The ability work and deliver outputs timely and under pressure.

DUTIES
Analyzing economic trends and developing potential fiscal policy responses. Economic research and analysis. Publish economic reports, discussion documents and working papers. Ensure dissemination of economic analysis reports. Engaging various stakeholders on economic analysis reports to inform provincial budget planning. Maintain various economic and financial databases.

ENQUIRIES
Mr. M Mogoane Tel: 018 388 4410

NOTE
NB: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency based assessments.) The competency
assessment will be testing generic managerial competencies using the mandated DPSA competency assessment tools.

POST 23/138 : DIRECTOR: BUDGET MANAGEMENT (SL13) REFNO: FINNW/64/2017
Chief Directorate: Budget and Public Finance Management
Directorate: Budget Management

SALARY : R898 743 all inclusive salary package per annum (Salary Scale: R898,743-1,058,691)
CENTRE : Mmabatho
REQUIREMENTS : A minimum of Bachelor of Commerce/Public Finance/Economics, or equivalent NQF 7 qualification in related field. Ten (10) years’ relevant experience in government budgeting of which a minimum of 5 years must be at middle management level. Code 08 drivers’ license is a necessity. Sound analytical, interpretive, and high level communication skills. A proven track record of the ability to multi-task and manage change, strategic planning, business processes and efficiency, development and implementation of monitoring and evaluation systems. Policy formulation and analysis, research, report writing, co-ordination, leadership, facilitation skills, problem solving. Organization skills, people management, financial management and systems management. Planning, organization and stakeholder relationship management including the ability to liaise and operate within intergovernmental context. Knowledge of Public Service Act, 1994 as amended and Public Financial Management Act (PFMA). Deep understanding of intergovernmental system and budgeting process in government.

DUTIES : Promote the effective and optimal resource allocation in the provincial administration and public entities through efficient allocation of government priorities. Develop and facilitate the provincial budget process in line with national budgetary processes. Manage the consolidation, preparation and printing of the provincial administration budget (main budget and adjustment budget) for tabling in the Provincial Legislature. Monitor and evaluate the financial and non-financial performance of provincial departments and public entities. Provide strategic advice on budgetary matters to the different stakeholders including the intergovernmental system. Promote and drive budget reforms processes including the capacity building programmes relating to budgetary matters. Manage, co-ordinate and maintain an integrated budget planning process. Provide strategic leadership to internal and external clients including directorates within the division. Provide support and guidance in the implementation of PFMA and Treasury Regulations in all provincial departments and public entities.

ENQUIRIES : Mr. M Bogosi Tel: 018 388 4351

OTHER POSTS

POST 23/139 : INFRASTRUCTURE SPECIALIST (SL12) REF NO: FINNW/65/2017
Chief Directorate: Budget and Public Finance Management
Directorate: Infrastructure Coordination

SALARY : R779 295 all inclusive salary package pa (Salary Scale: R779,295 – 917,970)
CENTRE : Mmabatho
REQUIREMENTS : A minimum of a National Diploma or above in the engineering or building environment qualification or equivalent NQF 6 qualification in related field. A Project Management qualification will be an added advantage. Must have proven track record of at least 8 years working experience in planning and delivery of infrastructure projects and must be computer literate. Should have at least 4 years of managerial experience. Must be competent in standard contracts relevant to infrastructure delivery. The incumbent must have proven problem solving ability, excellent communication skills, report writing skills, presentation skills, analytical skills, ability to work under pressure, coaching and mentoring skills, client liaison
skills, Interactive approach (team player), planning and programming management abilities. Must have a valid driver’s license.

DUTIES : Manage the Rollout of the Infrastructure Delivery Improvement Programme (IDIP) and Infrastructure Delivery Management System (IDMS) in the NW Provincial Departments. Monitor infrastructure procurement processes to alleviate bottlenecks for quality improvement within the infrastructure departments. Analyse and advise on the appropriateness of infrastructure allocations of the departments, in line with priorities. Participating in community socio-economic outreach projects through Setsokotsane programme. Initiating and contributing to various unit projects aimed at better advancing the Infrastructure Delivery Management System (IDMS) principles and processes. Consolidate and evaluate the MTEF budget submissions of the departments for compliance with the laid down prescripts and advise the Manager accordingly. Assist in the development and implementation of best practice guidelines on infrastructure procurement and delivery management. Assist in the process to determine the appropriate organizational design model for optimal infrastructure delivery in North West. Assist in the development and implementation strategy of the Capacitation plan. Assist in developing and implementing a mentoring and coaching strategy. Monitor the performance and outputs envisaged by the IDIP programme against the implementation of the Infrastructure Delivery Plan. Facilitate and support the formulation and implementation of PPP’s within the North West Province.

ENQUIRIES : Mr. M. Daantjie   Tel: 018 388 3500

POST 23/140 : DEPUTY DIRECTOR: RISK AUDIT (SL12) REF NO: FINNW/66/2017
Chief Directorate: Internal Audit
Directorate: Risk Audits

SALARY : R779 295 all inclusive salary package pa (Salary Scale: R779 295 – R917 970)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma in Internal Auditing or equivalent NQF 6 or a B.Com degree in Accounting and Auditing/ coupled with at least 8 years in auditing of which four years should be supervisory experience. At least three years should preferably be in internal auditing. A valid driver’s license is essential. A professional or postgraduate degree or studies towards a CIA/CA or relevant post graduate degree will be an added advantage. Extensive knowledge IIA Standards, PFMA, Treasury Regulations and Internal Audit Methodology.

DUTIES : Prepare a three year strategic plan and annual audit coverage plan for a department. Assist in the facilitation of risk assessment workshops and provide inputs for and review/up date the risk assessment documents. Manage the planned audit projects and audit team and budgeted time. Compile quality and value adding reports by making appropriate recommendations. Assume responsibility for quality assurance of all audit work performed by ensuring compliance with IIA Standards. Conduct peer reviews. Be prepared to manage audits of bigger departments, manage teams, complex audits and render additional assistance to cluster Directors as needed or act in their absence. Conduct training to subordinates and do presentation internally and externally where needed. Execute PMDS requirements. Monthly and quarterly reporting to Treasury and Audit Committee.

ENQUIRIES : Ms. M Wilson Tel: 018 387 8610

Chief Directorate: Financial Management Services
Directorate: Supply Chain Management

SALARY : R657 558 all inclusive salary package pa (Salary Scale: R657 558 – R774 576)
CENTRE : Mmabatho
REQUIREMENTS : As a minimum a National Diploma/ Advanced Certificate in SCM/ Advanced Strategic Procurement or equivalent NQF 6 qualification or a B. Com degree in Finance/ Accounting/ SCM coupled with at least 8 years in Financial Management/
SCM of which four years should be supervisory experience. At least three years should preferably be in government SCM. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Walker BAS. Strong planning and coordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects. A valid driver’s license.

**DUTIES**

Develop, design and implement demand and acquisition management systems, as well as internal controls and audit trails across all levels in the department. Conduct market and need analysis. Design, review and manage the implementation of strategic sourcing techniques and regulations, requirements planning, costing and supply. Coordination, Compilation and management of procurement and demand management plans. Oversee secretariat duties to Bid Specification, Bid Evaluation and Bid Adjudication committees and Management thereof. Ensure the management and maintenance of departmental contracts are in accordance with Treasury Regulation, PFMA, and Service Level Agreements. Compile and analyse management reports from various strategic activities. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management prescripts and guidelines. Ensure compliance with Central Supplier Database (CSD) requirements.

**ENQUIRIES**

Mr. V Mammen  Tel: 018 388 4061

**POST 23/142**

**DEPUTY DIRECTOR: SCM PERFORMANCE (SL11) REF NO: FINNW/68/2017**

Chief Directorate: Financial Management Services  
Directorate: Supply Chain Management

**SALARY**

R657,558 all inclusive salary package pa (Salary Scale: R657,558 – 774,576)

**CENTRE**

Mmabatho

**REQUIREMENTS**

As a minimum a National Diploma/ Advanced Certificate in SCM/ Advanced Strategic Procurement or equivalent NQF 6 qualification or a B. Com degree in Finance/ Accounting/ SCM coupled with at least 8 years in Financial Management/ SCM of which four years should be supervisory experience. At least three years should preferably be in government SCM. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Walker BAS. Strong planning and coordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects. A valid driver’s license.

**DUTIES**

Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor compliance with contractual terms and conditions as well as service level standards. Ensure compliance with SCM Policy and advise on policy changes. Monitor SCM supplier performance and complaints register. Manage the review of payment vouchers and report findings with recommendations to Senior Management.

**ENQUIRIES**

Mr. V Mammen Tel: 018 388 4061
Chief Directorate: Corporate Services
Directorate: Information Management Services

SALARY: R657,558 all inclusive salary package pa (Salary Scale: R657,558 – 774,576)
CENTRE: Mmabatho
REQUIREMENTS: As a minimum a National Diploma/ Advanced Certificate in Security Management or equivalent NQF 6 qualification. At least 8 years in Security/ Information Security of which four years should be supervisory experience. At least three years should preferably be in a MISS environment.

DUTIES: Manage and monitor the total security function. Draft internal security policy, based on the MISS document. Monitor the extent of adherence and compliance to the security policy and measures. Liaise with relevant stakeholders (e.g. NIA and SAPS) for assistance and information with regard to security needs of investigation. Create, develop and maintain a security training capacity for the institution and conduct security training sessions of all officials. Advise management about the security implications of management decisions. Report all incidents or suspected incidents of security breaches/ leakages of sensitive information, for investigation. Evaluate and improve the effectiveness of security measures or procedures and ensure compliance with security directives as issued by NIA. Implement PAJA.

ENQUIRIES: Ms. K Gill Tel: 018 388 3584

POST 23/144: SENIOR ACCOUNTING OFFICER (SL 10) REF NO: INNW/70/2017
Chief Directorate: Municipal Finance
Directorate: Municipal Financial Monitoring and Support

SALARY: R417,552 p.a. (Salary scale: R417,552 – R491,847)
CENTRE: Mmabatho
REQUIREMENTS: As a minimum a National Diploma/ Advanced Certificate in Financial Management with Accounting and/or Economics as major subjects or equivalent NQF 6 qualification. At least 6 years in Financial Management/Accounting of which 3 years should be supervisory experience. At least 2 years should preferably be in a Municipal Accounting environment. A valid driver’s license. Extensive knowledge of the Municipal Finance Management Act, Municipal Systems Act, Municipal Structures Act and other legislation that governs local government. Knowledge of Municipal and Government operations. Knowledge of Management Processes. Computer literacy, planning, organising, financial analysis and report writing skills. The ability to facilitate workshops, give training and present policies. The ability to produce written material such as reports.

DUTIES: Oversee the implementation of municipal accounting reforms in line with accounting standards. Provide technical support and training to municipal officials. Analyse information from municipalities and compile reports for stakeholders. Identify capacity needs of municipalities and develop intervention strategies. Promote sound financial management practices by municipalities. Support the Unit Manager in the management and operations of the Unit.

ENQUIRIES: Ms. Sadia Malik Tel: (018) 388 2327

POST 23/145: ASSISTANT DIRECTOR: OUTREACH (SL10) REF NO: FINNW/71/2017
Directorate: Provincial SCM Management
Sub Directorate: Provincial Supplier Management Services

SALARY: R417,552 p.a. (Salary scale: R417,552 – R491,847)
CENTRE: Mmabatho
REQUIREMENTS: As a minimum a National Diploma / Advanced Certificate in SCM Management/ Advanced Strategic Procurement or equivalent NQF 6 qualification. At least 6 years in a SCM environment of which 3 years should be supervisory experience. At least 2 years should preferably be in a Government SCM Outreach environment. A valid Code 08 driver/s license. Knowledge and understanding of Supply Chain
Management processes, including Supply Management Regulatory Framework is a must. The incumbent must have a working knowledge of a Computer Spreadsheet, Word processor and PowerPoint. This is a very challenging post which requires people with strong Leadership, Managerial, Communication, Research and Analytical, Module Designing, Presentation and Facilitation, as well as Conceptual skills. Background on implementing and rendering Community Outreach Programs is a must. Since this post involves extensive travelling to all the Districts in the Province, Code 8 driver's license is a must.

**DUTIES**: The incumbent's duties will comprise of the following: - Implement, facilitate, manage and conduct Outreach Workshops on government procurement, especially aimed at the previously disadvantaged businesses, SMMEs and rural communities. Facilitate suppliers access to the Government procurement system. Conduct research on supplier skills development on Government Tendering process. Build partnership between Government and suppliers in order to achieve job creation. Provide tender advisory services to Departments and communities. Improve communication between Government and suppliers. Update the Departmental website about outreach programs and workshops. Create partnerships with different stakeholders for supplier development opportunities. Participate in Provincial projects, e.g. Rural Development projects.

**ENQUIRIES**: Ms. S Leshomo Tel: 018 388 4226

**Post 23/146**: ASSISTANT DIRECTOR: SCM CONTRACT MANAGEMENT (SL10) REF NO: FINNW/72/2017
Directorate: Provincial SCM Management
Sub Directorate: SCM Contract Management

**SALARY** : R417 552 p.a. (Salary scale: R417 552 – R491 847)

**CENTRE** : Mmabatho

**REQUIREMENTS** : As a minimum a National Diploma / Advanced Certificate in SCM Management/ Advanced Strategic Procurement or equivalent NQF 6 qualification. At least 6 years in a SCM environment of which 3 years should be supervisory experience. At least 2 years should preferably be in a Government SCM Contract Management environment. A valid Code 08 driver/s license. Knowledge and understanding of Supply Chain Management processes, including Supply Management Regulatory Framework is a must. Knowledge of the Preferential Procurement Policy Framework and BEE Act. The incumbent must have a working knowledge of a Computer Spreadsheet, Word processor and PowerPoint. This is a very challenging post which requires people with strong Leadership, Managerial, Communication, Research and Analytical, Module Designing, Presentation and Facilitation, as well as Conceptual skills.

**DUTIES**: Manage demand and acquisition. Supervise the arrangement and maintenance of transversal contracts. Monitor secretarial services. Monitor the consolidation of supply chain management information. Ensure the safeguarding of all SCM by keeping a updated database. Conduct Commodity research.

**ENQUIRIES**: Mr. G Tong Tel: 018 388 4225

**POST 23/147**: ASSISTANT DIRECTOR: SCM TRAINING (SL10) REF NO: FINNW/73/2017
Directorate: Provincial SCM
Sub Directorate: SCM Policy Management

**SALARY** : R417 552 p.a. (Salary scale: R417,552 – R491,847)

**CENTRE** : Mmabatho

**REQUIREMENTS** : As a minimum a National Diploma / Advanced Certificate in SCM Management/ Advanced Strategic Procurement or equivalent NQF 6 qualification. At least 6 years in a SCM environment of which 3 years should be supervisory experience. At least 2 years should preferably be in a Government SCM Capacity Building environment. A valid Code 08 driver/s license. Knowledge of amongst the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Broad-based Black Economic Empowerment Act (B-BBEEA), Treasury...
Regulations and Preferential Regulations (PPR) will be an added advantage. Working knowledge must include MS: Excel, Word and PowerPoint. Extensive knowledge of supply chain management and all its elements. Self-driven and motivated. Facilitation and presentation skills. Good communication (written and verbal) skills. Good research, analytical and innovative. Good managerial/leadership skills. Prepared to work irregular hours and under pressure without supervision. The ability to develop and deliver presentations. Training experience of not less than 1 year in the area of SCM. An in-depth and comprehensive understanding of the Skills Development Act.


**ENQUIRIES**: MM Moetapele Tel: 018-3885193

**POST 23/148**: ASSISTANT DIRECTOR: PERSAL SUPPORT (SL10) REF NO: FINNW/74/2017
Directorate: Financial Systems
Sub-Directorate: Systems Support and Administration

**SALARY CENTRE**: R417,552 p.a. (Salary scale: R417,552 – R491,847)

**CENTRE**: Mmabatho

**REQUIREMENTS**: As a Minimum a National Diploma or an Advanced Certificate in HRM or equivalent NQF 6 qualification with 6 years experience in PERSAL Administration of which 3 years must be on supervisory level. Knowledge of the Public Service Legislations including legislation that governs Human Resource Management practices. Good communication and report writing skills; Presentation skills; Computer literacy especially on MS Office package or equivalent packages.

**DUTIES**: Provide PERSAL User support to all Provincial Departments on all PERSAL supporting sub-systems. Implement, evaluate and monitor Provincial PERSAL projects. Participate in PERSAL National and Provincial Fora. Identify and manage PERSAL related risks. Monitor and enforce user compliance with system policies. Manage performance and development of staff in terms of their Key Performance Areas. Analyse exceptions drawn from the Management Information Reports.

**ENQUIRIES**: Mr. G. Segels Tel. 018-3883178

**POST 23/149**: ASSISTANT DIRECTOR: PERSAL TRAINING (SL10) REF NO: FINNW/75/2017
Directorate: Financial Systems
Sub-Directorate: Financial Systems Training

**SALARY CENTRE**: R417 552 p.a. (Salary scale: R417 552 – R491 847)

**CENTRE**: Mmabatho

**REQUIREMENTS**: As a Minimum a National Diploma or an Advanced Certificate in HRM or equivalent NQF 6 qualification with 6 years experience in PERSAL Administration of which 3 years must be on supervisory level. Knowledge in HR Management Information Systems, and Public Service Legislations that governs Human Resource Management practices. Experience of 3 years in PERSAL Training and Administration, management in public finance, and other related systems (BAS financial system), and Supply Chain Management or Procurement Systems. A valid Code 08 driver’s license. Sound knowledge of PERSAL system’s modules (Personnel, Salaries, Establishment, Supporting Sub-systems and MIS). Computer literate in Microsoft (MS) Office or equivalent packages. Ability to work independently and within a team. Ability to facilitate workshops, provide training, present policies, and produce written policies. Must have inter-personal, communications, and management, report writing, presentation, research, analytical and conflict resolution skills. Ability to work under pressure. Ability to
conduct financial analysis, prepare reports and proposals. Sound knowledge of PFMA, Treasury Regulations and Skills Development Act.

**DUTIES**

- Provide PERSAL systems training in the North West Provincial Departments.
- Assess PERSAL training needs and develop and implement skills training strategies. Establish an effective PERSAL information management system within provincial departments. Manage and co-ordinate processes related to PERSAL training and training venues. Provide user support on all PERSAL training modules.
- Compile monthly and quarterly reports. Participate in the preparation of the Sub-Directorate’s annual financial report(s) and budget(s). Perform generic management functions. Manage and monitor subordinates’ performance. Participate in Provincial and National PERSAL User Forums.

**ENQUIRIES**

Mr. TF May Tel. 018-388 1164

**POST 23/150**

**ASSISTANT DIRECTOR: RISK MANAGEMENT (SL 10) REF NO: FINNW/76/2017**

- Branch: Financial Governance
- Directorate: Provincial Risk Management

**SALARY**

R417 552 p.a. (Salary scale: R417 552 – R491 847)

**CENTRE**

Mmabatho

**REQUIREMENTS**

- As a Minimum a National Diploma or an Advanced Certificate in Accounting/ Internal Audit/ Risk Management or equivalent NQF 6 qualification with 6 years experience in Public Sector Risk Management, of which 3 years must be on supervisory level. Good understanding and knowledge of Public Sector Risk Management Framework, PFMA, Treasury Regulations and other related prescripts. Good verbal & written communication, interpersonal and analytical skills. Knowledge and understanding of risk management practices, development of guidelines and standards at different management levels. Advanced computer literacy with a working knowledge of computer spreadsheets (Microsoft Excel), word processors and presentations. The ability to facilitate workshops, provide training, and present and produce written policies. The ability to work under pressure, and prepare reports and proposals.

**DUTIES**

- Coordinate and monitor risk management in the provincial departments and public entities by monitoring, evaluating and reporting on compliance with the public sector risk management framework and guidelines. Facilitate risk assessments within the departments and public entities and maintenance of a comprehensive risk register. Implement risk management, fraud prevention strategies and response strategies for risks within the Province. Develop and implement risk management guidelines and procedures within the departments and public entities. Build risk management capacity within the provincial departments and public entities by identifying capacity gaps and developing strategies to address them. Develop risk profiles for departments and public entities.

**ENQUIRIES**

Mr Katlego Mahila Tel: 018-388 3091

**POST 23/151**

**ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT (SL 9) REF NO: FINNW/77/2017**

- Directorate: Human Resource Management
- Sub-Directorate: HR Administration and Employment Practices

**SALARY**

R334 545 p.a. (Salary scale: R334 545 – R394 065)

**CENTRE**

Mmabatho

**REQUIREMENTS**

- As a Minimum a National Diploma or an Advanced Certificate in HRM/ Social Sciences/ Public Administration/ Public Relations or equivalent NQF 6 qualification with 6 years experience in Human Resource Management, of which 3 years must be on supervisory level and in the PMDS environment. Knowledge of personnel and related issues. In depth knowledge of Performance Management. Understanding of Personnel procedures, policies and regulations. Ability to interpret and apply regulations and/ or procedures. Computer Literacy. Good

**DUTIES**


**ENQUIRIES**

H Vente   Tel: 018-3883485

**POST 23/152**

**ASSISTANT DIRECTOR: HRD (SL 9) REF NO: FINNW/78/2017**

Directorate: Human Resource Management
Sub-Directorate: Human Resource Development

**SALARY**

R334 545 p.a. (Salary scale: R334 545 – R394 065)

**CENTRE**

Mmabatho

**REQUIREMENTS**

As a Minimum a National Diploma or an Advanced Certificate in ODETDP or equivalent NQF 6 qualification with 6 years experience in Human Resource Management, of which 3 years must be on supervisory level and in the HRD environment. A Degree in the related field will be an advantage. Registration with relevant professional body, such as SABPP being an Assessor/Moderator would be an added advantage. Working knowledge of Government policies and regulations pertaining to training and development. Extensive knowledge and understanding of applicable legislation and policies in HRM/D. Report writing and presentation skills. Effective communication at all levels. Project management skills. Policy formulation, change and diversity management skills. The ability to conduct research and write proposals. The ability to work under pressure. Good administrative and organisational skills. Computer literacy.

**DUTIES**

Coordinate and implement Human Resource Development initiatives in line with the strategic objectives of the Department. Coordinate and monitor training and development programmes. Facilitate the implementation of HRD strategies and policies. Manage skills audit and training needs analyses processes and procedures. Administer the WSP/ATR processes. Identify and implement career development and succession Planning. Communicate information on skills development to stakeholders. Organise, guide and convene Training Committee meetings. Assist with the preparation and monitoring of the training budget. Supervise the Training Unit.

**ENQUIRIES**

Mr. A Kgabo Tel: 018-3883960

**POST 23/153**

**ASSISTANT DIRECTOR: HR PLANNING (SL 9) REF NO: FINNW/79/2017**

Directorate: Strategic Management
Sub-Directorate: Organisational Development

**SALARY**

R334 545 p.a. (Salary scale: R334 545 – R394 065)

**CENTRE**

Mmabatho

**REQUIREMENTS**

As a Minimum a National Diploma or an Advanced Certificate in HRM/ Social Sciences/Public Administration/Public Relations or equivalent NQF 6 qualification with 6 years experience in Human Resource Management, of which 3 years must be on supervisory level, 2 years experience in the HR Planning environment. Have the ability to interpret and implement Human Resource legislation and Government Transformation imperatives. Public Service Act, 1994 as amended, Public Service Regulations, 2001 as amended, Public Financial Management Act (PFMA), Municipal Finance Management Act (MFMA) Labour Relations Act and Employment Equity Act. Analytical thinking, creative and innovative. Good communication and presentation skills and ability to conduct research. Advanced
Excel and report writing skills. Ability to work under pressure. Ability to function independently and work as part of the team. Good interpersonal relations.

**DUTIES**
Develop the Human Resource Plan of the Department through a consultative process linked to the strategic priorities and medium term Strategic Framework. Communicate the Human Resource Plan and engages with stakeholders of the Department to educate and prepare them for acceptance and implementation. Develop action plans to implement identified strategies. Engage with line and executive managers to monitor and evaluate performance on the implementation of the Human Resource Plan. Identify strategic adjustments between operating conditions and the requirements of the Human Resource Plan. Management of key performance areas and staff.

**ENQUIRIES**
Ms. S Moletsane Tel: 018-3882445

**POST 23/154**
**INTERNAL AUDITOR (SL8) REF NO: FINNW/80/2017**
Chief Directorate: Provincial Internal Audit
Directorate: Risk Based Audits

**SALARY**
R281 418 pa (Salary Scale: R281 418 – R331 497)

**CENTRE**
Mmabatho

**REQUIREMENTS**
As a minimum a National Diploma in Internal Auditing or equivalent NQF 6 or a B.Com degree in Accounting and Auditing/ coupled with at least 4 years in auditing of which 2 years should be in internal auditing. Completed IAT qualification. A valid driver's license is essential. An added advantage would be studies towards a CIA. Knowledge of IIA Standards, PFMA, Treasury Regulations and Internal Audit Methodology. Report writing and communication skills. Ability to work in a team. Computer literacy. Time Management

**DUTIES**
Perform audits of government departments in accordance with the audit methodology. Assist with audit planning and compilation of reports. Documenting field work. Assisting in ensuring effective and efficient audits. Keep time records. Give guidance to junior team members.

**ENQUIRIES**
Ms M Wilson Tel: 018-3881403

**POST 23/155**
**ADMINISTRATION OFFICER: DATABASE (SL 7) REF NO: FINNW/81/2017**
Directorate: Provincial SCM
Sub-Directorate: Provincial Supplier Management Services

**SALARY**
R226 611 p.a. (Salary scale: R226 611 – R266 943)

**CENTRE**
Mmabatho

**REQUIREMENTS**
Grade 12 with four years experience in a SCM Environment OR National Diploma/ Advanced Certificate in SCM/ Advance Strategic Procurement or equivalent NQF 6 qualification with 2 years experience in a SCM Environment. Training in supply chain management and knowledge of the Database systems is a must. The incumbent must have a working knowledge of a Computer Spreadsheet and Word processor. This is post which requires a person with facilitation skills, presentation skills, good Interpersonal and Customer Relations, as well as the ability to interpret and explain to and communicate registration progress with suppliers.

**DUTIES**
Provide training and support to user departments and suppliers. Assisting with logistical arrangements for Outreach programs. Assist suppliers to register on CSD. Provide tender advisory services to suppliers and SCM Practitioners. Attend provincial events, e.g. Rural development Projects, Setsokotsane, etc Assist with activation of suppliers Liaising with National treasury on CSD verification issues.

**ENQUIRIES**
Ms. S Leshomo Tel: 018 388 4226

**POST 23/156**
**STATE ACCOUNTANT (EXCHEQUER) (SL 7) REF NO: FINNW/82/2017**
Directorate: Provincial Accounting Services
Sub-Directorate: Provincial Accounting Services

**SALARY**
R226 611 p.a. (Salary scale: R226 611 – R266 943)

**CENTRE**
Mmabatho
**REQUIREMENTS**

As a minimum a National Diploma/ Advanced Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualification with 2 years experience in an Accounting Environment. Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act. Conversant with Persal, Walker and BAS Financial Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. The successful candidate should have the ability to work independently and within a team. Problem solving, initiative and presentation skills, ability to interpret and apply policies and other prescripts. Must have good interpersonal, excellent communications (verbal and written), management, report writing, research and analytical skills. Ability to meet deadlines and work well under pressure. Ability to prepare reports and proposals.

**DUTIES**

Ensure the effective management and provision of quality accounting services and advisory support to Provincial Departments and Public Entities. Perform the recording and accounting of National Transfers and Provincial Revenue to Provincial Departments. Compile the Bank Reconciliation Statements and Control Account Reconciliations for the Provincial Revenue Fund. Perform the recording and accounting of all the Investments of the Provincial Revenue Fund. Ensure the integration of all financial data. Provide assistance and guidance on financial year end matters. Responsible for Portfolio Management and Financial Reporting.

**ENQUIRIES**

Ms K Horsley Tel: 018 388 3437

**POST 23/157**: STATE ACCOUNTANT (NON GOV. ACCOUNTS) (SL 7) REF NO: FINNW/83/2017

Directorate: Provincial Accounting Services
Sub-Directorate: Provincial Accounting Services

**SALARY**: R226 611 p.a. (Salary scale: R226,611 – R266,943)

**CENTRE**: Mmabatho

**REQUIREMENTS**

As a minimum a National Diploma/ Advanced Certificate in Commerce or Public Finance Management and Administration or equivalent NQF 6 qualification with 2 years experience in an Accounting Environment. Conversant with the PFMA, Treasury Regulations and the Division of Revenue Act. Conversant with Persal, Walker and BAS Financial Systems. Computer literacy in Microsoft Word, Excel and PowerPoint. The successful candidate should have the ability to work independently and within a team. Problem solving, initiative and presentation skills, ability to interpret and apply policies and other prescripts. Must have good interpersonal, excellent communications (verbal and written), management, report writing, research and analytical skills. Ability to meet deadlines and work well under pressure. Ability to prepare reports and proposals.

**DUTIES**

Receive & record Non-governmental Tribal and Trust Account manual cashbooks, deposit slips and vouchers in the control register. Check and confirm the correctness of submitting office code, cashbook page number and deposit slip numbers and vouchers. Submit revenue and expenditure cashbooks to Accounting section for capturing. Receive captured cashbooks from the Accounting Section for filling. Collect Tribes monthly Cashbook from House of Traditional Leadership. Filing of cashbooks and source documents (deposit slips, vouchers, bank statements, cashed cheques and computerized reports). Reconcile Traditional Council Cashbooks with Finance Cashbooks.

**ENQUIRIES**

Ms K Horsley Tel: 018 388 3437

**OFFICE OF THE PREMIER**

**APPLICATIONS**

Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered at the Directorate of Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.

**CLOSING DATE**

15 June 2017

**NOTE**

The Office of the Premier is an equal opportunity, affirmative action employer and is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with
disabilities who meet the requirements are encouraged to apply. 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. Late, faxed and e-mailed applications will not be considered. Qualifications of the successful candidate will be verified. The successful candidate 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.

OTHER POSTS

POST 23/158 : SENIOR ADMINISTRATIVE OFFICER 3 POSTS

SALARY : R281 418.00 p.a.
CENTRE : Mamusa, Naledi and Ratlou Municipality
REQUIREMENTS : A bachelor degree/National Diploma and/or equivalent (NQF level and Credits). 2 - 4 years experience in community development of which 1 year should be at supervisory level. Good interpersonal relations and communication skills. Computer literacy. A valid code 8/10 driver’s licence.
DUTIES : Consolidate service delivery needs in the sub-district. Facilitate referrals and resolutions of identified service delivery needs in the sub-district. Develop public participation programme. Coordination of frontline service delivery monitoring sites. Managing Setsokotsane Ward Operation Centres in the sub-district in all Wards. Weekly reporting and perform other duties as delegated.
ENQUERIES : Ms S Senwedi: Tel 018 - 388 3864 and Mr. A Gaetsosiwe: 053 928 0351

POST 23/159 : PERSONAL ASSISTANT

SALARY : R226 611 p.a (Level 7)
CENTRE : Mahikeng
REQUIREMENTS : Secretarial Diploma and/or equivalent qualification with 3-5 years relevant Office administration experience. Ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Good people skills. High level of reliability. Basic knowledge of financial administration, procurement and management. Willingness to work extra hours.
DUTIES : Render Administrative support services. Handle the logistics for the Deputy Director-General’s meetings. Administer and process the Office correspondence. Procurement of Office stationery. Manage and administer the diary of the Deputy Director-General.
ENQUIRIES : Mr B Chuma Tel 018 388 4296

POST 23/160 : ASSISTANT DIRECTOR: EXCO SUPPORT

SALARY : R334 545.00 (Salary level 09)
CENTRE : Mafikeng
REQUIREMENTS : Bachelors degree/National Diploma in Human Sciences/ Public Management and/or equivalent (NQF level and Credits). 3-5 years relevant experience with emphasis on committee administration of which 2 year should be at a supervisory level. Relevant knowledge of the Executive Council/Cabinet processes and procedures will be an added advantage. Broad knowledge and understanding of Government policies knowledge and understanding of the Cluster systems, Knowledge and ability to apply the prescripts of the Executive Council Procedural Manual, Minute taking and report writing, Ability to utilize the computer and related IT technology, Written language skills, with specific reference to the ability to clearly formulate minutes and correctly capture the essence of discussions, Ability to understand, communicate and write in English, People skills, Ability to conceptualize discussions and produce a concise yet accurate account of discussions and
decisions, Strong organizational skills, Good communication skills, Planning and organising skills, Coordination skills, Conflict resolution, Problem solving, Project management & Leadership skills, Presentation skills, Research skills.

**DUTIES**

To render efficient and effective administrative and secretariat services to Executive Council, Broader Executive Council Technical Committee, Executive Council Makgola, Bokone Bophirima Premier Coordinating Council and Economic Information Development/Governance & Administration/ Social Cluster. To provide support in managing and monitor the implementation of committee decisions, directives and resolutions. Management of Human Resources. To manage and maintain the record management in the Directorate within the guidelines and systems established.

**ENQUIRIES**

Ms M Van der Berg. Tel 018 - 388 3864

**POST 23/161**

**ASSISTANT DIRECTOR: SERVICE DELIVERY MONITORING & INTERVENTION**

**SALARY**

R334 545.00 (Salary level 09)

**CENTRE**

Mafikeng (Ngaka Modiri Molema)

**REQUIREMENTS**

Bachelors degree/National Diploma in Public Administration and/ or equivalent (NQF level and Credits). 3-5 years relevant working experience in community development of which 2 year should be at a supervisory level. Code 8 valid driver’s licence. Computer literacy. Willingness to travel. Good communication, writing and interpersonal relations skills.

**DUTIES**

Manage and consolidate the database on identified service delivery needs in the district. Updating the District Setsokotsane Operation Centre with identified service delivery needs (Inclusive of Assessments and escalation of referrals). Consolidate Frontline service delivery monitoring programme in the district. Consolidate public participation programme in the district. Perform other duties as delegated

**ENQUIRIES**

Ms K Moshia-Molebatsi. Tel 018 - 388 2702
ANNEXURE T

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE

APPLICATIONS:
To apply submit your application online via www.westerncape.gov.za/jobs

CLOSING DATE:
26 June 2017 @ 16:00

NOTE:
Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency tests.

OTHER POSTS

POST 23/163:
VETERINARY TECHNOLOGIST: BACTERIOLOGY REF NO: AGR 2017-42

SALARY:
R 281 418 per annum (Salary level 8). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees’ service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE:
Department of Agriculture, Western Cape

REQUIREMENTS:
A National Diploma in Veterinary Technology; Registration as a Veterinary Technologist with South Africa Veterinary Council (Please include a copy of your registration certificate to the application as well as proof of payment of the latest registration fees); A valid code B drivers licence. RECOMMENDATIONS: A minimum of 3 years’ experience in a diagnostic veterinary laboratory. Laboratory experience in diagnostic bacteriology. COMPETENCIES: Knowledge in Bacterial and fungal isolation and identification with respect to diagnostic bacteriology as well as food and feed bacteriology; Knowledge in relevant legislation and policies; Proven computer literacy (MS Word, MS Excel, MS PowerPoint and LIMS); Good communication (written and verbal) in at least two of the official languages of the Western Cape Province.

DUTIES:
Diagnostic bacteriology, registration, preparation and processing samples for analyses, as well as media preparation and quality control; Relief duty in other laboratory sections as required; Maintaining a Laboratory Management System in the section according to ISO 17025; Capturing of results in the laboratory registers and statistics, procurement of laboratory requirements and stock control; Liaison with other veterinary technologists, veterinarians and the clients of the laboratory.

ENQUIRIES:
Dr M Seutloali at (021) 887 0324

POST 23/164:
TRACTOR DRIVER/ OPERATOR: FARM SERVICES (OUDTSHOORN) REF NO: AGR 2017-40

SALARY:
R127 851 per annum (Salary level 4) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees’ service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE:
Department of Agriculture, Western Cape
REQUIREMENTS: Grade 10 Basic Education (literacy and numeracy - ABET level 2); A valid driver’s licence; Minimum of 1-year relevant experience. Recommendations: minimum of 2 years relevant experience Competencies: Knowledge of general work; Knowledge of activities regarding ostrich production/ Lucerne production, Operate a tractor with various implements; Communication in at least two of the official languages of the Western Cape.

DUTIES: Operate a tractor with various implements; Perform tractor maintenance and administrative support activities; Operate specialised machinery.

ENQUIRIES: Mr S Engelbrecht at 082 884 4362

DEPARTMENT OF COMMUNITY SAFETY

APPLICATIONS: To apply submit your application online via www.westerncape.gov.za/jobs

CLOSING DATE: 26 June 2017 @ 16:00

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency tests.

OTHER POSTS:

POST 23/165: ASSISTANT DIRECTOR: MONITORING AND EVALUATION - WATCHING

BRIEF REF NO: CS 2017-19

SALARY: R 334 545 per annum (Salary level 9). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees’ service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE: Department of Community Safety, Western Cape

REQUIREMENTS: A appropriate LLB -Degree as recognised by SAQA; A minimum of 3 years’ experience in the Criminal Justice System; A valid code B driver’s licence. RECOMMENDATIONS: Experience in Financial Management at supervisory level; Experience in Human Resource Management at supervisory level. COMPETENCIES: Working knowledge of project management; Communication skills (written and verbal) in at least two of the official languages of the Western Cape Province; Proven computer literacy (MS Word, MS Excel, MS PowerPoint); Staff Management skills; Organisational and report writing skills.

DUTIES: Monitor complex cases for reporting; Gather and report on relevant documentation (charge sheets); Consult and liaise with various role players; Supervise the performance of staff; Perform special and ad-hoc tasks as required; Enhance the efficiency of the Directorate in the broad, and more specific the effective and efficient management of the area of responsibility.

ENQUIRIES: Adv. Z Khan at (021) 483 3394

POST 23/166: ADMINISTRATIVE OFFICER: COMMUNITY POLICE RELATIONS SOUTHERN CAPE REF NO: CS 2017-17

SALARY: R281 418 per annum (Salary level 8) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as
prescribed. Where remuneration is not indicated as CTE, employees’ service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

**REQUIREMENTS**

- Grade 12 or equivalent qualification as recognised by SAQA with a minimum of 6 years appropriate experience; or A 3-year National Diploma as recognised by SAQA with a minimum of 3 years’ relevant experience; A valid code B drivers licence. RECOMMENDATIONS: Proven computer literacy (MS Word, MS Excel, MS PowerPoint), COMPETENCIES: Knowledge of Community Safety Act, SAPS Act and applicable legislation dealing with CPF’s; Knowledge of community dynamics (challenges, barriers); Excellent networking skills; Excellent planning, organising and people management skills; Strong facilitate and presentation skills.

**DUTIES**

- Monitor and attend to the activities, meetings and functions of relevant community policing structures and maintain healthy community police relations on a daily basis; Facilitate conflict resolutions between the community, police and relevant community organisations; Facilitate and conduct capacity building workshops with relevant community policing structures; Assisting with the implementation of the directorates departmental projects such as community mobilisation, EPP promotion, social conflict issues and training and development of CPF’s; Facilitate and enable relevant community policing structures to implement their Annual General Meetings, Police priorities and needs and that these structures are established, functional and registered.

**ENQUIRIES**

- Mr P Njozela at (021) 483 3798

**DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

**APPLICATIONS**

- To apply submit your application online via www.westerncape.gov.za/jobs

**CLOSING DATE**

- 26 June 2017 @ 16:00

**NOTE**

- Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency tests.

**OTHER POSTS**

**POST 23/167**

- **ASSISTANT DIRECTOR: PUBLIC LIBRARY ENHANCEMENT REF NO: CAS 2017-24**

**SALARY**

- R 334 545 per annum (Salary level 9). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees’ service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

**CENTRE**

- Department of Cultural Affairs and Sport, Western Cape

**REQUIREMENTS**

- A B. Bibl/ B-degree/ Post-graduate Diploma in LIS or B-tech (LIS) degree; A minimum of 3 years’ general management and/ or library management experience (provincial or public); A valid driver’s licence and willingness to travel within the Province. RECOMMENDATIONS: Budget Management experience; Monitoring and evaluation experience; Project Management experience. COMPETENCIES: Knowledge of the following: Library and information services legislation and policies; general and Project Management; Information Technology; Human resources and related prescripts; Sound communication (written and verbal) skills in at least two of the official languages of the Western Cape; Excellent report writing skills; Ability to work within a team. Proven computer literacy in MS Office; Organisational and leadership skills.
DUTIES : Manage the Public Library Enhancement projects; Manage the Public Library Enhancement budget and expenditure; Manage, monitor and report on the Public Library Enhancement outputs; Facilitate the conclusion of MOA’s between municipalities and the department; Responsible for human resource management in the division; Manage the implementation of the Public Library Enhancement business plans; Involved in strategic planning of Municipal Support Services.

ENQUIRIES : Mr P Hugo at (021) 483 2441

POST 23/168 : ADMINISTRATIVE OFFICER: MUNICIPAL FUNDING REF NO: CAS 2017-23

SALARY : R 226 611 per annum (Salary level 7). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees’ service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE : Department of Cultural Affairs and Sport, Western Cape

REQUIREMENTS : Grade 12 or equivalent qualification as recognised by SAQA with a minimum of 5 years’ relevant experience. RECOMMENDATIONS: A relevant 3-year National Diploma (or equivalent qualification); A valid code B drivers licence; Proven computer literacy (MS Office package). COMPETENCIES: Working knowledge of general and budget administration procedures; Excellent communication (written and verbal) skills in at least two of the official language of the Western Cape; Excellent report writing skills; Proven computer literacy in MS Office.

DUTIES : Financial administration; Provide effective office administration and management support to the component; Provide budget support to the component; Maintain and assist with implementation of the components monitoring and evaluation system; Liaison, communication with all stakeholders.

ENQUIRIES : Mr M Simema at (021) 483 5990

POST 23/169 : HERITAGE OFFICER: HERITAGE RESOURCE MANAGEMENT SERVICES REF NO: CAS 2017-18

SALARY : R 226 611 per annum (Salary level 7). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees’ service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE : Department of Cultural Affairs and Sport, Western Cape

REQUIREMENTS : An appropriate B-degree qualification as recognised by SAQA in Heritage related disciplines; A minimum of 1-year experience in a heritage environment with specific focus on Archaeology. RECOMMENDATIONS: Postgraduate qualification (Honours, Masters, Doctorate) in heritage related studies. COMPETENCIES: Knowledge of National Heritage Resources Act; Knowledge of Heritage resources management policies and guidelines (specifically those of HWC); Knowledge of related legislations in the heritage management process (NEMA, MPRDA and municipal processes where applicable); Excellent writing and presentation skills; Skills in Office package suite and working knowledge of database such as SAHRIS.

DUTIES : Proactive identification of heritage resources and their significance through assisting local authorities and the public in integrating the heritage permitting process with local municipal planning processes; Applying scrutiny to the significances of identified heritage resources as well as grading previously
unidentified heritage resources in the process of assessing impacts to these heritage resources; Provide professional and technical heritage assistance to the public as well as other Departments and internal units; Responsible for the promotion and increasing public awareness regarding the value of heritage and the role it should play in empowering civil society to nurture and conserve heritage; Monitoring and enforcement of compliance in terms of heritage policies and legislations prior to possible prosecutions.

ENQUIRIES: Mr Z Shiceka at (021) 483 9692

POST 23/170: GYM INSTRUCTOR: WESTERN CAPE GOVERNMENT GYM REF NO: CAS 2017-17

SALARY: R183 558 per annum (Salary level 6). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE: Department of Cultural Affairs and Sport, Western Cape

REQUIREMENTS: A relevant National Diploma (or equivalent qualification as recognised by SAQA) in the Fitness Industry and/ or Sport Management. RECOMMENDATIONS: A minimum of 2 years' experience in the fitness industry. COMPETENCIES: Knowledge of the following: Fitness industry; Training programme and eating plan; Monitor and evaluate the training programme to achieve desire results; Excellent in verbal and written communication skills in at least two of the official languages of the Western Cape; Advanced knowledge of national sports and recreation plan and other related sport fitness prescripts; Skills in presentation, organizing and the ability to work within teams and perform under pressure.

DUTIES: Developing and monitoring training programmes; Ensure the servicing of the equipment; Fitness assessment and floor training; Liaison with local municipalities, departments and private sector; Capturing of the database of the members and service providers; Ensure that the gymnasium wellness programmes are implemented.

ENQUIRIES: Mr P Cengani at (021) 483 9863

POST 23/171: AUXILIARY SERVICES OFFICER - CLIENT INFORMATION SERVICES REF NO: CAS 2017-25

SALARY: R 107 886 per annum (Salary level 3). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE: Department of Cultural Affairs and Sport, Western Cape

REQUIREMENTS: Grade 12 or equivalent NQF 4 qualification as recognised by SAQA; Appropriate supply of records to clients. RECOMMENDATIONS: Computer literacy in MS Word, Excel. PowerPoint and Outlook; Understanding Automated storage and retrieval systems. COMPETENCIES: A good understanding of retrieval and automated storage systems; Good written and verbal communication skills in at least two of the following languages of the Western Cape; Proven computer literacy; Organising and research skills; Time Management skills.
DUTIES
Supply of documents to clients in the reading room, governmental bodies and staff; Processing of records and stack room management; Proper care and management for the safety of documents; Verification of transfers of archives; Repacking of archives in stack rooms; Boxing and re-boxing of archives, loading and unloading of transfer boxes; Typing, printing and affixing of source codes and numbers on records; Typing of reports, lists, registers and other general documents.

ENQUIRIES
Ms C Mthetho at (021) 463 0434

DEPARTMENT OF HEALTH
In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE
It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 23/172
OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)

SALARY
R 499 953 (PN-B3) per annum

CENTRE
Laingville Community Clinic (West Coast District)

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. Post-basic qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care (R48) accredited with SANC. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the one-year post basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Demonstrate in-depth knowledge of Nursing and Public Service Legislation. Knowledge of Human Resource and Financial policies. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Computer literacy (MS Word and Excel). Note: No payment of any kind is required when applying for this post.

DUTIES
Key result areas/outputs: Manage, control and act in facets of health, support, security, cleaning, infection control and ground services. Handle Personnel matters, including supervision and Performance Management, Finances and Procurement, as well as implementing policies, prescripts and protocols regarding the mentioned facets. Manage planning to practice a holistic Health Service on a short-/medium-/long-term basis. Render Clinical services and organise a cost-effective service on a daily basis. Ensure that all personnel undergo training according their Individual Development and Performance Plan. Participate in community involvement. Collect and verify submission of accurate statistics timeously and give continuous positive support to the Assistant Manager: Nursing (Primary Health Care).

ENQUIRIES
Ms NT Mkhwela, tel. no. (022) 709-5067

APPLICATIONS
The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.

FOR ATTENTION
Mr JI Engel

CLOSING DATE
30 June 2017
POST 23/173: OPERATIONAL MANAGER NURSING GRADE 1: (GENERAL UNIT: NEUROLOGY)

SALARY: R 394 665 (PN-A5) per annum
CENTRE: Groote Schuur Hospital, Observatory
REQUIREMENTS:
- Minimum educational qualification: A 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. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Registration with a professional council: Current registration with SANC as a Professional Nurse. Inherent requirement of the job: Will be required to work shifts, public holidays and weekends. 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, Email). Ability to manage finances to stay within allocated budgets. Knowledge of FBU management. Appropriate knowledge/skills in general nursing science. Knowledge and skills in endoscopic procedures. Note: No payment of any kind is required when applying for this post.

DUTIES:
(key result areas/outputs): Responsible for the coordination and delivery of person-centred 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 multidisciplinary 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. After hours/ weekend cover for Nursing and deputising for Assistant Manager: Nursing.

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: 23 June 2017

POST 23/174: ADMINISTRATIVE OFFICER: SUPPORT SERVICES

SALARY: R 226 611 per annum
CENTRE: Swellendam Hospital (Overberg District)
REQUIREMENTS:
- Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate working experience of Support Services (i.e. laundry, food services, security, transport and maintenance). Inherent requirements of the job: Valid (Code B/EB) driver’s licence and willingness to travel. Willingness to work overtime when required. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of Western Cape. Good communication, interpersonal and organisational skills. Ability to maintain confidentiality. Computer literacy (i.e. MS Word, Excel and PowerPoint). Note: No payment of any kind is required when applying for this post.

DUTIES:
Key result areas/outputs: Overall responsibility for managing transport services, technical services, food services, security and cleaning services. Overall
responsibility for Corporate Government, including all aspects of management of support, which includes (i.e. telecom service, linen and laundry and contract Management).

ENQUIRIES : Mr D Brecht, tel. no. (028) 514-8458
APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon 7230.
FOR ATTENTION : Ms A Brits
CLOSING DATE : 30 June 2017

POST 23/175 : ADMINISTRATION CLERK: SUPPORT (ADMISSIONS) 2 POSTS

SALARY : R 152 862 per annum
CENTRE : Clanwilliam Hospital (West Coast District)
REQUIREMENTS : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate experience of patient administration in a hospital. Appropriate administrative experience. Competencies (knowledge/skills): Computer literate in MS Word and Excel. Ability to cope with a high work volume. 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.

DUTIES : key result areas/outputs: Maintain the effective and efficient general office administration and ad-hoc duties. Maintain an effective filing systems. Patient administration. Responsible for folder management (i.e. request and retrieve folders). Switchboard operating.

ENQUIRIES : Ms R van den Berg, tel. no. (027) 482-2166
APPLICATIONS : The Manager: Medical Services, Clanwilliam Hospital, PO Box 113, Clanwilliam, 8135.
FOR ATTENTION : Ms TJ Frederick
CLOSING DATE : 30 June 2017

POST 23/176 : ADMINISTRATION CLERK: SUPPORT (COMPREHENSIVE HEALTH SERVICES)

SALARY : R 152 862 per annum
CENTRE : Eden District Office (Eden District)
REQUIREMENTS : Minimum educational qualification: Grade 12 / Senior Certificate. Experience: Appropriate experience. Inherent requirement of the job: A valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, PowerPoint and Outlook). Good communication skills in at least two of the three official languages of the Western Cape. Basic knowledge and experience in office administration, financial and procurement administration. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): General administrative or secretarial support to all comprehensive health staff. Create an office friendly environment by filing documents and keep the office neat and organised. Provide support to the comprehensive health staff with program specific priorities and communication to the sub-districts. Order stationary for the component and keep record of the assets. Organise meetings, compile agendas, take the minutes, type quarterly reports and complete monthly and quarterly statistics for all comprehensive Health staff. Keep all the store rooms neat and organise the pamphlets, posters and other IEC material.

ENQUIRIES : Ms I Reynierse, tel. no. (044) 803-2700/2749
APPLICATIONS : The District Manager: Eden District Office, Private Bag X6592, George, 6530.
FOR ATTENTION : Ms S Pienaar
CLOSING DATE : 30 June 2017

POST 23/177 : HOUSEKEEPING SUPERVISOR

SALARY : R 127 851 per annum
CENTRE : Citrusdal Hospital (West Coast District)

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in a household service and cleaning environment in a hospital. Inherent requirement of the job: Willingness to render a shift service on weekends/public holidays and night duty. Competencies (knowledge/skills): Sound interpersonal and supervisory skills. Knowledge of safety, hygiene and infection control standards. Ability to communicate in at least two of the three official languages of the Western Cape. Support to housekeeping management structure and adhere to policies and practices. Good experience in stock control in a household/cleaning department (i.e. linen, equipment and consumables). Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Responsible for effective management, order, control, use of stock, ward linen and equipment. Ensure correct and timeously serving of meals and adhere to food management practices within the wards. Ensure the safekeeping and maintenance, condemning of all assets, linen, stock equipment, follow up on repairs, order, safekeeping and issue stock and provisions. Effective supervision, performance management, training and discipline subordinates. Ensure adherence to Occupational Health and Safety and infections control protocols, handle medical and household waste. Support to management and adhere to HRM policies and practices.

ENQUIRIES : Ms L Kotze, tel. no. (022) 921-2153

APPLICATIONS : The Medical Superintendent: Citrusdal Hospital: Private Bag X14, Citrusdal, 7340.

FOR ATTENTION : Ms L Kotze

CLOSING DATE : 30 June 2017

POST 23/178 : HANDYMAN

SALARY : R 127 851 per annum

CENTRE : Citrusdal Hospital (West Coast District)

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in general electrical/mechanical work. Inherent requirement of the job: Willingness to perform standby duties and work overtime when required. Valid Code (B/EB) driver’s licence. Willingness to travel between facilities in the Cederberg Sub-district to render service. Competencies (knowledge/skills): Basic knowledge of electrical/mechanical engineering. Good communication and interpersonal skills. Note: No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

DUTIES : Key result areas/outputs: Electrical/mechanical repairs and general maintenance of plant, equipment and buildings of the hospital in the Cederberg Sub-district. Maintain plant-rooms, plant, equipment and work area in a clean and safe condition. Assist Artisans with maintenance, repairs and installation projects. Complete and return repair requisitions and further keep record of all repairs. Assist in the order and control of the workshop, materials and tools. Train and develop staff. Clean areas where work has been carried out.

ENQUIRIES : Ms NW Smit, tel. no. (022) 921-2153

APPLICATIONS : The Assistant Director: Administration and Support Service, Cederberg Sub-district, Private Bag X14, Citrusdal, 7340.

FOR ATTENTION : Ms NW Smit

CLOSING DATE : 30 June 2017

POST 23/179 : CLEANER

SALARY : R 83 766 per annum

CENTRE : Leeu-Gamka Community Clinic, Central Karoo District (Central Karoo District)

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a cleaner in a Health Facility. Experience with the use of cleaning equipment, cleaning materials and cleaning detergents. Inherent requirement of the job: Ability to lift/move heavy equipment and supplies and be on their feet the
entire day. Competencies (knowledge and skills): Good interpersonal skills. Note: No payment of any kind is required when applying for this post.

DUTIES: (key result areas/outputs): Perform effective routine cleaning in and around the building, offices and dissection areas by utilising the available resources. Provide a clean, safe and hygienic environment to prevent injuries and the spread of infection. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms, buckets, etc. are clean after usage and securely stored. Effectively support the supervisor by establishing a hygienic environment.

ENQUIRIES: Mr WJ Erasmus, tel. no. (023) 414-8200

APPLICATIONS FOR ATTENTION: The District Manager: Eden District Office, Private Bag X6592, George, 6530.

CLOSING DATE: 30 June 2017

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS: To apply submit your application online via www.westerncape.gov.za/jobs

CLOSING DATE: 26 June 2017 @ 16:00

NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency tests.

OTHER POST

POST 23/180: TECHNICAL COMPLAINTS MANAGER REF NO: HS 2017-10

SALARY: R 334 545 per annum (Salary Level 9). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

REQUIREMENTS: National 3-year Diploma (or equivalent qualification as recognised by SAQA) with a minimum of 3 years relevant experience. RECOMMENDATIONS: Good working knowledge with experience in/of: Rental Housing Act 50 of 1999; Prevention of Illegal Eviction and Unlawful Occupation of Land Act 19 of 1998; Public Finance Management Act (PFMA), National and Provincial Treasury Regulations and Provincial Instructions; Rental property management; Public Service procedures; Public finance, human resources and discourse management processes; Information and Records Management; PERMIS 3.COMPETENCIES: Proven computer literacy in MS Office, Internet and Intranet; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape Province; Good Legal interpretation; Excellent problem solving as well as management skills; Good planning, organising, time and dispute resolution/conflict management skills; Good interpersonal skills; Good presentation and problem solving skills; Ability to work within a changing, fast paced, high stress environment; Ability to work under pressure, willingness to work irregular hours and meet tight deadlines; and Must be innovative, flexible, decisive, impartial consistent.

DUTIES: Manage technical cases and ensure 90 days compliance by ensuring cases are thoroughly investigated, reported on, evaluated and mediated; Provide technical Support to the Clerk of the Court in terms of urgent hearings with respect to spoliations, interdicts and warrants; Engage with stakeholders (for example: SAPS, CDW, Municipality, Landlords and Agents) in terms of consumer education; Oversee the performance management of staff.

ENQUIRIES: Mr R Stewart at (021) 483 3005
DEPARTMENT OF LOCAL GOVERNMENT

APPLICATIONS: To apply submit your application online via www.westerncape.gov.za/jobs
CLOSING DATE: 26 June 2017 @ 16:00
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency tests.

OTHER POSTS

POST 23/181: ASSISTANT DIRECTOR: LEGISLATION SUPPORT REF NO: LG 2017-10

SALARY: R334 545 per annum (Salary level 9). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

REQUIREMENTS: National Diploma or equivalent recognized qualification as recognized by SAQA; A minimum of 5 years' relevant experience. RECOMMENDATIONS: Bachelors Degree or Post Graduate degree in Public Administration or a Bachelors of Law (LLB) qualification. COMPETENCIES: Knowledge of local government and legislative amendments; Advanced knowledge of municipal structures; Excellent communication (verbal and written) skills in at least two of the official languages of the Western Cape; Ability to communicate with persons from different backgrounds and across all sectors; Management skills.

DUTIES: Responsible for assessing appointments of Senior Managers in terms of section 54A and 56 of the Municipal Systems Act; Instructing on litigation for and against the Department/ MEC for Local Government; Responsible for advice on legislation, Responsible for maintaining institutional integrity of Municipalities; Responsible for the Legal Resource Centre.

ENQUIRIES: Mr K Makan at (021) 483 4365

DEPARTMENT OF PROVINCIAL TREASURY

APPLICATIONS: To apply submit your application online via www.westerncape.gov.za/jobs
CLOSING DATE: 26 June 2017 @ 16:00
NOTE: Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency tests.

OTHER POST

POST 23/182: ACCOUNTING PRACTITIONER: LOCAL GOVERNMENT ACCOUNTING GROUP 1, REF NO: PT 2017-9

SALARY: R 334 549 per annum (Salary level 9). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS
remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

**REQUIREMENTS**: An appropriate 3-year National Diploma with Accounting 3 as a major subject or equivalent qualification as recognised by SAQA; A minimum of 6 years' experience of municipal accounting in a finance department; A valid driver's licence and a willingness to travel. RECOMMENDATIONS: Generally Recognised Accounting Practice (GRAP) experience. Completed articles; Knowledge of Municipal Standard Chart of Accounts (MSCOA). COMPETENCIES: Knowledge of municipal accounting systems; Proven computer literacy, Microsoft Office (Excel, Word, PowerPoint and Project Management Tools); Analytical skills; Problem Solving/Decision-making; Good numerical ability; Communication skills (written and verbal) in at least two of the official languages of the Western Province; Teamwork.

**DUTIES**: Assess municipalities against the relevant Accounting Reporting Framework; Municipalities supported and monitored against MSCOA implementation; Roll out of municipal support interventions to municipalities; Conduct municipal financial assessments based on financial statements and other related data.

**ENQUIRIES**: Mr Z Hendricks at (021) 483 5243

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS**: To apply submit your application online via www.westerncape.gov.za/jobs

**CLOSING DATE**: 26 June 2017 @ 16:00

**NOTE**: Only applications submitted online will be accepted. Communication will be limited to shortlisted candidates. If you do not receive a reply within 3 months after the closing date, please regard your application as unsuccessful. 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 tests.

**OTHER POSTS**

**POST 23/183**: SOCIAL WORK MANAGER: METRO SOUTH REGION REF NO: DSD 2017-65

**SALARY**: Remuneration R 712 8277 per annum (as prescribed by OSD). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

**CENTRE**: Department of Social Development, Western Cape Government

**REQUIREMENTS**: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Compulsory registration with SACSSP as a Social Worker; A minimum of 10 years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP. Note: Proof of first registration certificate as Social Worker with the SACSSP must be submitted with your online application. RECOMMENDATIONS: A valid driver's licence. COMPETENCIES: Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being; Knowledge of the following: applicable policies, legislation, guidelines, standards, procedures and best practices. Management principles; People management processes; Labour relations; Public Service procedures; Financial Management; Good
communication (written and verbal) skills in at least two of the official languages of the Western Cape; Presentation and Facilitation skills; Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion; Problem solving skills.

**DUTIES**

Provide a social work service of the highest, most advanced and specialised nature within defined areas of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form; Facilitate development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources; Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources; Keep up to date with new developments in the social work management fields; Plan and ensure that social work research and development are undertaken; Perform and ensure that all the administrative functions required in the unit is performed.

**ENQUIRIES**

Mr Q Arendse at (021) 763 6206

**POST 23/184**

**DEPUTY DIRECTOR: QUALITY ASSURANCE AND MONITORING- REF NO: DSD 2017-64**

**SALARY**

All–inclusive salary package of R 657 558 annum (Salary level 11). 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 Social Development, Western Cape Government

**REQUIREMENTS**

An appropriate B-Degree qualification in Human Resource Management/ Financial Management/ Social Sciences/ Quality Assurance/Investigative fields; A minimum of 3 years’ management experience; Minimum of 2 years’ experience in a secure care facility/ Child and Youth Care Centre environment. RECOMMENDATIONS: None. COMPETENCIES: Advance knowledge of facility management and quality assurance and in-depth interventions; Advanced knowledge of modern systems of governance and administration; Knowledge of constitutional, legal and institutional arrangements governing the South African public sector; Project Management Skills; Financial Management skills; Strong conceptual and formulation skills; Excellent communication (written and verbal) skills in at least two of the official languages of the Western Cape Province.

**DUTIES**

Lead, manage and oversee the compliance monitoring, registration compliance and risk for the department through initiating relevant strategies and ensuring policy and standard operating procedures; Ensure the execution of internal and external quality assurance regimes; Manage the execution of all internal and external registration reviews and unregistered centre interventions; Manage and oversee all outsourced management contracts and stakeholder relations; Manage a reportable incidents compliance protocol, oversee all high risk interventions and advise the Director on the impact that these risks may pose; People Management and Finance..

**ENQUIRIES**

Ms L Goosen at (021) 202 9251

**POST 23/185**

**ASSISTANT DIRECTOR: BOOKKEEPING AND FINANCIAL STATEMENTS- REF NO: DSD 2017-63**

**SALARY**

All –inclusive salary package of R 334 545 per annum (Salary level 9). 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 Social Development, Western Cape Government

**REQUIREMENTS**

National Diploma or equivalent qualification as recognised by SAQA; A minimum of 3 years’ relevant experience in a Financial Management environment.
RECOMMENDATIONS: None. COMPETENCIES: Knowledge of the following: Policy Development; Financial norms and standards; Budgeting processes; Financial accounting skills; Ability to analyse, conceptualise and implement policy; Proven computer literacy (MS Word, MS Excel, MS PowerPoint); Monitoring, evaluation and reporting skills.

DUTIES: Manage and supervise staff that perform the following functions related to performing the more complex work in that regard: Manage the process of collating the Annual Financial Statements (AFS) for Department. Bookkeeping: maintain the process for the accounting of assets, liabilities, cash, guarantees, borrowings, securities and leases; manage in-year and annual reports on recorded financial affairs and financial systems; Manage financial instructions and circulars; Perform managerial/supervisory tasks will entail the following: Participation in the recruitment and selection of staff; Motivate, train guide staff; Manages the performance, evaluation and rewarding of staff; Monitor information capacity building; Promote sound labour relations; Maintain discipline; Perform budgetary tasks; Give strategic direction to and manage policy issues with regard to the functions of the components under his/her command; Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards; Determine workflow requirements.

ENQUIRIES: Mr D Holley at (021) 483 4276

POST 23/186 SOCIAL WORK SUPERVISOR GRADE 1- REF NO: DSD 2017-61

SALARY: All –inclusive salary package of R 341 322 per annum (OSD as prescribed). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees’ service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

REQUIREMENTS: Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the South African Council for Social Service Professions as Social Worker; A minimum of 7 years’ appropriate experience in social work after registration as Social Worker with the SACSSP. RECOMMENDATIONS: A valid driver’s licence. COMPETENCIES: Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively; Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and effectively; The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves; Ability to compile complex reports; Proven computer literacy; Communication skills (written and verbal) in at least two of the official languages of the Western Cape Province. DUTIES: To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees engaged in these functions. Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field.

ENQUIRIES: Mr Q Arendse at (021) 763 6206

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POST 23/187: SOCIAL AUXILIARY WORKER- REF NO: DSD 2017-62

SALARY: R130 434 – R 146 811 per annum, Grade 1; R 155 748 – R 175 290 per annum, Grade 2; R 185 970 – R 233 487 per annum, Grade 3 per annum (OSD as prescribed). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees’ service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

REQUIREMENTS:
Grade 1: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the SACSSP as Social Auxiliary Worker.
Grade 2: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 10 years’ appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP.
Grade 3: Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker; Registration with the South African Council for Social Service Professions as Social Auxiliary Worker; A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP; OR A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP.

RECOMMENDATIONS: A valid driver’s licence. COMPETENCIES: Knowledge of the relevant legislation, policies and prescripts/manuals; Language proficiency and literacy; Good communication (written and verbal) skills both verbal and written; Self-management and motivation; Customer Service Orientation/ Diversity Citizenship; Good interpersonal relations; Proven computer literacy. DUTIES: Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant departmental programmes; Assist social workers to attend to any other matters that could result in, or stem from, social instability in any form. Keep abreast with new developments in the social work and social services field. Perform administrative support functions in support of social workers as required of the job.

ENQUIRIES: Ms C Nell at (027) 213 2096

POST 23/188: ADMINISTRATION CLERK, METRO EAST LOGISTICAL SERVICES - REF NO: DSD 2017-60

SALARY: R 152 862 per annum (Salary level 5) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed.
prescribed. Where remuneration is not indicated as CTE, employees’ service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreement.

**REQUIREMENTS**
Grade 12 (Senior Certificate or equivalent qualification).  
**RECOMMENDATIONS:** None.  
**COMPETENCIES:** Communication skills (written and verbal) in at least two of the official languages of the Western Cape; Proven computer literacy (including the maintenance and administration of the information databases); Good organising skills; Ability to work well within a team and independently.

**DUTIES**
Rendering of provisioning administration functions; Ordering, stores and issuing and recording of goods; Provide assistance with determining needs and application of correct procedures pertaining to provisioning; Liaise with service providers in respect of the supply and delivery of goods, registration of suppliers for electronic funds transfers and payments; Provide assistance with regards to asset management; Compilation of a database to record all assets; Reporting on all assets acquired on a quarterly basis; Compilation of inventories in reference of stores and equipment; Liaise with inventory controllers of offices and institutions to ensure a uniformed approach in the recording of assets; Provide assistance with the stocktaking processes in line with Provincial Treasury-, PFMA and provisioning guidelines and procedures.

**ENQUIRIES**
Mr M Thobei at (021) 812 0900

**POST 23/189**
CUSTOMER CARE ASSISTANT, KRAAIFONTEIN- REF NO: DSD 2017-58

**SALARY**
R 152 862 per annum (Salary level 5)  
**Note on remuneration:** Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees’ service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreement.

**REQUIREMENTS**
Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 6 months client care experience.  
**Recommendations:** Proven computer literacy (MS Word, MS Excel, MS PowerPoint).  
**Competencies:** Knowledge of client care; Knowledge of the social welfare environment; Excellent communication skills (written and verbal); Strong computer literacy and knowledge of MS Word package; Skills in sound organizing and planning; Skills in conflict resolution.

**DUTIES**
Provide information to clients regarding available services; Assist clients at the coalface on how to access services from the department; Follow-up on queries from clients; Provide immediate relief to clients; Administer surveys; Notate client feedback and maintain feedback register; Provide assistance to team in the field with regards to departmental information; Render general administrative support to the service delivery team relating to: Managing of telephone enquiries within the service delivery team; Maintaining a filing system for the unit; Maintain and manage an electronic database for as well as logistical arrangements for the team.

**ENQUIRIES**
Ms W Mehl at (021) 812 0978

**DEPARTMENT OF TRANSPORT AND PUBLIC WORKS**

**APPLICATIONS**
To apply submit your application online via www.westerncape.gov.za/jobs

**CLOSING DATE**
26 June 2017 @ 16:00

**NOTE**
Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency test. Please regard your application as unsuccessful if you do not get a reply within 3 months after the closing date.
CHIEF ARCHITECT: OVERBERG/ WEST COAST EDUCATION

**SALARY**
Remuneration R 805 806 per annum (OSD as prescribed). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

**CENTRE**
Department of Transport and Public Works, Western Cape

**REQUIREMENTS**
A relevant B-Degree (or relevant qualification) in Architecture as recognised by SACAP; A minimum of 6 years' post qualification architectural experience; Valid driver's licence. Compulsory registration with SACAP as a Professional Architect (Please attach your proof of registration to your profile). Recommendations: None. Competencies: Knowledge of the following: Disciplinary and application thereof; Legal compliance with the built environment; Provincial Infrastructure Delivery Management System; Technical requirements to assess appropriateness of land; Presentation and organizing skills; Leadership skills; The ability to apply expertise and technology; Verbal and written communication skills in at least two of the official languages of the Western Cape; Ability to undertake risk analyses and develop risk mitigation strategies, Excellent human resource skills, Policy formulation skills.

**DUTIES**
Identify and extract data and information to assist client departments with the drafting of their Infrastructure Programme Management Plan, including the construction procurement strategy; Provide input into Infrastructure Programme Implementation plan based on the client departments approved Infrastructure Programme Management Plan; Manage the following: procurement process of projects; professional in-house project teams and relevant committees for a particular project or package of projects; project information for Project Management Information Management; the implementation of Facility Technical Condition Assessments; Monitor and control project implementation; Co-ordinate professional teams on all aspects regarding quantity surveying services; Ensure adherence to quantity determination standards; Provide architectural advice and technical support in the evaluation of costs; Ensure the adoption on technical and quantity strategies; Develop architectural related policies methods and strategies; Provide solutions on non-compliance on quantity determination; Review cost determinations of projects and estimates accomplished by building designers.

**ENQUIRIES**
Mr A Nieuwoudt at (021) 483 2839

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DEPUTY DIRECTOR: DEPARTMENTAL COMMUNICATION

**SALARY**
All-inclusive salary package of R 657 558 per annum (Salary Level 11) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

**CENTRE**
Department of Transport and Public Works, Western Cape

**REQUIREMENTS**
B-Degree (or equivalent qualification) in Public Relations/ Communication/ Journalism as recognised by SAQA; A minimum of 3 years' management
experience; A valid code B drivers licence. Recommendations: None.
Competencies: Knowledge of the following: Communication policies and strategies (extensive); Events Management; People Management Practices; Financial Management; Verbal and written communication in skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Word, Microsoft Excel, PowerPoint and Microsoft outlook); Planning, Organising and Project Management skills.

DUTIES: Ensure the application of departmental communication principles in the Department; Participate in daily communication with the Strategic Communications Unit and manage follow up interventions as agreed; Draft and consult departmental communication plan and protocols; Facilitate/ co-ordinate departmental functions, workshops, exhibition, road shows and other events; Draft content of communication products in conjunction with the line functionaries and in consultation with the Strategic Communications Unit; Liaise with line functionaries to ensure that the department's intranet and internet web pages reflect factually correct and with up to date information; Render a departmental language service; Manage the departmental communications service level agreement with the Department of the Premier Corporate Services Centre; Participate in daily communication briefing sessions chaired by the Strategic Communications Unit and manage follow up interventions as agreed.

ENQUIRIES: Mr C Marx at (021) 483 5605

POST 23/192: ASSISTANT DIRECTOR: TECHNICAL SERVICES, EDUCATION FACILITIES, REF NO: TPW 2017-78

SALARY: R 417 552 per annum (Salary level 10) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees’ service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

REQUIREMENTS: An appropriate National Diploma (T- or N-stream) or equivalent qualification as recognised by SAQA with a minimum of 3 years’ appropriate experience or NTC 3 and appropriately completed apprenticeship or successful passing of an official trade test with appropriate experience in the building industry; A valid Code 08 driver’s licence and willingness to travel regularly as required. RECOMMENDATIONS: None. COMPETENCIES: Extensive knowledge and experience of Project Management. People Management, contract administration of maintenance/ construction of buildings, financial and procurement procedures; Knowledge of Occupational Health and Safety Act, relevant legislation, Public Service Act, regulations and the PFMA; Excellent analytical, problem solving, interpersonal and organisational skills; Ability to work under pressure and to meet deadlines; Presentation and organisising skills; Proven computer literacy (MS Word, Microsoft Excel, Microsoft Outlook, MS Project); Communication skills (written and verbal) in at least two of the three official languages of the Western Cape; Ability to work well within a team.

DUTIES: Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that client requests are investigated and followed up; Facilitate, co-ordinate and control the implementation of new works, repairs, renovation and maintenance; Prepare tender documentation and specification; Supervise and exercise quality control on projects; Ensure that project documentation for new and existing structures are compiled; Manage the activities of contractors and consultants; gather and submit information in terms of the extended public works programme (EPWP); Supervise the performance and conduct of subordinate staff.

ENQUIRIES: Mr R Monare at (021) 483 5310
POST 23/193 : ARCHITECTURAL TECHNOLOGIST. PRODUCTION REF NO: TPW 2017-75

SALARY : Grade A: R 323 259 – R 348 480 per annum
          Grade B: R 367 938 – R 396 375 per annum
          Grade C: R 420 690 – R 495 561 per annum (OSD as prescribed). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE : Department of Transport and Public Works, Western Cape

REQUIREMENTS : Bachelor of Technology in Architecture (B-Tech), or relevant qualification as recognised by SACAP; Completion of the candidacy period or a minimum of 3 years Senior Architectural Technologist experience; A valid driver’s licence; Compulsory registration with SACAP as a Senior Architectural Technologist or must have had applied for registration. RECOMMENDATIONS: Experience in architectural planning, producing construction documentation of JBCC 2000 PBA (and NEC3 ECC) contracts; Experience in using Autodesk AutoCAD, Microsoft PowerPoint, Microsoft Project; Optional experience in using Autodesk Revit and Sketch-up; Experience in legal compliance with various Acts including the Occupational Health and Safety Act, National Building Regulations and its implementation via South African National Standards. COMPETENCIES: Knowledge of Project Management and Financial Management; Verbal and written communication skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Leadership, organising and teamwork skills; Conflict Management skills.

DUTIES : To undertake project management including planning, documentation and supervision; On written instruction from supervisor assist professional and technical staff in Chief Directorate General Infrastructure by compiling project documentation, assisting project documentation, assisting supply chain process and project management; Maintaining up to date as built documentation of completed projects as well as maintaining up to date building layouts and technical documentation; Research and professional development.

ENQUIRIES : Mr Rudolf Geyser at (021) 483 0500

POST 23/194 : PROPERTY OFFICER - PROPERTY PLANNING REF NO: TPW 2017-73

SALARY : R 226 611 per annum (Salary level 7) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees' service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

REQUIREMENTS : 3-year National Diploma (or equivalent qualification as recognised by SAQA) with minimum of 1-year relevant experience; A valid driver’s licence. RECOMMENDATIONS: None. COMPETENCIES: Knowledge in the following: Application of legislation and regulatory requirements, policies and standards; Project Management; Principles and processes for providing customer services; Monitoring and evaluation methods, tools and techniques; Verbal and written communication skills in at least two of the three official languages of the Western Cape; Proven computer literacy in MS Office; Ability to work under pressure and meet deadlines.
DUTIES
Manage the achievement of component goals in respect of the following: Inspect, plan and manage the optimal utilisation of immovable assets; Ratify and verify accommodation needs; Sub-divide, consolidate and rezone immovable assets; Implement the Provincial Immovable Asset Management Strategy; Review and monitor the outcomes of Conditional Assessments to improve the performance of immovable assets; Identify and manage superfluous and relinquished properties; Attend to requests from private sector, municipalities/ government departments; Implement user agreements with user Departments; Attend to internal and external Audit enquiries; Manage all projects allocated to the Property Planner and assist and utilise property research; Ensure compliance with all relevant legislative, statutory, regulatory and supervisory requirements towards the achievement of assigned projects and goals; Manage information (data, knowledge) by applying tools and technologies to inform decision-making in government operations, produce reports, enhance service delivery and support transparency; Support integration/collaboration across departments/ governmental spheres; Apply the underlying Batho Pele principles in the day-to-day work operations of the section.

ENQUIRIES
Mr D Fourie Tel no: (021) 483 5422

POST 23/195
PERSONAL ASSISTANT: PROGRAMME/PROJECT INFRASTRUCTURE DELIVERY, REF NO: TPW 2017-76

SALARY
R 226 611 per annum (Salary level 7) Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees’ service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

REQUIREMENTS
Grade 12 or equivalent qualification with a Secretarial/ Office Administration Qualification; A minimum of 3 years’ experience in rendering a support to Senior Management. Recommendations: None. Competencies: Excellent communication skills (verbal and written) in at least two of the official languages of the Western Cape; Proven computer literacy; Records Management skills; Knowledge of HRM processes; Financial Management skills.

DUTIES
Provide a secretarial/ receptionist support service to the Director; Render an administrative support service; Provide support to the Director regarding meetings; Support the Director with the administration of the Budget; Analyse the relevant Public Service and departmental policies and prescripts and other documents and ensure that the application thereof is properly understood.

ENQUIRIES
Mr André Nieuwoudt Tel no: (021) 483 2839

APPLICATIONS
To apply submit your application online via www.westerncape.gov.za/jobs

CLOSING DATE
26 June 2017 @ 16:00

NOTE
Only applications submitted online will be accepted. 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.

DEPARTMENT OF THE PREMIER

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OTHER POSTS

POST 23/196 : ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DOTP 2017-40

SALARY : R 334 545 per annum (Salary level 9). Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees’ service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE : Department of the Premier, Western Cape

REQUIREMENTS : A relevant 3-year National Diploma (or equivalent qualification as recognised by SAQA) majoring in Accounting and Auditing; A minimum of 3 years in internal/external audit or other relevant experience; A valid driver’s licence and willingness to travel within the Western Cape. RECOMMENDATIONS: Studying towards or have professional certificate. COMPETENCIES: Audit Practices-Engagement Planning and Execution; Analytical thinking; Information Gathering; Interactive – Communication; Team Work.

DUTIES : Relevant and reliable information obtained and logical conclusions drawn in each step of the prelim survey ensuring that results of each step are effectively utilized in other steps to optimise the audit focus; Adequately motivated engagement objectives, based on the correct analysis of the control objectives, cognizant of the risk demonstrating a comprehensive understanding of how risks ought to be mitigated; Comprehensive and accurate systems description that enhances better understanding of key aspects of the entire process is logical documented, walkthrough appropriately supported by evidence and confirmed with client management; Appropriately extracted sample based on effective analysis of population and elements of control; Test procedures are developed in line with engagements objective requirements are key control design (addressing the content of the control); Conclusions drawn per procedure are aligned to the overall engagement objective motivation cognizant of the risks; Working papers are complete (including cross referencing) and accurate accompanied by useful, relevant sufficient and reliable evidence delivered and coaching notes signed off; The elements of audit findings are appropriate aligned including adequate evaluation of root causes giving effect to practical and value-add recommendations completed.

ENQUIRIES : Mr S Malan Tel no: (021) 483 9962

POST 23/197 : ASSISTANT DIRECTOR: CREATIVE DESIGN REF NO: DOTP 2017-39

SALARY : R334 545 per annum, Level 09. Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees’ service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

CENTRE : Department of the Premier, Western Cape

REQUIREMENTS : National 3-year Diploma qualification (or equivalent qualification) as recognised by SAQA; A minimum of 5 years’ design experience with a minimum of 3 years' supervisory experience; A valid Code B driver’s licence. Furthermore, in order to be considered for this position you are required to indicate a link where your profile can be assessed. This is part of the shortlist process. Recommendation: Brand Management and/or development experience; Proven and demonstrable skills in
Designing, Illustration and Photography. Competencies: Thorough knowledge of design and colour theory; Advanced knowledge of Adobe Creative Suite (InDesign, Photoshop and Illustrator); Thorough knowledge of design principles, techniques and tools; Multi-tasking and working under pressure; Staff Management skills.

**DUTIES**

Render a Graphic Design service to the Western Cape Government; Provide an oversight role to creative work produced outside of Corporate Communication; Manage the design and photography service within Corporate Communication.

**ENQUIRIES**

Mr S Du Plessis Tel no: (021) 483 3139

**POST 23/198**

**SUPPLY CHAIN MANAGEMENT PRACTITIONER REF NO: DOTP 2017-42**

**SALARY**

R 281 418 per annum, Level 08. Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees’ service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

**CENTRE**

Department of the Premier, Western Cape

**REQUIREMENTS**

An appropriate B-degree or equivalent qualification as recognised by SAQA; A minimum of 3 years’ experience in a Supply Chain Management environment. RECOMMENDATIONS: Post graduate qualification on level 8 as recognised by the Frameworks Authority (Built sector, property studies or economic. Experience in property/ finance/ infrastructure within a public sector environment would serve as a recommendation. Competencies: A good understanding of Procurement principles, prescripts and procedures; Proven Computer literacy (Microsoft Office Excel, Word, PowerPoint and Outlook); Good communication skills (verbal and written) in at least two of the official languages; Ability to analyse, conceptualise and implement policy.

**DUTIES**

Act as Secretariat for all relevant bid committees (Bid Specification, Bid Evaluation, Quotation and Bid Adjudication Committees); Compile and maintain contract register and report on Commitments; Monitor and coordinate supplier performance; Manage and administer Contract Registration application, and compilation and/or verification of reporting as per Provincial Treasury, National Treasury and Auditor General Instructions; Facilitate, renew, extend and cancel contracts; Manage and facilitate the bid opening process.

**ENQUIRIES**

Mr A Heron Tel no (021) 483 8187

**POST 23/199**

**CHIEF SUPPLY CHAIN MANAGEMENT CLERK REF NO: DOTP 2017-43**

**SALARY**

R226 611 per annum, Level 07. Note on remuneration: Cost-to-employer (CTE) remuneration packages for certain occupation-specific dispensations (OSD), the middle-management service (MMS) and contract positions are inclusive of all costs related to service benefits or obligations including basic salary, 13th cheque, medical assistance, housing assistance, pension-fund contributions, etc. MMS remuneration packages are flexible and may be individually structured as prescribed. Where remuneration is not indicated as CTE, employees’ service benefits or obligations are funded or co-funded in terms of the applicable prescripts or collective agreements.

**CENTRE**

Department of the Premier, Western Cape

**REQUIREMENTS**

Grade 12 certificate (or equivalent qualification); A minimum of 3 years’ experience in Bid Administration. Competencies: A good understanding of Procurement principles, prescripts and procedures; Proven Computer literacy (Microsoft Office Excel, Word, PowerPoint and Outlook); Good communication skills (verbal and written) in at least two of the official languages; Excellent planning, organising, numeric and interpersonal skills.
DUTIES: Act as Secretariat for all relevant bid committees (Bid Specification, Bid Evaluation, Quotation and Bid Adjudication Committees); Ensure that the relevant logistics for meetings are facilitated. Compiling and placement of bid advertisements; Capturing of Contract registration application, reporting as per Provincial Treasury, National Treasury and Auditor General Instructions; Verify requisitions as to the procurement process and delegations; Dealing with the Bid Opening process.

ENQUIRIES: Mr A Heron Tel no: (021) 483 8187