



**DATE OF ISSUE: 30 AUGUST 2013**

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

**PUBLIC SERVICE VACANCY CIRCULAR NO 35 OF 2013**

**1. Introduction**

- 1.2 The aim of this Circular is not only to distribute advertisements of vacancies to departments and employees throughout the Public Service, but also to facilitate the deployment of employees who are in excess.
- 1.3 As regards the latter issue, National Departments/Provincial Administrations and Government Components are called upon to give serious consideration during the filling of vacancies to the absorption of employees who have been declared in excess if they apply.

**2. Directions to candidates**

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) **must be forwarded** to the National Department/Provincial Administration/Government Component in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post, must direct their enquiries to the National Department/Provincial Administration/Government Component where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 Applications should be forwarded in time to the advertising department since applications received after the applicable closing date will not be accepted.
- 2.5 Considering the aim of this Circular (see paragraph 1.1 above), advertisements contained herein are meant for the **attention/perusal of serving employees** only. Persons not employed in the Public Service may thus not apply for the vacancies advertised in this Circular, except if the relevant department has extended the scope of its recruitment initiative to persons not employed in the Public Service, in which case the relevant vacancy will have been advertised through other means such as the media. (Clarity in this regard can be obtained from the relevant advertising National Department/Provincial Administration /Government Component).

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

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

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

- 4.1 Where vacancies have been identified to promote representativeness, the measures contained in Chapter 1, Part III. D2 of the Public Service Regulations, 2001 must be complied with. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 4.2 Candidates must be assessed and selected in accordance with the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001.

**AMENDMENTS**

- Department of Public Enterprises:** Kindly note that the post of Assistant Director: Inter-Governmental Relations, advertised in PSVC 34, the closing date is 6 September 2013 not 30 August as stated.
- Gauteng Department of Social Development:** Kindly note that Post 34/143: Senior Administration Officer Ref No: 01595, advertised in PSVC 34, has been withdrawn.

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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 the set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required.*

**APPLICATIONS** : Applications may be posted to URS Response Handling, P. O. Box 11506, Tierpoort, 056 or submitted electronically via email: daff@ursonline.co.za or via fax: 086 654 1824 or online: www.ursonline.co.za or deposited in the URS Response Handling boxes at any one of the Department of Agriculture, Forestry and Fisheries' offices indicated below. Enquiries: URS Response Handling, tel. 012 811 1900.  
 PRETORIA: Reception, Agriculture Place, 20 Steve Biko Street (formerly Beatrix Street), Arcadia, Pretoria, Gauteng.  
 CAPE TOWN: Reception (Ground Floor), Foretrust Building, 3 Martin Hammerschlag Way, Foreshore, Cape Town, Western Cape.  
 STELLENBOSCH: Reception (Support Building), Quarantine Station, Polkadraai Road, Stellenbosch, Western Cape.  
 PIETERMARITZBURG: Reception (5th Floor), Old Mutual Building, 185 Longmarket Street, Pietermaritzburg, KwaZulu-Natal.  
 KING WILLIAM'S TOWN: Reception (Ground Floor), Old SABC Building, 2 Hargreaves Avenue, King William's Town, Eastern Cape.  
 NELSPRUIT: Reception (2<sup>nd</sup> Floor), 27 Brown Street, (Building), Nelspruit, Mpumalanga.  
 MAKHADO: Reception (Ground Floor), Magistrates Building, 103 Landros street, Makhado, Limpopo  
 MTHATHA: Reception (3rd Floor), PRD Building, 2 Sutherland Street, Mthatha, Eastern Cape

**CLOSING DATE**  
**NOTE**

: 13 September 2013  
 : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (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]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. 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. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record 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 twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Applications submitted via email, fax or online must include the post title and reference number in the subject line and a scanned, signed Z83 form (an unsigned Z83 form will disqualify an application) together with all relevant documents as indicated above. Persons with disability are encouraged to apply.

## OTHER POSTS

**POST 35/01** : **CONTROL RESOURCE AUDITOR 4 POSTS REF NO: 35/2013**  
 Directorate: Land Use and Soil Management

**SALARY** : R314 709 per annum  
**CENTRE** : Pretoria, Pietermaritzburg, Nelspruit and Polokwane  
**REQUIREMENTS** : Applicants must be in possession of a four-year degree in Agriculture or Natural Resource Management. Proven managerial experience. Knowledge of the application of the Public Finance Management Act, 1999, (Act 1 of 1999) (PFMA), the Division of Revenue Act, 2010 (Act 1 of 2010) (DORA) and the Integrated

Development Planning (IDP) process. Good understanding of budget and procurement systems. Good knowledge of the sustainable use of agricultural resources and the causes normally responsible for degradation. Ability to manage personnel in line with Human Resources prescripts and procedures. Excellent written and verbal skills to communicate with all authorities as well as sound application of the Conservation of Agricultural Resources Act 1983, (Act 43 of 1983) (CARA) and the Subdivision of Agricultural Land Act, 1970 (Act 70 of 1970) (SALA), including other land use related legislation. Knowledge of project monitoring and evaluation techniques is required. Independent analytical and strategic thinker. Computer skills in MS Office software (Word, Excel, Outlook and PowerPoint). A valid driver's licence and the willingness to travel extensively as well as be away from home in the execution of duties.

**DUTIES** : The incumbent will be responsible to promote the application of sound management practices and audit compliance with National standards in order to obtain continual improvement of the country's natural agricultural resources through CARA and with due consideration to other concurrent legislation, such as the National Environmental Management Act, 1998 (Act 107 of 1998) (NEMA), the National Environmental Management Biodiversity Act, 2004 (Act 10 of 2004) (NEMBA), the Land Acquisition Assistance Act, 1993 (Act 126 of 1993) and the National Water Act, 1998 (Act 36 of 1998) (NWA) in promoting sustainable agricultural land use. Monitor and evaluate the state of natural agricultural resources. Inspect and report on the application of CARA and conduct enforcement for deviations CARA and SALA thereby regulating land use on agricultural land. Lead the office in collaboration with other stakeholders regarding co-regulation of other legislation related to sustainable land use management and negotiation of service level agreements. Identify non-compliance in order to serve directives/notices on land users to rectify non-compliance. Audit the compliance of DORA projects such as the Comprehensive Agricultural Support Programme (CASP) and Land Care with respect to cost benefits impact on the environment, benefit to community and CARA compliance. Audit the state of natural resources and advise the Department of Land Affairs and Rural Development to ensure implementation of sustainable land use management practices in the Land Redistribution for Agricultural Development (LRAD) programme and establishment of new farmers to ensure compliance with CARA requirements. Manage the resources (human, finance and assets) of the office effectively and efficiently. Assist in the development and review of norms and standards. Develop, implement and review procedures and work instructions with regards to line functions.

**ENQUIRIES** : Mr I. B. Riggs, tel. 012 319 7562.

**POST 35/02** : **ESTATE MANAGER REF NO: 341/2013**  
Directorate: Woodlands and Indigenous Forest Management (Eastern Cape)

**SALARY** : R252 144 per annum  
**CENTRE** : King William's Town (Keiskamahoe)  
**REQUIREMENTS** : Applicants must be in possession of a National diploma/degree in Forestry, Environmental Management and/or Natural Sciences. Relevant experience in the forestry environment and management of indigenous forests and woodlots. Good communication skills (written and verbal). Excellent knowledge of the National Forests Act, 1998 (Act 84 of 1998) (NFA), the National Veld and Forest Fire Act, 1998 (Act 101 of 1998) (NVFFA) and other environmental legislation. Computer skills in MS Office software. A valid driver's licence.

**DUTIES** : The incumbent will be responsible to manage the infrastructure to ensure the functional utilisation, maintenance and development. Develop and maintain infrastructure management plans for the Estate. Preserve the biodiversity of the Estate to ensure the continued livelihood. Manage and rehabilitate degraded forest areas, wetlands and riparian zones. Implement the NFA and NVFFA. Monitor and record rare, threatened and endangered species. Develop and implant an invasive alien plant control plan. Manage indigenous forest and associated woodlots in line with forest based Principles, Criteria, Indicators and Standards (PCI&S) framework. Provide environmental education to promote environmental awareness and manage internal and external relationships with all interested and affected stakeholders to the Estate. Manage risk and security aspects on the Estate. Perform and manage administrative and related functions.

**ENQUIRIES** : Mr W. Yako, tel. 043 604 5433.

**POST 35/03** : **MEAT INSPECTOR REF NO: 329/2013**  
 Directorate: Inspection Services

**SALARY** : R212 106 per annum  
**CENTRE** : Durban  
**REQUIREMENTS** : Applicants must be in possession of a National diploma or Bachelor's (B.Sc.) degree in Animal Health as prescribed by the legislation/regulations under the Animal Diseases Act, 1984 (Act 35 of 1984). Registration with the South African Veterinary Council (SAVC) is also required (you are required to furnish a credit certificate and/or statement of results and registration Certificate with SAVC). Hands-on experience in animal health field work, on farms, in abattoirs, in animal clinics/practices/facilities and related animal/animal product industries. In-depth knowledge of relevant legislation/Acts, regulations, policies and import/export protocols is required. Good interpersonal, organisational, planning and communication skills are also required. Good resource management, diplomatic client communication and handling of conflict are required. Good computer skills in MS Office software. A valid Code EB driver's licence. A positive attitude, fostering good interpersonal relations, team work and cooperation at all times as well as good leadership skills. Accountability at all times, reliability, commitment to the tasks, meeting deadlines as well as following directives and taking initiative when necessary is essential.

**DUTIES** : The incumbent will be responsible for the application of the Meat Safety Act, 2000 (Act 40 of 2000) and the Animal Diseases Act, 1984, regulations and Veterinary Public Notices, monitoring/inspections at ports of entry. Promote and oversee awareness regarding hygiene and safety with regards to products of animal origin and live animals. Assist other stakeholders with risk assessments at the ports of entry. Implement import/export/national control measures of regulated products of animal origin/live animals. Administrative and related line function duties will be essential.

**ENQUIRIES** : Dr S. Soni, tel. 031 368 8504/52.

**POST 35/04** : **SENIOR FORESTER REF NO: 339/2013**  
 Directorate: Woodlands and Indigenous Forest Management (Eastern Cape)

**SALARY** : R212 106 per annum  
**CENTRE** : Ngqeleni Forest Estate  
**REQUIREMENTS** : Applicants must be in possession of a National diploma/degree in Forestry, Environmental Management, Geographic Information System and/or Nature Conservation. Relevant experience in the forestry environment and management of indigenous forests and woodlots. Good communication skills (written and verbal). Excellent knowledge of the National Forests Act, 1998 (Act 84 of 1998) (NFA), the National Veld and Forest Fire Act, 1998 (Act 101 of 1998) (NVFFA) and other environmental legislation. Computer skills in MS Office software. A valid driver's licence.

**DUTIES** : The incumbent will be responsible to manage biodiversity within Indigenous Forests, Woodlands and associated Woodlots. Develop and maintain infrastructure management plans. Rehabilitate degraded forest areas, wetlands and riparian zones. Implement the NFA, NVFFA and other Environmental legislation. Monitor and record rare, threatened and endangered species. Develop and implement an invasive alien plant control plan. Manage indigenous forests and associated woodlots in line with forest base Principle, Criteria Indicators and Standards (PCI&S) framework. Implement applicable participatory forest management principles within the relevant contexts. Develop management plans. Data capture convert paper maps to GIS datasets. Create, maintain and update databases using GIS. Operate computer workstation to update maps as new data is received. Capture interest such as road barriers, trig beacons, wetlands, etc. using GPS tools in the field. Daily administration of indigenous State forests.

**ENQUIRIES** : Mr W. Kedama, tel. 043 604 5570.

**POST 35/05** : **SENIOR FORESTER REF NO: 338/2013**  
 Directorate: Forestry Regulation and Support (KwaZulu-Natal)

**SALARY** : R212 106 per annum  
**CENTRE** : Pietermaritzburg

- REQUIREMENTS** : Applicants must be in possession of a National diploma/degree in Forestry, Nature Conservation, Environmental Law, Policing and/or Criminology. Relevant experience in natural resource management. Good negotiation and team building skills. Computer skills in MS Office software. A valid Code EB driver's licence.
- DUTIES** : The incumbent will be responsible for monitoring and ensuring compliance and enforcement of Forestry legislation and tree identifications as well as implementation of forestry strategies and policies. Ensure a culture of innovation and performance. Initiate investigations on environmental crime structures on district and provincial levels. Assist on policy and legislation amendments. Compile enforcement reports. Compile and issue directives/letters of compliance. Communicate effectively with stakeholders in the sector about the development of limited new ideas that impact on existing method and policies. Assist with the development of the sub-directorate's operation plan and contribute to the regional business plan. Human resource management/planning, recruitment and selection as well as implement health and safety employee wellness initiatives. Handling of grievances, quarterly assessments and development of the sub-directorate. Financial management and asset management.
- ENQUIRIES** : Mr M.W. Rozani, tel. 033 392 7761.
- POST 35/06** : **SENIOR FORESTRY DEVELOPMENT OFFICER REF NO: 326/2013**  
Directorate: Forestry Management (Mpumalanga/Limpopo)
- SALARY** : R212 106 per annum  
**CENTRE** : Polokwane  
**REQUIREMENTS** : Applicants must be in possession of a National diploma or Bachelor's degree in Forestry with relevant experience as a Forester or Assistant Manager in the forestry environment. Sufficient knowledge of general management. Good presentation, communication and interpersonal skills. Knowledge of the National Forests Act, 1998 (Act 84 of 1998) (NFA), the National Veld and Forest Fire Act, 1998 (Act 101 of 1998) (NVFFA) and Environmental legislation. Computer skills in MS Office software. A valid driver's licence.
- DUTIES** : The incumbent will be responsible for the development and transformation of the Forestry sector. Ensure implementation of Government objectives and promotion of rural livelihoods. Implement procedures to perform the functions. Create an enabling environment for local economic development to develop the forestry sector, i.e. provide advice on technical management of forestry activities, management of Forest Enterprise Development, greening and livelihood. Ensure that IDP's and PEGDS include forestry development objectives and programmes. Ensure that FED initiatives are promoted. Assist with inputs on the Annual Operational plan of the component. Implement the programme's objectives. Ensure the participation of stakeholders. Encourage workable relations with stakeholders. Perform a co-ordination role with all stakeholders involved. Implement a business plan for awareness. General administration work in the component.
- ENQUIRIES** : Mr N.S. Matsea, tel. 015 290 1374.  
**NOTE** : The Department welcomes persons with physical disabilities to apply. Short-listed candidates will be subjected to a skills/knowledge test.
- POST 35/07** : **FORESTER REF NO: 327/2013**  
Directorate: Forestry Management Mpumalanga/Limpopo
- SALARY** : R170 799 per annum  
**CENTRE** : Sekhukhune District  
**REQUIREMENTS** : Applicants must be in possession of a National diploma or Bachelor's degree in Natural Sciences, Environmental Management, Forestry, Resource Science and/or Nature Conservation. Experience in the forestry environment. Fluency in English and the ability to communicate in local languages. The following will serve as recommendations: excellent writing, communication, reporting, community dynamics, conflict management, analytical and presentation skills; computer skills; a valid driver's licence and the willingness to travel extensively; knowledge of the National Forests Act (NFA), 1998 (Act 84 of 1998) (NFA), the National Veld and Forest Fire Act, 1998 (Act 101 of 1998) (NVFFA), Environmental legislation, forests, woodlands and conservation of the environment; and knowledge of institutional and the community's keen interest in the application and administration of legislation.
- DUTIES** : The incumbent will be responsible to co-ordinate all forestry regulation activities in the District. Develop strong institutional links with Government (local Government),

tribal authorities, tenants, fire protection associations and the public in general. Raise awareness to the communities. Manage the licensing process. Ensure compliance to the NFA and NVFFA, monitoring and enforcement. Interact with Municipalities on the registration of FPA's. Communicate with land-owners. Conduct presentations. Assist with drawing a fire prevention strategy. Awareness raising in terms of fires and protected trees. Perform and manage administrative and related functions.

**NOTE** : The Department welcomes persons with physical disabilities to apply. Short-listed candidates will be subjected to a skills/knowledge test.

**ENQUIRIES** : Mr B.M. Homewood, tel. 015 319 3300.

**POST 35/08** : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN 2 POSTS REF NO: 359/2013**  
Directorate: Inspection Services

**SALARY** : R170 799 per annum

**CENTRE** : Pretoria and Kempton Park

**REQUIREMENTS** : Applicants must be in possession of a National diploma or Bachelor's degree in Agriculture with Horticulture/Botany, Microbiology, Food Technology/Science, Viticulture, Oenology and/or Pomology as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Applicable knowledge of and experience in auditing of agricultural management systems. Applicable knowledge of technical aspects of law enforcement and leadership skills. Good problem solving, planning, organising, interpersonal relations, conflict handling and communication skills are essential. Knowledge of international agreements and standards: the World Trade Organisation Agreement on the Application of Sanitary and Phytosanitary Measures (WTO-SPS) and the World Trade Organisation Agreement on the Application of Technical Barrier Trade Measures (WTO-TBT) and other related agreements. Computer skills in MS Office software. A valid driver's licence.

**DUTIES** : The incumbent will be responsible to enforce mainly the Agricultural Product Standards Act, 1990 (Act 119 of 1990) and related policies and international agreements to ensure that the Quality and Sanitary status of agricultural products complies with the prescripts. This includes the independent planning and conducting of inspections and auditing of assignees. Inspections include testing, sampling and evaluating of agricultural products and marking requirements as well as the investigation of cases and administrative tasks relating to these functions. Where applicable the sale/movement of products will have to be prohibited and charges filed against transgressors. It will also be expected of the successful candidate to conduct inspections away from his/her office as well as to frequently overnight away from his/her office/home when necessary. It will also be expected of the successful candidate to render services on short notice and after hours at or away from his/her home/office when necessary. Candidates may also be required to perform regulatory services pertaining to other legislation and international obligations.

**ENQUIRIES** : Ms J.C. Coetzee, tel. 011 971 5100.

**POST 35/09** : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 360/2013**  
Directorate: Inspection Services

**SALARY** : R170 799 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of a National diploma or Bachelor's degree in Agriculture with Plant Pathology, Entomology and/or Plant Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Knowledge of agricultural law enforcement and relevant industries. Experience in the relevant field of study. Good problem solving, planning, organising, conflict handling, interpersonal relations and communication skills are essential. Knowledge of the following international agreements and standards: the World Trade Organisation Agreement on the Application of Sanitary and Phytosanitary Measures (WTO-SPS) and the International Plant Protection Convention (IPPC) relevant to inspections to ensure that regulated articles, plants and plant products comply with the set Phytosanitary requirements. Candidates must be capable and willing to conduct inspections inter alia in rail trucks, on trucks, in ships, containers, cold storages, etc. He/She must be prepared to travel and work away from home/office at short notice, work irregular hours and work overtime. Computer skills in MS Office software. A valid driver's licence.

**DUTIES** : The incumbent will be responsible to enforce the relevant Acts to ensure that regulated articles, plants and plant products comply with the set requirements. This includes the planning and conducting of inspections and the auditing of assignees. Inspections include sampling, testing, conducting surveys and enforcing requirements of control measures. Conduct inspections away from his/her station as well as overnight away from his/her station when necessary. Render services on short notice and after hours at or away from his/her office station when necessary. Offer regulatory services pertaining to other legislation and international obligations.

**ENQUIRIES** : Ms J. Coetzee, tel. 011 971 5100.

**POST 35/10** : **AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 361/2013**  
Directorate: Inspection Services

**SALARY** : R170 799 per annum  
**CENTRE** : Ramatlabama  
**REQUIREMENTS** : Applicants must be in possession of a National diploma or Bachelor's (B.Sc.) degree in Agriculture or Animal Health with Botany, Plant Protection (Plant Pathology/Entomology), Horticulture and/or Animal Diseases/Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Experience in one of the related fields. Experience in the relevant field of study. Knowledge of import and export control over agricultural products regulated by the Agricultural Pests Act, 1983 (Act 36 of 1983), the Animal Diseases Act, 1984 (Act 35 of 1984), the Meat Safety Act, 2000 (Act 40 of 2000), the Plant Improvement Act, 1976 (Act 53 of 1976), the Liquor Products Act, 1989 (Act 60 of 1989), the Genetically Modified Organisms Act, 1997 (Act 15 of 1997), the Agricultural Product Standards Act, 1990 (Act 119 of 1990) and the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act 36 of 1947) as well as various international guidelines and obligations. A valid driver's licence. Computer skills in MS Office software. Good communication (written and verbal) skills with special emphasis on conflict management. Candidates must be capable and willing to conduct inspections inter alia on trucks, in containers, etc. He/She must also be prepared to travel and work away from home/office on short notice, work overtime during the week and weekends and work irregular hours (shifts).

**DUTIES** : The incumbent will be responsible to conduct inspections, sampling and other necessary functions, including punitive measures and administration to exercise import and export control over agricultural products regulated by various relevant international guidelines and obligations. Functions will inter alia also include training of and liaison with Customs and Excise, Home Affairs, South African Police Services, Importers/Exporters and their agents, etc. For this post special emphasis is placed on import and export control and the detection of unauthorised regulated goods imported by passengers and cargo. In addition to inspections, the incumbent will also be responsible for detecting unauthorised regulated goods by means of x-ray machines and safekeeping of detector dogs where applicable.

**ENQUIRIES** : Mr E. Maisha, tel. 012 309 8778.

**POST 35/11** : **ASSISTANT PLANT PRODUCTION OFFICER REF NO: 366/2013**  
Directorate: Plant Production

**SALARY** : R170 799 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a B.Sc. degree in Agriculture with Horticulture and/or Plant Production as a major subject(s) (you are required to furnish a credit certificate and/or statement of results). Experience in production practices for various vegetable crops and knowledge of the vegetable crops production sector. Good planning, interpersonal, problem solving and negotiation skills. Computer skills in MS Office software (Word, Excel, Access and PowerPoint). A valid Code EB driver's licence.

**DUTIES** : Participate in the development and promotion of policies to support the production of vegetable crops. Assist with the development and promotion of sustainable production practices for vegetable crops. Participate in the development and facilitation of the implementation of programmes for improving the production of vegetable crops. Render advisory services to Clients on vegetable crop production matters. Liaise with all stakeholders in the vegetable crops production sector.

**ENQUIRIES** : Mr H.M. Mootane, tel. 012 319 6358.



## DEPARTMENT OF BASIC EDUCATION

*The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.*

- APPLICATIONS** : Department of Basic Education, Attention: Ms M.Thubane and submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at [www.education.gov.za](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- CLOSING DATE** : 13 September 2013
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. Nb as of 1<sup>st</sup> July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence Will Only Be Entered Into With Short-Listed Applicants

## OTHER POSTS

- POST 35/12** : **ASSISTANT DIRECTOR REF NO: 13338/01**  
Chief Directorate: Social Inclusion and Partnership in Education  
Directorate: Safety in Education
- SALARY** : R252 144 per annum
- REQUIREMENTS** : An appropriate three-year Higher Education qualification or an equivalent qualification with at least five years relevant experience as well as extensive knowledge of and insight into education policies and legislation that impact on school enrichment programmes and on the well-being of learners in the education system, The incumbent must have research and analytical skills, Sound knowledge of strategic planning, policy-making, project management and teacher development initiatives. Sound knowledge and understanding of the national curriculum, Government's vision, relevant legislation and national policies, national and international declarations and commitments as well as programmes and projects relating to education, social programmes applicable to learners in schools, Excellent communication (verbal and written) and interpersonal skills •Advanced computer skills and the ability to compile reports using a variety of programmes in the Word package are essential as is the willingness to work long hours and to travel.
- DUTIES** : Provide support in the development, co-ordination, implementation, monitoring and evaluation of national policies, guidelines, frameworks and teacher development initiatives relating to arts and culture and school sport, Conduct research on the impact of safety programmes on the wellbeing of learners and the education system, Initiate sustainable partnerships with relevant Departments, community, non-Governmental, civil and other organisations, teacher unions, school governing bodies associations and the private sector to develop and implement sustainable school enrichment programmes, Provide support in the implementation of the strategic and operational plans of the directorate, Respond to Parliamentary questions, Handle correspondence and submissions.
- ENQUIRIES** : Ms M Thubane 012 3573279
- NOTE** : Short-listed candidates will be required to undertake a competency test.
- POST 35/13** : **SENIOR PERSONNEL PRACTITIONER REF NO: 13338/02**  
Branch: Finance and Administration  
Directorate: Staffing Service and HR Support to Provinces
- SALARY** : R212 106 per annum
- REQUIREMENTS** : Applicants must be in possession of a Senior Certificate or an appropriate Bachelor's degree or equivalent qualification in Human Resource Management or related fields with at least two years' experience in Job Evaluation. Knowledge of HR functions and interpretation of relevant legislation and proficiency in English, verbal and written are essential. Good interpersonal relations, presentation, analytical and

decision-making skills are also required for this post. He/She must be able to handle confidential matters and be discrete when dealing with people. The ability to compile and maintain statistics and data with relation to HR practices are essential in this regard. Experience in the following will be essential: Job Evaluation Policy development with relation to all areas of Human Resources. Recruitment and selection processes. Staff evaluation and organisational structure.

**DUTIES**

: The incumbent will be responsible for: Assisting with performing of all aspects of Job Evaluation. Providing the Job Evaluation unit with all administrative tasks and providing secretarial support during the Job Evaluation panel meetings. Promoting effective Human Resource management practices and researching, analysing, developing, reviewing and implementing HR Policies, strategies and guidelines. Drafting submissions relating to HR matters. Liaising and rendering professional HR advice to clients within the Department of Basic Education. Presenting and informing new appointees on Recruitment, Job Evaluation and PMDS during Induction programmes. Co-ordinating and integrating job evaluation and recruitment processes. Maintaining statistics and data for quarterly and annual reports. Assisting with processes concerning recruitment and selection, job evaluation and staff evaluation. Supervising staff.

**ENQUIRIES**

: Ms M Thubane 012 3573279

## DEPARTMENT OF DEFENCE

- CLOSING DATE** : 20 September 2013 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service department), which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience) and clear certified copies of original educational qualification certificates, ID document and Driver's license (where applicable). Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Potential candidates, declared in excess must indicate their excess status on Z83, Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules. The Department reserves the right not to make appointment(s) to the advertised post(s). The advertisement(s) contained herein is/are meant for the attention/perusal of serving employees/officials of the DOD/Public Service. Persons not employed by the DOD/Public Service may thus not apply for the vacancies advertised in this circular.

## OTHER POSTS

- POST 35/14** : **SENIOR SECRETARY GRADE IV**  
The post is advertised in the DOD and broader Public Service.
- SALARY** : R170 799 per annum
- CENTRE** : Chief of the SA Air Force
- REQUIREMENTS** : Grade 12 or equivalent qualification plus three (3-5) years relevant experience in rendering a support service to senior management. Special requirements (skills needed): Good language skills and the ability to communicate with people at different levels. Good telephone etiquette. Computer literacy. Sound organisational, planning and administrative and skills. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Ability to work under pressure.
- DUTIES** : Provide secretarial, receptionist and clerical support to the Office of the Chief of the SA Air Force. Type routine notes, memo's, letters and reports, filing, faxing, photocopying and tracing of documents. Receive and make telephone calls on behalf of the Chief of the SA Air Force. Arrange for visitor's authorisation and parking. Ensure that all messages are attended to timeously. Direct internal and external enquiries to responsible officials. Arrange and co-ordinate all meetings for and on behalf of the Chief. Liaise with relevant role-players on the arrangement of the meetings. Co-ordinate and re-schedule meetings when necessary. Provide all relevant documentation and sufficient copies to attendees. Manage and maintain a well updated filing system. Handle confidential documents with utmost discretion. Manage the Chief's diary and remind him of appointments. Attend to all logistical and travel arrangements for the Chief. Confirm and co-ordinate all arrangements and ensure that all relevant documentation is available. Submit claims timeously after completion of trip. Arrange for all venues and refreshments for meetings. Manage and co-ordinate all incoming and outgoing correspondence.

**ENQUIRIES** : Maj N.G. Nefale, (012) 312-1366  
**APPLICATIONS** : SA Air Force HQ Unit, Private Bag X199, Pretoria, 0001 for the attention of Lt Col N.G. Ndleleni / Maj N.G. Nefale

**POST 35/15** : **SENIOR SECRETARY GR I**  
This post is advertised in the DOD and broader Public Service.

**SALARY** : R115 212 per annum  
**CENTRE** : SA Air Force, Head Quarters Unit, Pretoria.  
**REQUIREMENTS** : Grade 12. 3-5 years secretarial experience will be an advantage. Special requirements (skills needed): Knowledge of Word, Excel and PowerPoint. Typing skills. Language proficiency in English. Ability to communicate effectively in English (written and verbal). Knowledge of all required policies and procedures. Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organisational skills. High level of reliability. Ability to act with tact and discretion. Ability to do research and analyse documents and situations. Good people skills.

**DUTIES** : Provide a secretarial support service. Record appointments and events and manage the Officer Commanding 's diary. Receive telephone calls and refer to the correct role players. Will be responsible for the roll call of the Directorate daily. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile agenda's and take minutes during meetings. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Officer Commanding. Process the travel and subsistence claims for the Officer Commanding. Identify venues, invite role players, organise refreshments and set up schedules for meetings and events. Collect all relevant documents for meetings. Keep Officer Commanding's directory. Liaise with travel agencies to make travel arrangements. Prepare briefing and notes for the Officer Commanding as required. Keep a filing system. Organise social functions. Operate office equipment. Order and purchase stationary. Keep updated with policy and procedures. Co-ordinate logistical arrangements for meetings when required. Co-ordinate all logistical arrangements for visitors visiting the Officer Commanding. Monitor the Directorate monthly telephone bills, ensuring payment is submitted on time. Remain abreast with the procedures and processes that apply in the office of the Officer Commanding. Provide support to Officer Commanding regarding meetings and scrutinize documents to determine actions/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-ups on progress. Prepare briefing notes for the Officer Commanding as requested.

**ENQUIRIES** : Lt Col N.G. Ndleleni / N.G. Nefale, Tel: (012) 312 1366/1461  
**APPLICATIONS** : Department of Defence, SA Air Force HQ Unit, Private Bag X 199, Pretoria, 0001.

**POST 35/16** : **TRADESMAN AID II (HANDYMAN) 4 POSTS**  
These posts are advertised in the DOD, broader Public Service and Media (Flyers)

**SALARY** : RR81 312 per annum  
**CENTRE** : 1 construction Regiment (Dunnotar)  
**REQUIREMENTS** : Grade 10/12 Two years experience in driving and forklift operating certificate will be an advantage. Special requirements: (Skills needed) medically able to execute physical work. Problem solving and inter-personal relations skills.

**DUTIES** : Assist in cleaning and preparing objects after tasks completed. Handle tools. Assist with physical tasks such as fastening bolts, binding pipes etc.

**ENQUIRIES** : Lt P.L. Mohale, tel (012) 671- 6057/6191  
**APPLICATIONS** : Department of Defense & Military Veterans: SA Army Engineer Formation Private Bag X 08. Thaba Tshwane,

**NOTE** : Applicants from local geographical location will receive preference (References will be verified).

## DEPARTMENT OF ENERGY

<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to, Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)
<b><u>FOR ATTENTION</u></b>	:	Mr. D Mbhokota/ Mr P Ndlovu
<b><u>CLOSING DATE</u></b>	:	13 September 2013
<b><u>NOTE</u></b>	:	Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful.

## OTHER POSTS

<b><u>POST 35/17</u></b>	:	<b><u>REGIONAL ENERGISATION MANAGER (ENGINEER)</u></b>
<b><u>SALARY</u></b>	:	R 495 603 per annum (all inclusive package) Level 11
<b><u>CENTRE</u></b>	:	Gauteng Region
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor of Technology/ Bachelor of Science/Bachelor of Engineering in Electrical Engineering (Heavy current) or equivalent with relevant experience in the electricity distribution industry • Knowledge of Electrification planning and Integrated National Electrification Programme • PLUS the following key competencies: <input type="checkbox"/> Knowledge of Integrated National Electrification Programme planning process and procedures • INEP policies, strategies and directives. <input type="checkbox"/> Skills Electricity planning skills (Network planning) • Managerial skills • Project management skills • Basic financial management skills • Computer skills • Conflict management skills • Leadership skills • Communication: Communication skills at all levels
<b><u>DUTIES</u></b>	:	Lead the identification and compilation of regional backlog of electrification • Coordinate inputs to prioritise identified needs (cost benefit analysis) • Lead the monitoring and evaluation of the execution of projects. • Represent the department on regional forums • Supervise and develop staff. Recommendation/Note: Working outside normal working hours, travelling to all provinces, availing oneself whenever there is an emergency.
<b><u>ENQUIRIES</u></b>	:	Dr WO Barnard ☎012 406 7676
<b><u>POST 35/18</u></b>	:	<b><u>SECRETARIAT (INFRASTRUCTURE PROJECTS)</u></b>
<b><u>SALARY</u></b>	:	R252 144 per annum, Level 09
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Public Administration/appropriate degree with relevant experience in Administration PLUS the following key competencies: <input type="checkbox"/> Knowledge of : understanding of Public service policies, prescripts and regulations • Policy analysis • Inter-governmental processes and structures. <input type="checkbox"/> Skills Analytical skills • Written and verbal communication skills • Computer skills • Report writing skills • Time management • Communication: Communication skills. Creativity Logical thinker • Objective • Perseverance • Accurate • Good interpersonal relations • Ability to work independently or as part of a team

**DUTIES** : Develop administrative guidelines for the committee Prepare and compile presentations and reports•Follow up and monitor on the implementation of decisions taken by the committee•Manage stakeholder engagement activities•Draw stakeholder engagement plans •Provide inputs into the budget of the committee•Prepare agenda for the meetings; and Arrange venues for workshops/ meetings etc. Manage documents Recommendation/Note: The job may require some traveling and working overtime

**ENQUIRIES** : Dr WO Barnard ☎012 406 7676

**POST 35/19** : **ADMINISTRATION CLERK (HELP DESK)**

**SALARY** : R212 106 per annum, Level 08

**CENTRE** : Head Office

**REQUIREMENTS** : An appropriate National Diploma / Bachelors' degree with relevant experience in Clerical/Administrative PLUS the following key competencies:☑ Knowledge of : understanding of Public service policies, prescripts and regulations☑ Skills Numeracy skills Literacy skills Computer literacy Verbal and written communication☑ Communication: Communication skills.Creativity Problem Solving Creativity Analytical thinking

**DUTIES** : Receive queries, questions, complaints, compliments etc. from the Independent Power Producers• Respond to and escalate queries, questions complaints etc To relevant Experts for responses. • Follow up on responses •Generate reports pertaining to questions and complaints lodged by the sector• Assist the Research Assistants with collection of information.

**ENQUIRIES** : Dr WO Barnard ☎012 406 7676

## GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, Private Bag X63, Pretoria 0001. OR hand deliver at 34 Hamilton Street, Arcadia, Pretoria. Faxed, e-mailed and late applications will NOT be considered.
- FOR ATTENTION** : Ms Mapule Mahlangu - Recruitment
- CLOSING DATE** : 13 September 2013 @ 12:00 noon
- NOTE** : Requirement of applications for the below post: Must be submitted on form Z83, obtainable from any Public Service Department (originally signed) or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf>. Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation), ID document and drivers licence if a prerequisite. Certified documents should not be older than 3 months. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications that don't meet the above requirements will be deemed as regret. Must include the name and contact details of three references that can comment on their performance. Applications without an indication of the specific reference number/s as stated in this advertisement will be regarded as unsuccessful. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (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. The Department reserves the right not to make appointment(s) to the advertised post(s).

## OTHER POST

- POST 35/20** : **HR ADMINISTRATOR: TERMINATIONS, APPOINTMENTS AND TRANSFERS**  
**REF NO: HR-A/TAT/2013/08-1C**  
Human Resources
- SALARY** : R138 345 per annum plus 37% in lieu of benefits 12 months contract
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate degree/diploma or equivalent tertiary qualification with 18 month experience in the Human Resources administration of which 6 months should be in the terminations, appointments and Transfers within the public service field or a Grade 12 certificate with at least 3 years experience in the Human Resources administration of which 1 year should be in the terminations, appointments and transfers within the public service field. Knowledge of legislations or relevant acts. Excellent knowledge of the functions on the Persal system that is used for the capturing of Transfers, Appointments and Terminations of Service. Computer literacy that includes a good working knowledge of the Microsoft Office products. Experience in the administration of Transfers, Appointments and Terminations of Service for the Employee Benefits, Pensions Fund and Retirement Fund Administration will be a distinct advantage. Ability to prioritize work and urgent matters and deal with confidential matters Ability to meet strict deadlines Attention to detail and accuracy Good written and verbal communication skills The ability to work independently Excellent organisational skills
- DUTIES** : Appointment of staff Open files for all new employees. Do nomination forms for appointments. Ensure that all relevant documents are received and if not do regular follow-ups. Do the appointments on Persal Give all relevant documents for the appointments to the Salary Section Termination of staff: Rotate files of resigned employees to relevant Sections Do termination transaction on Persal Ensure that last pay certificate and files are received from previous Department in case of transfer or send to new Department. Ensure that all the relevant documentation for resignations is given to the Salary Section Ensure that clearance certificates are completed Complete Z102 and submit via e channel Ensure that files are closed and

**ENQUIRIES**  
**NOTE**

- kept in a safe place General: Filing of all documents and safe keeping of files.  
Ordering of stationery and equipment for the Human Resources Section. Handle  
general administrative duties related to the Human Resources Section Assist with  
resettlement Do contract extensions on Persal
- : Ms. Mapule Mahlangu 012 319 1218
- : One HR Administrator: TAT position is currently available on a 12 month contract at  
GPAA



## DEPARTMENT OF HOME AFFAIRS

*The Department of Home Affairs is an equal opportunity and affirmative action employer. It is our intention to promote representivity (race, gender, disability) through the filling of position. Candidates whose appointment/transfer/promotion will further the objective of representivity will receive preference. Are you looking for an exciting and challenging career in a rapidly changing organisation? The Department of Home Affairs has embarked on an extensive turnaround programme, aimed at developing a culture of responsiveness and improved service delivery. We are looking for committed, passionate and talented individuals to form part of a new leadership team, equipped with the right skills to deliver a world-class service. If you have what it takes to serve the needs of South Africa's citizens, residents and visitors - and your credentials meet the requirements of any of the following positions,- then respond before the closing date. Join our leadership team in transforming our vision into a reality.*

**APPLICATIONS**

: Applications must be sent to the correct address as indicated below, to reach the address on or before the closing date. Applications sent to a wrong address and/or received after the closing date or those that do not comply with the requirements, will not be taken into consideration. In the event of hand-delivery of applications, applicants must sign an application register as proof of application. Kindly ensure that the relevant reference number is quoted and applications are directed to the relevant province as indicated below:

Kindly ensure that the relevant reference number is quoted and applications are directed to the relevant province as indicated below: Direct applications to: The Department of Home Affairs, Postal address: Private Bag X114, Pretoria 0001, Physical Address; The Hallmark Building, Corner Johannes Ramokhoase & Thabo Sehume Street, Pretoria.

Eastern Cape Province: Postal address: Private Bag 7413, King Williams Town, 5600 Physical address: 11 Hargreaves Avenue, King William's Town, 5600

Free State Province: Physical address: Postal address: P.O Box 12262 Brandhof 9324 Physical Address: 40 Victoria Road Willows Bloemfontein 9301

Gauteng Province: Postal address: Private Bag X108, Braamfontein, 2017, Physical address: 3<sup>rd</sup> Floor, Mineralia Building, Cnr De Beer and De Korte Street, Braamfontein, 2017

KwaZulu-Natal Province: Postal address: PO BOX 09, Scottsville 3209 Physical address: 181 Church Street, Pietermaritzburg 3200

Limpopo Province: Postal address: Private Bag X9517, Polokwane, 0700 Physical Address: 89 Biccard Street, Polokwane, 0699

Mpumalanga Province Postal Address: Private Bag X11264, Nelspruit, 1200, Physical Address: 2nd Floor, Bateleur Building 16 Nel Street, Nelspruit, 1200.

North West Province: Postal address: Private Bag X 119, Mmabatho, 2735, Physical address: Cnr Sheppard and Carrington Street, Mafikeng, 2745

Western Cape Province: Postal address: Private Bag X 9103, Cape Town, 8000 Physical address: 4th Floor, Faircape Building, 56 Barrack Street, Cape Town, 8001

13 September 2013

**CLOSING DATE****NOTE**

: Applications must be submitted on the Application for Employment Form (Z.83), obtainable from any Public Service department or at [www.gov.za](http://www.gov.za) and should be accompanied by a comprehensive CV, including the details of at least two contactable referees (should be people who recently worked with the applicant) and certified copies of qualifications and identity document (with an original certification stamp). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Where a valid driver's licence is a requirement, applicants must attach certified copies of such licences. No faxes or e-mailed applications will be considered. If no contact is made within three months of the closing date, please accept that the application was unsuccessful. Successful candidates will be required to enter into a performance agreement and be subjected to security clearance procedures. Successful candidates may be required to undergo a competency assessment. Candidates who possess a tertiary qualification, as well as those who promote representivity (especially People with Disability), will receive preference

## OTHER POSTS

- POST 35/21** : **ASSISTANT DIRECTOR: BIRTH, MARRIAGE AND DEATH REF NO: HRMC 82/13/2**
- SALARY** : R314 709 to R370 707 per annum (Level 10). In addition, a range of competitive benefits are offered.
- CENTRE** : Head Office, Pretoria, New Cooperation Building, Branch: Civic Services, Sub-Directorate: Birth Marriage and Death
- REQUIREMENTS** : A B Degree in Operations Management or relevant NQF level 6 qualification in the related field with extensive experience in Operations Management and/or a Grade 12 Certificate with experience in Operations Management or Civic Services of which 2 years must be at a management level • A postgraduate degree in the relevant field would be an advantage • Relevant experience in the Public Service would serve as an advantage • Knowledge of the Constitution of South Africa • Knowledge of the Labour Relations Act and Employment Equity Act • Knowledge of the Public Service Act • Knowledge of the Public Finance Management Act • Fundamental knowledge of Operations Technology and Systems • Knowledge of Capacity Management Principles • In depth sound knowledge and application of: Citizenship Act, Refugee Act, Birth and Death Acts, Marriages Acts, Identification & identity documents Act, Immigration Act • International Conventions and Protocols is required • Traveling and Working Overtime may be required occasionally • A valid Driver Licence • Competencies required: Strategic capability and leadership Strategic Planning Strategic Management, Service delivery and innovation, Client orientation and customer focus, People management and empowerment, Financial management, Honesty and integrity, Program and project management, Communication, Knowledge and information management, Decision making and initiating action, Presentation Skills, Problem solving and analysis, Business Report Writing, Planning and Organising, Operations Management, Fundamental Technology Understanding, Business Process Practice, . Research Methodology and Analysis, Policy Development, Policy Development, Diplomacy, Computer Literacy.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Ensure Implementation of operations within the Birth, Marriage and Death Unit for the Department • Ensure timeously processing of Birth, Marriage and Death processes. Management and finalisation of queries • Ensure the effective administration of matters relating to Birth, Marriage and Death • Facilitate effective and efficient service delivery between front office and back office • Implement document management processes, systems and policies • Manage the development of technical expertise within the unit and keep abreast of technical developments • Manage continuous process review and optimisation within the unit • Manage effective service delivery according to stakeholder requirements within the unit • Ensure efficient and effective application and utilisation of resources within the unit • Implement effective talent management including acquisition, retention and development of Talent • Implement effective management and implementation of Performance Management of all staff reporting to this post • Manage leave and other Human Resources administration requirements within the unit • Build and maintain an effective team to ensure the processing/administering of all stakeholder functions • Review and ensure effective capacity planning • Encourage, reward and propagate a culture of customer focus, empowerment, counter corruption and service delivery • Ensure the effective utilisation of technology and technology infrastructure within the functional unit • Ensure accurate financial reporting • Determine financial needs, compile the budget and monitor expenditure to ensure planned activities are within budget • Ensure effective risk and compliance management • Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements • Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format • Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation • Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit
- ENQUIRIES** : Head Office: Mr NN Ramashia, Tel: 012 300 8670

<b><u>POST 35/22</u></b>	:	<b><u>ASSISTANT DIRECTOR: FOOTPRINT DEVELOPMENT REF NO: HRMC 82/13/1</u></b>
<b><u>SALARY</u></b>	:	R252 144-R304 587 per annum (Level 9). In addition, a range of competitive benefits are offered.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria, Head Office, Hallmark Building, Directorate Footprint Development A three year Degree in Research Methodology or Public Administration an NQF level 6 qualification in the related field with 3-5 year's experience in Research and Statistics • Knowledge of the Research Methodology tools, methods and principles • Knowledge of the Immigration Act • Knowledge of the Public Service Regulations Act • Knowledge of the South African Constitution • Understanding of Departmental legislation • Required Competency: Research and Learning, Problem solving and analysis, Business Report Writing, Influencing and Networking, Planning and Organizing, Presentation Skills, Analytical Skills and Computer Literacy. Candidates must be in possession of a valid Driver's Licence and be willing to travel and work extended hours.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: • Conduct research and analysis of footprint and channel development data • Facilitate projects and initiatives that enhance footprint and channel development • Monitor Footprint volumes and statistics and identify trends that impact Channel Development • Collate information, interpret findings and produce management reports for DHA Footprint • Research and stay abreast of new emerging trends within the markets or segments and find new solutions • Research, collate and synthesise all relevant data to Footprint and Channel Development • Facilitate partnerships with various external and internal stakeholders to enhance service delivery. Monitor DHA service delivery points and hospital data to identify trends and patterns that will impact the medium and long term footprint and channel development. Conduct benchmarking and research in terms of policies and directives related to DHA footprint and channels • Research and document data relating to population geographical location, population numbers, Demarcation Statistics, political data, economic data and growth statistics and trends. Identify external trends and patterns that will impact the medium and long term footprint. Monitor the effectiveness and efficiency of the current footprint and recommend improvement initiatives • Liaise with and manage partnerships with external stakeholders on a national level • Ensure that the strategic framework plan for the roll-out of the Civic and Immigration Services footprint is implemented • Facilitate projects and initiatives that enhance footprint and Channel Management Development • Ensure effective risk and compliance management. Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements • Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format • Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation • Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit • Manage of people management • Provide input to the Director on training and development needs of the unit and ensure that these are acted on • Provide input on appropriate rewards and promotion on the basis of performance and contribution against agreed targets • Provide input to the Director to ensure that Footprint Analysts are equipped with the required skills to perform optimally • Coach subordinates to improve their performance and fulfil their potential • Ensure effective governance and compliance within the unit • Implement governance processes, frameworks and procedures within the unit • Ensure compliance with legislation, regulations, DHA policies and procedures within the unit • Implement quality, risk, standards and practices against prescribed frameworks • Provide inputs into the compilation of the budget for the unit. Manage external contractors and suppliers within the unit in an effective and efficient manner.
<b><u>ENQUIRIES</u></b>	:	Head Office: Mr E Mabotja, Tel: (012) 300 8668
<b><u>POST 35/23</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: LOG SCANNING REF NO: HRMC 82/13/3</u></b>
<b><u>SALARY</u></b>	:	R212 106 to R249 849 per annum (Level 8). In addition, a range of competitive benefits are offered.
<b><u>CENTRE</u></b>	:	Head Office, Pretoria, New Cooperation Building, Branch: Civic Services, Chief Directorate: Back Office Status Services (2 Posts)

<b><u>REQUIREMENTS</u></b>	:	<ul style="list-style-type: none"> <li>• A 3 year Degree in Public Administration/Management or NQF Level 6 qualification in a related field with 1 years' experience in an Administration Environment and/or a Grade 12 Certificate plus 3 years' experience in an Administration Environment</li> <li>• Knowledge of the Public Service Regulatory Framework</li> <li>• Extensive knowledge of various filing systems</li> <li>• Knowledge of Office and Business Administration</li> <li>• Knowledge and Understanding of Departmental Legislations and Prescripts</li> <li>• Knowledge of Public Finance Management Act (PFMA)</li> <li>• A valid Driver's Licence</li> <li>• Competencies required: Computer literacy, Analytical thinking, Planning and organizing, Problem Solving, Verbal and Written Communication, Financial Administration, Planning and Skills, Interpersonal, Customer Focus, Attention to Detail, Clerical and Administration, Multi -Tasking, Results and Achievement focus and Time Management.</li> </ul>
<b><u>DUTIES</u></b>	:	<p>The successful candidate will be responsible for, amongst others, the following specific tasks:</p> <ul style="list-style-type: none"> <li>• Provide administrative support in order to ensure effective and efficient operations of the unit</li> <li>• Perform general administrative activities in support of the unit (travel, venues and accommodation arrangement)</li> <li>• Ensure the administration of office correspondence, documents and reports( Compile letters, memorandums, submissions, reports and minutes for the unit)</li> <li>• Ensure the maintenance of filing system for the unit</li> <li>• Compile financial and administration reports and documents</li> <li>• Ensure compilation of budget and cash flow projections</li> <li>• Convene and attend meetings and act as secretary during meetings</li> <li>• Ensure accurate Completion of subsistence claims</li> <li>• Keep track of all incoming work and ensure that all deadlines are met</li> <li>• Liaise with all stakeholders relevant to the unit</li> <li>• Ensure the flow of information and documents in the unit</li> <li>• Ensure that forms and documents related to claims, payments, invoices and consultant fees relevant to the unit are processed</li> <li>• Ensure the implementation of effective risk and compliance management practices</li> <li>• Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements</li> <li>• Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format</li> <li>• Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation</li> <li>• Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit</li> <li>• Manage Resource ( Human, Financial and Physical ) within the unit</li> <li>• Report on the performance of the unit against operational plan, business requirements and targets</li> <li>• Develop the work plan for the unit and ensure effective prioritisation and resource planning</li> <li>• Agree on the training and development needs of the unit</li> <li>• Implement effective talent management processes within the unit (attraction, retention, development)</li> <li>• Manage the implementation of compliant performance management</li> <li>• Ensure that employees are equipped with the required skills and resources to perform optimally</li> <li>• Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements</li> <li>• Manage the financial resources of programmes and projects in charge of in accordance to the PFMA</li> <li>• Identify and monitor financial risks in relation to the projects in the unit</li> </ul>
<b><u>ENQUIRIES</u></b>	:	Head Office: Mr NN Ramashia, Tel (012) 300 8670
<b><u>POST 35/24</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: FOOT PRINT DEVELOPMENT REF NO: HRMC 82/13/4</u></b>
<b><u>SALARY</u></b>	:	R212 106 to R249 849 per annum (Level 8). In addition, a range of competitive benefits are offered.
<b><u>CENTRE</u></b>	:	Head Office, Pretoria: Directorate: Permits Functional Services: Division: Temporary Residence Functional Services & Visa Management
<b><u>REQUIREMENTS</u></b>	:	<p>A Relevant 3 year qualification tertiary qualification or NQF level 6 is required 1 year' experience in an office and administration functions environment. and/or a Grade 12 Certificate with 3 years' experience in an office and administration functions environment</p> <ul style="list-style-type: none"> <li>• A post graduate qualification in the related field will serve as an added advantage</li> <li>• Experience in filing and document management</li> <li>• Experience in database management</li> <li>• Knowledge of various filing systems and National Archives Act</li> <li>• Knowledge of Office and Business Administration</li> <li>• Knowledge of the South African Constitution</li> <li>• Extended working hours and travelling may be required occasionally</li> <li>• A Drivers licence</li> <li>• Required Competencies: Computer Literacy, Analytical thinking skills, Planning and Organizing, Problem Solving, . Verbal and communication, Financial Administration, Planning skills, Interpersonal skills,</li> </ul>

**DUTIES**

Customer Focus, Clerical and administration, Multi Tasking, Results and achievement focus, Teamwork, Record management, Time management.

: The successful candidate will be responsible for, amongst others, the following specific tasks: • Administer effective and efficient operations of the unit • Perform general administrative activities in support of the unit • Draft submissions, reports, memorandums and minutes for the unit • Conduct records and document management both manually and electronically • Arrange and co-ordinate meetings and workshops • Provide logistics support functions( make accommodations, flight and ground transport arrangements) • Complete and submit subsistence claims • Keep track of all incoming work and ensure that all deadlines are met • Liaise with all stakeholders relevant to the unit • Process forms and documents related to claims, payments, invoice and consultants fees to the unit • Maintain the Health facility database through liaison with internal and external stakeholders • Ensure efficient and effective management of resources within the functional unit • Oversee the performance of the staff members and identify and address minor performance problems (escalate major performance, incapacity or misconduct matters to management) • Facilitate and direct staff in dealing with leave and other Human Resources administration requirements within the unit • Build and coach an effective team to ensure the processing/administering of all functions • Encourage customer focus, counter corruption and service delivery • Assist staff in the effective utilisation of technology and technology infrastructure within the Mobile Service Delivery Service Points • Provide on the job training and mentoring to all staff relating to the effective operation of their daily functions (Including new staff) • Act as change agent for all new processes, systems or practices • Ensure that all team members have the tools, templates and relevant equipment to deliver on service requirements • Ensure effective risk and compliance management • Ensure compliance to all relevant regulatory, internal and external compliance requirements • Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format • Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit.

**ENQUIRIES**

: Head Office: Mr E Mabotja, Tel: (012) 300 8668

**POST 35/25**

: **SENIOR PERSONNEL PRACTITIONER, REF NO: HRMC 84/13/1**

**SALARY**

: R212 106 to R249 849 per annum (Level 8). In addition, a range of competitive are offered.

**CENTRE REQUIREMENTS**

: Eastern Cape Provincial Manager's Office: King William's Town  
: A 3 year Diploma/Degree in HRM or an NQF level 6 qualification in the relevant field with 1 years' relevant experience and/or a Grade 12 Certificate or an NQF level 4 qualification with 3 years' relevant experience• A post graduate qualification will serve as an added advantage • Experience in performance Mmanagement and Ddevelopment Ssystem, Recruitment, Selection and Appointment, Condition of Service environment • Supervisory experience • Knowledge and application of applicable HR prescripts and legislations • Knowledge of PERSAL and other HR Systems, Record Management • Knowledge of task planning and allocation • Knowledge and understanding of the Public Service Regulatory Framework • Computer literacy • A valid driver's licence and willingness to travel is essential.

**DUTIES**

: The successful candidate will be responsible for, amongst others, the following specific tasks: • Facilitate the implementation of HR policies and procedures so that the understanding, implementation and practice of policies and procedures across the Province is consistent and standard • Supervise the effective administration of Human Resource functions, amongst others: Condition of Service, Recruitment and Selection, Performance Management Development System • Produce quality reports regarding turnaround times, documents processed and error rates • Maintain the filling and record/documentated system according to DHA requirements • Provide advice and assistance to staff members in the execution of their daily tasks • Allocate work to staff members and monitor their progress against daily targets or goals • Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics • Identify Human Resource related challenges and ensure attendance thereof • Oversee the performance of the staff members, identify and address performance related issues • Facilitate and direct staff in dealing with leave and other Human Resources administration requirements

within the unit • Build and coach an effective team to ensure the processing/administering of all functions • Encourage a culture of customer focus, counter corruption and service delivery • Assist staff in the effective utilisation of technology and technology infrastructure within the functional unit • Provide on the job training and mentoring to all staff relating to the effective operation of their functions (Including new staff), Act as Custodian for all new processes, systems or practices • Ensure that all team members have the tools, templates and relevant equipment to deliver on service requirements.

**ENQUIRIES**

: Eastern Cape: Mr L Jama. Tel: (043) 604 6406

**POST 35/26**

: **SENIOR SECRETARY TO THE PROVINCIAL MANAGER, REF NO: HRMC 84/13/2**

**SALARY**

: R212 106 to R249 849 per annum (Level 8). In addition, a range of competitive are offered.

**CENTRE**

: KwaZulu-Natal, Provincial Manager's Office: Pietermaritzburg

**REQUIREMENTS**

: A 3 year Degree/Diploma in Public Management/Administration/Social Science or an NQF level 6 qualification in the related field with 1-2 years' relevant experience of which 1 year must in a Secretarial and Administration environment and/or a Grade 12 certificate plus 3-5 years' relevant experience of which 3 years must be in a Secretarial and Administration environment • Sound interpersonal skill • Honesty and integrity • Basic Computer Literacy and Numeracy • Good written and verbal communication skills • Analytic thinking • Planning and organizing skills • Problem solving • Verbal and written communication • Financial administration • Good Interpersonal Skills • Attention to detail • Clerical and administration • Ability to multi Task • Teamwork • Record and time management • Willingness to work extended hours including overtime • weekends and shifts are critical.

**DUTIES**

: The successful candidate will be responsible for, amongst others the following specific tasks: • Provide a secretarial/receptionist support service to the Provincial Manager • Receive telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded to • Perform advanced typing work • Operate and ensure that office equipment, e.g. fax machines and photocopier are in good working order • Records the engagements of the senior manager • Utilize discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter • Coordinate with and sensitizes/advises the manager regarding engagements . Compile realistic schedules of appointments • Render administrative support services • Ensure the effective flow of information and documents to and from the office of the manager • Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies • Obtain inputs, collate and compile all relevant reports as instructed by the manager: Scrutinises routine submissions/reports and makes notes and/or recommendations for the manager • Respond to enquiries received from internal and external stakeholders • Draft documents as required • Do filing of documents for the manager and the unit where required • Collect, analyse and collate information requested by the manager • Clarify instructions and notes on behalf of the manager • Ensure that travel arrangements are well coordinated • Prioritise issues in the office of the manager • Manage the leave register and telephone accounts for the unit • Handle the procurement of standard items like stationary, refreshments etc for the activities of the manager and the unit • Obtain the necessary signatures on documents like procurement advice and monthly salary reports • Provide support to the Provincial Manager regarding meetings • Scrutinise documents to determine actions/information/other documents required for meetings • Collect and compile all necessary documents for the manager to inform him/her on the content • Record minutes/decisions and communicates to relevant role players and follows up on progress • Prepare briefing notes for the manager as required • Coordinate logistical arrangements for meetings when required • Support the manager with the administration of the manager's budget • Collect and coordinate all the documents that relate to the manager's budget• Assist the manager in determining funding requirements for purposes of MTEF Submissions • Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending • Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the manager and compiles draft memos for this purpose.

**ENQUIRIES**

: KwaZulu Natal: Mr Q Luthuli-Tel: (033) 845 5000

<b><u>POST 35/27</u></b>	:	<b><u>CIVIC SERVICE SUPERVISOR, 4 POSITIONS</u></b>
<b><u>SALARY</u></b>	:	R212 106 to R249 849 per annum (Level 8). In addition, a range of competitive benefits are offered.
<b><u>CENTRE</u></b>	:	Eastern Cape: Local Office Medium: Uitenhage (1 post) Ref No: HRMC 84/13/3a Eastern Cape: Local Office Medium: Mount Fletcher (1 post) Ref No: HRMC 84/13/3b KwaZulu-Natal: Medium Office: Vryheid (1 post) Ref No: HRMC 84/13/3c Limpopo: Large Office Thohoyandou (1 post) Ref No: HRMC 84/13/3d
<b><u>REQUIREMENTS</u></b>	:	A relevant 3 year Degree/Diploma or an NQF level 6 qualification with 1 years' experience in a Customer Service environment and / or a Grade 12 Certificate with 3 years' experience in a Customer Service environment • A post-graduate qualification will serve as an added advantage • Experience in a Public Administration or Sales Office environment with proven experience in managing a small team is essential • Knowledge of the Immigration Act , Refugee Act as well as the Public Service Act and Regulations • Awareness of the rights within the South African Constitution • Understanding of the Departmental legislation and Human Resources policies and prescripts • Leading and supervising skills • Communication skills • Computer literacy and willingness to work extended hours (including weekends and/or holidays) are essential • Preference will be given to candidates from the local area where these posts are located • A valid driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	The successful candidates will be responsible for, amongst others, the following specific tasks: • Monitor delivery of service to internal service level standards and targets and client demands • Monitor service bottlenecks, trends and errors and take corrective action • Ensure processes are executed according to Standard Operating Procedures • Produce quality reports regarding turnaround times, documents processed and error rates • Implement quality assurance measures to ensure quality of service delivery • Manage records / documentation according to DHA requirements • Deal with non-standard requests and issues from staff in the execution of their duties • Allocate work to staff members and monitor their progress against daily targets or goals • Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics • Identify challenges in operation (capacity, training, bottlenecks) and make suggestions to Superiors • Render services in mobile units where required • Oversee the performance of the staff members and identify and address minor performance problems (escalate major performance, incapacity or misconduct matters to management) • Facilitate and direct staff in dealing with leave and other Human Resources administration requirements within the unit • Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements • Report all risks including e.g. overpayment, etc. according to required format to the Superior.
<b><u>ENQUIRIES</u></b>	:	Eastern Cape: Mr L Jama, Tel: 043 604 6406 KwaZulu Natal: Mr Q Luthuli-Tel: (033) 845 5000 Limpopo: Mr LJ Kgole Tel 015 297 5803
<b><u>POST 35/28</u></b>	:	<b><u>REFUGEE STATUS DETERMINATION OFFICER 3 POSITIONS</u></b>
<b><u>SALARY</u></b>	:	R212 106 to R249 849 per annum (Level 8). In addition, a range of competitive are offered.
<b><u>CENTRE</u></b>	:	Gauteng: Refugee Reception Centre: Marabastad (1 post) Ref No: HRMC 84/13/4a Limpopo: Refugee Reception Centre: Musina (1 post) Ref No: HRMC 84/13/4b
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3 year Degree/ Diploma in Law/ International Relations and Public Administration or an NQF level 6 qualification in the related field plus1 years' experience in Refugee matters and/or a Grade 12 Certificate with 3 years' experience in Refugee matters • Knowledge and understanding of the Immigration Act, Refugee Act, International Conventions and Protocols relating to status of refugees and South African Constitution. Good verbal and written communication skills • Computer literacy • A valid driver's license and willingness to travel.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Adjudicating of asylum seekers applications • Liaise with Standing Committee for Refugee Appeal Board (SCRA) and Refugee Appeal Board (RAB) • Record Daily Statistics • Ensure proper application of legal frameworks when adjudicating asylum Cases • Compilation of detailed report for asylum Seekers and

conducting research • Issue and review refugee status • Prepare quality submissions to the Standing Committee for Refugee Affairs (SCRA) on cases where status was issued erroneously, fraudulently and where country conditions have improved and circumstances for initially granting status ceased to exist • Preparation of files for presentation to (SCRA) for manifestly unfounded decisions • Liaison with the Chief Directorate: Asylum Seeker Management and the United Nations High Commissioner for Refugees regarding country information • Providing evidence as well as testifying on behalf of the State • Providing evidence as well as testifying on behalf of the State.

**ENQUIRIES** : Gauteng: Ms M Kau/T Monyeki, Tel No; 011 242 9000  
Limpopo: Mr LJ Kgole Tel 015 297 5803

**POST 35/29** : **CASHIER SUPERVISOR REF NO: HRMC 84/13/5**

**SALARY** : R212 106 to R249 849 per annum (Level 8). In addition, a range of competitive are offered.

**CENTRE REQUIREMENTS** : Limpopo: Jane Furse  
: A relevant Degree/Diploma or an NQF level 6 qualification with 1 years' relevant experience and/or a Grade 12 Certificate with Accounting as a subject with 3 years' relevant experience • A post-graduate qualification as well as knowledge of Basic Accounting will serve as an advantage • Experience as a cashier in a medium size organisation is required • Knowledge of task planning and allocation • Awareness of the rights within the South African Constitution • Experience in supervising a team • Computer literacy and willingness to work extended hours (including weekends and/or holidays) are essential.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: • Implement quality assurance measures to ensure quality of service delivery • Provide advice and action non-standard requests and issues from staff in the execution of their duties • Allocate work to staff members and monitor their progress against daily targets or goals and service level agreements and administer break schedule • Perform end of day duties to ensure effective reporting • identification of issues and capturing of financial information • Identify challenges in operations (capacity, training, bottlenecks) and make suggestions to Management regarding solutions (capacity planning, training or operational changes) • Control the flow of cash in the front office cashier points including monitor floats, investigating shortages and clearing, ordering and safekeeping of cash, Ensure the neatness of workstations and general housekeeping in and around the front end • Assist the District/Regional Office Manager in terms of budget monitoring, monthly reconciliations and reporting • Assist with other financial administration duties within the office • Conduct daily recons of revenue received through cashier points and records recons according to prescribed format • Ensure that there are cashiers signed on at the beginning of every shift • Constantly observe the operations of each cashier, authorising cancellations and any other queries that cashiers may have at any time • Signs on and off at the change of shift and end of day ensuring that proper procedures are followed at all times • Provide highest level of prompt and friendly client service • Oversee the performance of staff members and identify and address daily performance problems (escalate major performance, incapacity or misconduct matters to management) • Facilitate and direct staff in dealing with leave and other Human Resources administration requirements • Build and coach an effective team to ensure effective cashier functions • Encourage and recognise client focus, counter corruption efforts and service delivery • Provide on the job training and mentoring to all staff relating to the effective operation of their functions (Including new staff) • Act as a change agent for the implementation of all new processes, policies, systems or practices • Ensure that all team members have the tools, templates and relevant equipment to deliver on daily service requirements • Coach and guide staff on compliance to all relevant compliance requirements • Report all risks to management including e.g. losses, overpayment, etc. according to required format • Keep up to date with new internal policy requirements, regulatory requirements and circulars • Review the working environment and report all Occupational Health and Safety issues to management

**ENQUIRIES** : Limpopo: Mr LJ Kgole Tel 015 297 5803



- POST 35/30** : **SENIOR ADMINISTRATIVE OFFICER FINANCE 4 POSITIONS**
- SALARY** : R212 106 to R249 849 (Level 8). In addition, a range of competitive service benefits are offered.
- CENTRE** : Gauteng: Germiston (1 Post) Ref No: HRMC 84/13/6a  
Western Cape: Paarl (1 Post) Ref No: HRMC 84/13/6b
- REQUIREMENTS** : A 3 year Degree or Diploma in Financial Management / Accounting or a relevant NQF level 6 qualification in the related field plus 1 year' experience in the finance environment and/or Grade 12 Certificate with 3 years' in the finance environment • A Post graduate qualification in the related field will serve as an added advantage • Sound Supervisory experience • Knowledge of PFMA, Treasury Regulations, and knowledge of basic accounting system, Logis, Asset Management, Revenue collection, banking, financial administrations and supply chain management. Computer literacy and willingness to work extended hours (including weekends and/or holidays) are essential • A valid driver's licence.
- DUTIES** : The successful candidates will be responsible for, amongst other the following specific tasks: •Support the Regional or District Manager in recording revenue received, including daily reconciliation • Ensure that cash received is deposited timeously • Undertake the management of petty cash • Undertake the procurement of goods and services in terms of the departmental supply chain management policies and procedures • Ensure that invoices are paid within 30 days, as per Treasury Regulations • Managing assets, including bar coding, verification and disposals. Prepare budget and monitoring same • Undertake monthly reconciliation and financial reporting • File and safeguarding financial records • Identifying fruitless, wasteful and irregular expenditure • Oversee Government Garage fleet management, including reporting losses to the Loss Control Committee.
- ENQUIRIES** : Gauteng: Ms M Kau/T Monyeki, Tel No; 011 242 9000  
Western Cape: Ms PP Dlamini Tel: (021) 6046406
- POST 35/31** : **DATA CENTRE OPERATOR REF NO: HRMC 82/13/5**
- SALARY** : R170 799 to R201 195 per annum (Level 7). In addition, a range of competitive benefits are offered.
- CENTRE** : Head Office, Pretoria Chief Directorate: Infrastructure Management
- REQUIREMENTS** : A 3 year Degree/ Diploma in Information Technology / Computer Engineering or an NQF level 6 qualification in the related field with 1 years' experience in systems supports environment ( internship / experiential training) • Knowledge of database administration and servers • Knowledge of server hardware and software systems • Knowledge of relevant operating systems • Knowledge of the Departmental legislation and Prescripts • Knowledge of the State Information Technology Agency Act 88 of 1998 • Knowledge of Data Centre Management • A valid driver's licence • Willingness to work extended hours and travel extensively.
- DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: • Provide and secure support system to all Department locations • Maintain and monitor support systems • Provide user support in the department • Provide advice and guidance in the effective use of systems, product and services relating to data centre operation • Perform day to day facility operation of Client Data Centre • Work closely with staff and outside contractors to resolve Data Centre incidents in a timely manner • Maintain and monitor the data centre environment • Facilitate the moves, adds, and changes of equipment and cabling in the department • Provide immediate assistance for technology problems and questions for DHA staff • Maintain technical competence on new technology • Troubleshoots and maintain accurate records on time, material request to perform repairs and services • Update and monitor server and perform first and second support hardware and software maintenance to users • Responsible for back-up and recovery of database when crashed by making more effective use of applications • Maintain and monitor data availability in line with the Service Level Agreement • Monitor the performance, availability, response, trends and error rates of all servers and resolve or escalate issues
- ENQUIRIES** : Head Office: Mr K Thenga, Tel: 012 406 2591
- POST 35/32** : **SECRETARY TO THE DIRECTOR, REF NO: HRMC 82/13/6**
- SALARY** : R170 799 to R201 195 per annum (Level 7). In addition, a range of competitive benefits are offered.

<b><u>CENTRE REQUIREMENTS</u></b>	: Head Office Pretoria: Directorate Property Management (1 post) : A 3 year Degree or qualification at NQF level 6, with 1-2 years' relevant experience in rendering Secretarial support service to a senior manager and/or a Grade 12 Certificate with 3 years' relevant experience rendering Secretarial support services to a senior manager • Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury Regulations • Knowledge and understanding of Human Resource Management policy and prescripts • Knowledge and understanding of the Constitution of the Republic of South Africa. A valid drivers licence will be an added advantage.
<b><u>DUTIES</u></b>	: The successful candidate will be responsible for, amongst others, the following specific tasks: • To provide a comprehensive administrative and secretarial service to the Director: Property Management • Maintain the day to day diaries of the Directors and setting up meetings/ appointments • Arrange board packs for meetings • Organise travel and accommodation • Receive and distribute documents • Screen phone calls and handle enquiries • Prepare agendas for meetings, take minutes, communicate decisions to relevant role players and follow up on progress; Coordinate logistical arrangements for meetings when required • Receive and accompany guests and prepare refreshments • Draft/ type letters, memorandum and reports • Liaise with Department's officials on matters relating to the office. Maintain electronic and hard copy files • Collect and compile documents • Prepare briefing notes as required • Scrutinize documents to determine actions/ information/other/ documents required for meetings • Capture incoming and outgoing documents • Perform any other duties as required.
<b><u>ENQUIRIES</u></b>	: Head Office, Mr CJ Swart: (012) 406 4041
<b><u>POST 35/33</u></b>	: <b><u>MOBILE OFFICE DRIVER REF NO: HRMC 84/13/7</u></b>
<b><u>SALARY</u></b>	: R170 799 to R201 195 per annum (Level 7). In addition, a range of competitive benefits are offered.
<b><u>CENTRE REQUIREMENTS</u></b>	: Free State: Medium Office: Bultfontein : A Grade 12 Certificate with relevant experience • A Post matric qualification will be an added advantage • Ability to work in a mobile working environment • Knowledge of DHA front office systems • Proven client focus and orientation experience • Supervisory experience • Sound interpersonal skills • Honesty and integrity • Basic Computer Literacy and Numeracy • Good written and verbal communication skills • A valid Code 10 (C) drivers • A Public Drivers Permit (PDP) as well as willingness to travel extensively for consecutive days are required • Willingness to work extended hours including overtime, weekends and shifts are critical • Appointed candidates will be exposed to environmental factors (rain, sun, cold etc) • Preference will be given to candidates from the local area where the office is based.
<b><u>DUTIES</u></b>	: The successful candidates will be responsible for amongst others, the following specific tasks: • Drive the Mobile Office to the required service point and ensure that it is set up at the required location at the scheduled time • Effectively operate the assigned mobile office and the specialised equipment in the back office in a safe and courteous manner • Assist clients to embark and disembark (i.e. disabled clients) the mobile office where required • Assist in managing the queues • Provide clients with assistance in terms of where to go and necessary steps to follow • Provide highest level of prompt and friendly client service • Ensure the assigned vehicle is clean inside and outside • Maintain accurate and up-to-date scheduled trip sheets, to ensure that there are no interruption in services • Coordinate and liaise with the Schedule and Logistics Manager to ensure that minor and major vehicle maintenance are carried out as scheduled and to limit impact on service delivery • Perform daily-trip and post-trip vehicle inspections and ensure that the mobile unit is in the best safety condition at all times • Report incidents and accidents timeously and compile vehicle condition reports and other records requested by management • Assist with any duties required by management in the quest for client service excellence • Adhere to the disciplinary code, code of conduct and all operational manuals provided by DHA • Resolve problems or complaints according to guidelines established by the management • Deal with non-standard requests and issues from staff in the execution of their duties • Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics • Perform overall supervisory functions of the unit
<b><u>ENQUIRIES</u></b>	: Free State: Ms N Zulu, Tel: (051) 410 3912

<b><u>POST 35/34</u></b>	:	<b><u>PERSONNEL PRACTITIONER, REF NO: 84/13/8</u></b>
<b><u>SALARY</u></b>	:	R170 799–R201 195 per annum (Level 7 In addition, a range of competitive service benefits are offered.
<b><u>CENTRE</u></b>	:	North West, Provincial Manager's Office: Mahikeng
<b><u>REQUIREMENTS</u></b>	:	A 3 year Degree/Diploma in Human Resource management or NQF level 6 qualification in the related field with 1 years' experience in a Human Resource management environment and/or a Grade 12 certificate plus 3 years' experience in a Human Resource management environment • Knowledge of the Recruitment and Selection and Performance Management processes and procedures • Knowledge of employment practices and contracts • Knowledge of HR systems and HR related legislations including the Employment Equity Act and the Skills Development Act • Knowledge of the Public Service Regulatory Framework and the South African Constitution, Knowledge of task planning and allocation • Knowledge of Policy Development and Analysis, Business Process Mapping and Organizational Development • Advanced Computer literacy • Willingness to work extended hours • A valid driver's license and willingness to travel extensively are essential.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: • To administer the operations of Human Resources services and functions within the Province • To ensure the achievement of the daily delivery objectives of the Province • Assist in the provision of generalist human resources advice and support to the Province so that policies, procedures, and tools are in place to enable managers to manage their staff • Assist in the facilitating of the implementation of HR policies and procedures so that the understanding, implementation and practice of policies and procedures across the Province is consistent and standard • Administer all Service Benefits functions of employees in the Province • Administer logistical support to the Recruitment and Selection function • Facilitate Recruitment and Selection and Performance Management in the Province and administer logistical support related to Recruitment and Selection and Performance Management • Produce quality reports regarding turnaround times, documents processed and error rates • Maintain the filing and record/documented system according to DHA requirements • Provide advice and assistance to managers and staff members regarding all human resources functions • Perform end of day duties to ensure effective reporting, identification of issues and capturing of performance statistics.
<b><u>ENQUIRIES</u></b>	:	North West, Ms M Molete Tel: (018) 397 9922
<b><u>POST 35/35</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK 7 POSITIONS</u></b>
<b><u>SALARY</u></b>	:	R170 799 to R201 195 per annum (Level 7). In addition, a range of competitive benefits are offered.
<b><u>CENTRE</u></b>	:	Eastern Cape: Local Office Medium: Cleary Park (1 post) Ref No: HRMC 84/13/9a Free State: Small Office: Trompsburg (1 post) Ref No: HRMC 84/13/9b KwaZulu-Natal: Medium Office: Commercial Road (1 post) Ref No: HRMC 84/13/9c Limpopo: PSP Naphuno (1 post) Ref No: HRMC 84/13/9d Limpopo: Lebowakgomo (1 post) Ref No: HRMC 84/13/9e Western Cape: Caledon (1 post) Ref No: HRMC 84/13/9f
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 Certificate with relevant experience in a customer service environment • A post matric qualification at NQF level 6 will serve as an advantage • Proven client focus, records management, filing and orientation experience • Supervisory experience will be an added advantage • Sound interpersonal skills • Honesty and integrity • Basic Computer Literacy and Numeracy • Good written and verbal communication skills • Willingness to work extended hours including overtime, weekends and shifts are critical.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for, amongst others the following specific tasks: • Serve as a direct point of contact for clients • Assist clients in completing application forms and verifying that they are filled in appropriately in accordance with DHA requirements, standards and guidelines • Execute Civic Services, Front Office application processes and resolve problems or complaints within scope of the work • Assist with any duties required by management in the quest for client service excellence • Provide highest level of prompt and friendly client service • Render services in mobile units where required • Ensure and assist with the rolling and capturing of fingerprints • Update the Track and Trace system • Receive and sort enabling documents • Assist with the verification and processing of

clients application forms in accordance with DHA requirements, standards and guidelines • Execute Civic Services and Back Office application processes.

**ENQUIRIES** : Eastern Cape: Mr L Jama, Tel: 043 604 6406  
Free State: Ms N Zulu. Tel: (051) 4103912  
KwaZulu Natal: Mr Q Luthuli- Tel: (033) 845 5000  
Limpopo: Mr LJ Kgole Tel 015 297 5803  
Western Cape: Ms PP Dlamini Tel: (021) 6046406

**POST 35/36** : **ADMINISTRATIVE OFFICER REF NO: HRMC 84/13/10**

**SALARY** : R170 799 to R201 195 per annum (Level 7) In addition, a range of competitive benefits are offered.

**CENTRE** : Gauteng: Large Office: Johannesburg (1 post)

**REQUIREMENTS** : A Grade 12 Certificate or an NQF level 4 relevant qualification with experience in an office and administrative function environment • A post matric qualification in Administration will serve as an added advantage • Extensive knowledge of various filing systems and the National Archives Act • Knowledge of the Public Service Regulatory Framework as well as Office and Business Administration • Experience in filing and document management • Computer literacy • Customer focused • Willingness to travel and work extended hours, including week-ends and public holidays are essential • A valid driver's license will be an added advantage.

**DUTIES** : The successful candidate will be responsible for amongst others, the following specific tasks: • Perform general administrative activities in support of the unit. Draft submissions, reports, submissions, memorandums and minutes for the unit • Conduct records and document management both manually and electronically • Arrange and co-ordinate meetings and workshops. Provide logistic support functions (make accommodation, flight and ground transport arrangements) • Assist in completing and processing subsistence claims • Keep track of all incoming work and ensure that all deadlines are met • Liaise with all stakeholders relevant to the office • Administer leave arrangements • Process forms and documents related to claims, payments, invoices and consultant fees relevant to the office..

**ENQUIRIES** : Gauteng: Ms M Kau/T Monyeki, Tel No; 011 242 9000

## DEPARTMENT OF HUMAN SETTLEMENTS

*The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representivity will preference.*

- APPLICATIONS** : Please forward your Applications ,quoting the relevant number to, Human Communications, Private bag 533,saxonworld 2132 or hand deliver at 3 Autumn Road, Rivonia 2128,Alternatively,email the required documents to dohs@humanjobs.co.za(quoting the relevant reference number in the subject line or supply online after uploading all of the required documents(including a scanned copy of the relevant signed Z83 form/s)to your profile on www.humanjobs.co.za.
- CLOSING DATE** : 13 September 2013
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, and must be accompanied by a detailed CV, together with certified copies of your qualification certificates, your ID/Passport and a valid driver's license. Failure to submit the required documents will result in your application not being considered. It will be expected of selected candidates to be available for interviews on a date, time and place as determined by the Department of Human Settlements. Short-listed candidates will be subjected to a competency assessment test. Successful candidates will be required to enter into a performance agreement and to sign an employment contract within 3 months after the assumption of duty and disclose all financial interests within 3 months after assumption of duty. Successful candidates will have to undergo security clearance processes. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

## OTHER POSTS

- POST 35/37** : **DEPUTY DIRECTOR: ENTERPRISE ARCHITECTURE MONITORING AND CONTROL REF NO: DOHS/122/2013**  
Job Purpose: To provide business control services in line with relevant objectives, performance measures and legislative requirements.
- SALARY REQUIREMENTS** : R587 358 per annum (All inclusive salary package)  
: Applicants must be in possession of an appropriate recognised Bachelor's degree or equivalent qualification. Certificates in monitoring and evaluation and strategic management will be an added advantage. Three years management experience in business control. Experience in designing and implementing qualitative and quantitative monitoring and evaluation instruments, qualitative and quantitative data analysis and report writing. Knowledge, understanding and application of relevant Public Service Legislative Framework and computer applications. Knowledge and experience in financial and human resource management in the public sector. Applied knowledge of Government development objectives, advanced skills in business monitoring and evaluation, organisational performance monitoring, project management, problem solving and analytical skills, negotiation, presentation and facilitation skills, good communication, coordination and liaison skills (verbal and written), strategic capability, initiative, financial management and interpersonal skills, extensive computer knowledge and experience, ability to work under pressure and meet deadlines.
- DUTIES** : Consolidate, evaluate and submit Departmental Performance reports on the implementation of the Departmental Strategic and Annual Performance Plans to the Accounting Officer, the National Treasury and other Stakeholders; Compile and submit Departmental Performance reports on Human Settlements Enterprise Operations Performance Assessment Framework (EOPAF) performance areas to the Accounting Officer; Develop and review performance measurement tools Prepare and compile presentations on the Departmental Performance for discussion at Senior Management meetings for decision making; Manage unit's resources
- ENQUIRIES** : Ms. Ipeleng Khumalo (012) 421 1564
- POST 35/38** : **SECRETARY REF NO: DOHS/123/2013**  
Directorate: Entities Oversight
- SALARY** : R115 212 per annum

- CENTRE** : Pretoria
- REQUIREMENTS** : Potential candidates for the position must be in possession of a senior certificate or equivalent qualification plus 3 years secretarial experiences. Knowledge of PFMA and administration principles, Batho Pele principles, and advanced typing skills. Good telephone etiquette, analytic skills, basic project management skills, Communication skills (both written and verbal) event organization and management skills and experience and knowledge of government budgeting processes. Computer literacy (MS Word, Ms Excel, MS PowerPoint and Internet), inter-personal and report writing skills
- DUTIES** : The successful candidate will be responsible to: Answering the telephone and making telephone calls; General administrative duties and organising the office; Receiving client and visitors; Keeping the Director's diary; Making arrangement for journeys and accommodation Managing correspondence; Establishing and maintaining a filing system; Ensure that documents adhere to set norm and standard; Management of financial and administration and administration procedures of the office; Reporting on deviations from the budget, co-control and cost analysis programmes; Ensuring that all income and expenditure are timorously and correctly cleared; Ensure that all information needed for internal control is obtained; The implementation of proper office management, control, as well as other administrative systems.
- ENQUIRIES** : Mr M Mngomezulu (012) 421 1792

## INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

- APPLICATIONS** : Should be complete in Z83, attach CV with certified Copies of Certificates and submit at: Bethlehem Address: Bloemfontein: Address 28 Louw street 15 West Burger str Maseroy Building OR Standard Bank Building First Floor Ground Floor Bethlehem Post to: Private Bag X 20708, Bloemfontein, 9300
- FOR ATTENTION** : Mrs N Motaung
- CLOSING DATE** : 04 September 2013
- NOTE** : Please note that faxed and emailed applications will not be considered

## OTHER POST

- POST 35/39** : **ADMIN ASSISTANT (BETHLEHEM OFFICE) REF NO: Q9/2013/45**
- SALARY** : Stipend: R 4035 per month Internship
- REQUIREMENTS** : Applicants should be in possession of a Senior Certificate, Post - Matric three year Qualification in Commerce & Administration; Computer Literacy: MS Word, MS Excel, PowerPoint Good Interpersonal and Communication Skills
- DUTIES** : Key Competencies Include: Assist within administration component: Daily update the incoming & outgoing correspondence of mail and facsimiles (Ensuring that all correspondence reaches the addressee timeously). Photocopying & Filing of documents. Assist at the reception desk. Making of travelling and accommodation bookings for Officials. Assist with the management of GG Vehicles. The applicant must be willing to sign a contract with a Department Compile the claims of the officials
- ENQUIRIES** : Mr T E Komphela Tel: 051 406 6800

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**NOTE** : Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 & CV must be accompanied by certified copies of qualifications, identity document and driver's license where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

## MANAGEMENT ECHELON

**POST 35/40** : **PROJECT DIRECTOR: TRADITIONAL JUSTICE SYSTEM (3 YEARS RENEWABLE CONTRACT APPOINTMENT) REF NO: 13/266/CS**  
Division: Policy Planning

**SALARY** : R771 306 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office, Pretoria  
: An LLB degree or recognized four year legal qualification which include study of indigenous law; 8 years appropriate post qualification litigation/ advisory experience; Admittance as an Advocate or Attorney; Knowledge of the Public Finance Management Act, Treasury Regulations and relevant prescript; Experience/ understanding of Constitutional Framework and the South African Judicial System; Expertise in Traditional Justice Systems. Skills and Competencies: Computer literacy; Good communication (written and verbal) skills; Research and analytical skills; Project Management skills; Presentation and facilitation skills; Legal drafting and Advocacy; Legal research; Ability to stay up to date with new developments in South African Law.

**DUTIES** : Key Performance Areas: Manage the Traditional Justice System (using modern project management tools and systems); Ensure adherence to deadlines and provide regular reports on the activities of the project; Oversee the revision of Traditional Justice System; Guide the vision of the Traditional Courts Bill in line with the revised policy; Provide technical support during the public hearing at provincial and national level conducted by provincial legislatures, NCOP and National Assembly; Perform any other function relating to legal research as may be assigned from time to time.

**ENQUIRIES APPLICATIONS** : Mr. M G Kooko ☎ 012 315 1164  
: 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

**CLOSING DATE** : 16 September 2013

**POST 35/41** : **DIRECTOR: POLICY RESEARCH (3 YEARS RENEWABLE CONTRACT APPOINTMENT) REF NO: 13/267/CS**  
Division: Policy Planning

**SALARY** : R771 306 per annum (all inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office, Pretoria  
: Post graduate qualification in law; At least 8 years appropriate post qualification research experience; Experience as a practicing attorney or advocate would serve as an advantage; Knowledge of the South African Constitution and Judicial Framework and an understanding of the functioning of the Superior courts systems; Extensive secretariat knowledge and experience; Excellent organisational ability and



analytical acumen; Practical experience in managing external service providers and project management; Knowledge of the Public Finance Management; Valid driver's license. Skills and Competencies: Legal research planning and decision skills; Analytical skills; Strategic capability and leadership skills; Programme and Project Management; Financial Management; Communication skills (written and verbal); Ability to meet strict deadlines and to work under pressure; Computer literacy.

**DUTIES** : Key Performance Areas: Conduct legal research, develop policy and analysis; Draft memorandum, reports and government notices; Scrutinize related legislation related to the Chief Directors responsibilities; Draft legal opinions; Consult and engage with Government and external bodies; Keep up to date with new developments in South African Law.

**ENQUIRIES** : Mr. M G Kooko ☎ 012 315 1164  
**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

**CLOSING DATE** : 16 September 2013

**POST 35/42** : **PROJECT DIRECTOR: CIVIL JUSTICE REFORM PROJECT REF NO: 13/269/CS**  
3 years renewable contract appointment  
Division: Policy Planning

**SALARY** : R771 306 per annum. The successful candidates will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria  
**REQUIREMENTS** : An LLB degree or recognised four (4) year legal qualification; At least eight (8) years appropriate post qualification litigation/ advisory experience; Admittance as an Advocate or Attorney; Knowledge of Public Finance Management Act, Treasury Regulations and relevant prescripts; Experience/ understanding of Constitutional Framework and the South African Judicial System; Experience in civil litigation; Extensive legal practice experience in civil litigation at the lower courts and superior court. Skills and Competencies: Legal research; Advocacy; Legal drafting; Project management; Computer literacy; Communication skills; Presentation and facilitation skills; Ability to stay up to date with new development in South African Law.

**DUTIES** : Key Performance Areas: Manage research on the Civic Justice Reform Project in accordance with the approved terms of reference; Coordinate the establishment and operations of the Civil Justice Review Advisory Committee and the Research Committees; Manage the Civil Justice Reform Project(using modern project management tools and systems); Ensure adherence to project deadlines and provide secretarial support to the CJRAC; Liaise with the Civil Justice Reform Advisory Committee, research committees and other stakeholders involved in the review process; Perform any other function relevant to legal research as may be assigned from time to time; Provide effective people management.

**ENQUIRIES** : Mr M. G Kooko – \_ 012 315 1164  
**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

**CLOSING DATE** : 16 September 2013

#### **OTHER POSTS**

**POST 35/43** : **FAMILY ADVOCATE LP7 – LP8 REF NO: 190/13EC**

**SALARY** : R515 853 – R855 789 per annum. Salary will be in accordance with OSD determination. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Family Advocate: Graaff-Reinet  
**REQUIREMENTS** : An LLB Degree or recognized 4 year legal qualification; Admitted as an Advocate or qualified to be admitted as an Advocate; The right of appearance in the High Court of South Africa; At least 5 years appropriate post qualification, litigation experience; A valid driver's license. Skills and Competencies: Litigation; Trial Advocacy; Legal research and drafting; Mediation; Report writing; Case flow management; Computer literacy

**DUTIES** : Key Performance Areas: Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Peruse and endorse court documents; Institute inquiries to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Attend to Hague matters when delegated to do so; Travel to and Attend to relevant circuit courts within the provinces; Fluency in Afrikaans and iSiXhosa will be an added advantage.

**ENQUIRIES APPLICATIONS** : Adv. F van Pletzen ☎ 049 891 1209

**CLOSING DATE** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.  
16 September 2013

**POST 35/44** : **ICT SERVICE MANAGEMENT COORDINATOR REF NO: 13/258/ISM**  
3 years contract appointment

**SALARY** : R495 603 - R583 800 per annum (All Inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office, Pretoria  
A National Diploma/Degree in Information and Communication Technology (ICT) or an equivalent related qualification at NQF6; 3 years' demonstrated experience in working in an ICT Service Desk or Help desk; Knowledge and experience of ICT problems and incidents management processes including related ITIL processes; A relevant ITIL V3 foundation qualification; Knowledge and experience of ICT service level agreements formulation and management will be an added advantage. Skills and Competencies: Communication skills (written and verbal); Project management skills; Data interpretation and excellent report writing skills; Collaborative and people skills; Creative and analytical; Committed, flexible and reliable; Problem solving.

**DUTIES** : Key Performance Areas: Manage, verify and validate all IMACD quotations by engaging all IT Coordinators and Head of offices; Ensure monthly reconciliation of IMACD's with Service Providers and accurate record keeping of all free and billable IMACD's; Escalate IMACD bottlenecks to the service delivery manager where necessary and provide weekly and monthly reports; Perform SLA management of all incidents and escalate where necessary and assist with service performance related issues where required; Participate in the development and upkeep of the ICT Services Catalogue; Monitor service provision to improve performance, enhance service delivery and service levels from outsourced vendors; Ensure service providers adherence to service management principles, ITIL led, service desk, incident management, problem, change and configuration management, etc.

**ENQUIRIES APPLICATIONS** : Ms E. Zeekoei ☎ 012 315 1436

**CLOSING DATE** : 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  
16 September 2013

**POST 35/45** : **IT TESTER / QUALITY ASSURER REF NO: 13/260/ISM**  
3 years contract appointment

**SALARY** : R495 603 - R583 800 per annum (All Inclusive). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : National Office, Pretoria  
A National Diploma/Degree in Information Systems/Technology/Computer Science, Business Administration or equivalent qualification at NQF6; Minimum 5 years software testing experience; Software testing certifications will be an added advantage; Tests Analysis experience will be an added advantage; Good practical understanding of software testing methodologies; Understanding of workflow solution testing experience will be an added advantage. Skills and Competencies: Good communication (written and verbal) skills; Collaborative and excellent people skills; Creative and analytical; Ability to work independently and under pressure; Committed, flexible and reliable; Attention to detail; High degree of accuracy; Proactive and innovative.

**DUTIES** : Key Performance Areas: Ensure the quality of existing or new IT solutions in accordance with the business requirements, functional and non-functional requirements; Contribute to the development and monitoring of the testing methodology, standards, policies and procedures; Compile test plans, test cases

and test summary reports; Design formal and structured test cases to ensure that the business processes as well as the required system functionality are thoroughly tested; Execute the manual and automated tests and log all defects; Perform the required defect tracking and management thereof; Perform user acceptance testing with system users and suggest improvements to internally developed software applications; Contribute to the development, quality control and delivery of end user training material; Work closely with business users, business analysts, designers, developers, vendors, as part of projects.

**ENQUIRIES** : Ms E Zeekoei ☎ 012 315 1150  
**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  
**CLOSING DATE** : 16 September 2013

**POST 35/46** : **DEPUTY DIRECTOR: AREA COURT MANAGER REF NO: 13/ 102 /FS**

**SALARY** : R495 603 – R583 800 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrate’s Office, Welkom  
**REQUIREMENTS** : Bachelor’s degree or National Diploma in Administration and or a National Diploma in Service Management (NQF Level 5) plus module on Case Flow Management or equivalent qualification. Six (6) years’ experience of which three (3) years’ experience in management. Knowledge/experience in office and district administration and Project Management; A thorough understanding and knowledge of the department’s various branches and court administration will be an added advantage; Knowledge of the Public Financial Management (PFMA) and Departmental Financial Instructions (DFI); A valid driver’s license. Skills and Competencies: Excellent communication skills (written and verbal); Computer literacy (MS Office); Strategic capabilities; Ability to work under pressure and travel extensively; Data analysis and report writing skills; Budgeting and financial management; Conflict management and dispute resolution; Human resource management. Diversity management; Good interpersonal relations;

**DUTIES** : Key Performance Areas: Co-ordinate and manage financial and human resources of offices, strategic and business planning processes as well as the facility, physical resources, information and communication related to courts; Play a leadership role in determining and implementing departmental policies at court level; Implement the Departmental policies on courts; Compile and analyze court statistics to show performance and trends; Provide case tracking services to the judiciary and prosecuting authority; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement strategies; Facilitate strategic projects intended to improve court management; Communicate and relate with internal and external stakeholder.

**ENQUIRIES** : Ms. MA Luthuli ☎ 051 407 1800.  
**APPLICATIONS** : Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, OR Physical address: 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9300.

**CLOSING DATE** : 16 September 2013

**POST 35/47** : **SOCIAL WORKER SUPERVISOR REF NO: 13/VA80/NW**

**SALARY** : R257 256 – R298 230 per annum. (Salary will be in accordance with the OSD determination).The successful candidate will be required to sign a performance agreement.

**CENTRE** : Family Advocate: Mafikeng  
**REQUIREMENTS** : Bachelor’s Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; A minimum of 7 years appropriate experience in Social Work after registration as Social Worker with the SACSSP; A minimum of 5 years proven Social Work Supervisory Experience; Knowledge and experience in Mediation; Court experience in Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce matters Act, Maintenance Act and Domestic Violence Act, Children’s Act (inclusive of Hague Convention on International Child Abduction); A valid driver’s license. Skills and Competencies: Supervisory skills; Computer literacy (MS Word); Communication (written and

verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.

**DUTIES** : Key Performance Areas: Assist in the supervision of the work of Family Counsellors; Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related Family Law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in Family Law disputes.

**ENQUIRIES** : Ms. W Jacobs at ☎ 018 397 7054

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

**CLOSING DATE** : 16 September 2013

**POST 35/48** : **COURT MANAGER 3 POSTS, REF: 2013/120/MP-KRIEL & MKOBOLA (MPUMALANGA) REF NO: 13/41/KZN, MSINGA (DURBAN)**

**SALARY** : R252 144 – R297 006 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Magistrates, Kriel, Mkobola and Msinga

**REQUIREMENTS** : A Bachelor degree in Administration / National Diploma Service Management (NQFLEVEL 5) plus the module on Case Flow Management or relevant and equivalent tertiary qualification; At least three years' managerial or supervisory experience; A valid drivers' licence; The following will serve as a strong recommendation: Knowledge and experience in office and district administration; Knowledge of the financial management and PFMA; Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage. Skills And Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication skills (verbal and written); Ability to supervise staff; Computer literacy

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

**ENQUIRIES** : Mpumalanga: Mr Mashele ☎ 013 753 9300/08 Durban: Mr J.N. Mdaka ☎ 031 372 3000

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Mpumalanga: The Regional Head, Private Bag X11249, Nelspruit, 1200. OR Physical address: 24 Brown Street, Nedbank Centre, 4th floor Nelspruit. Durban: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 54372, DURBAN, 4000. OR Physical Address: Recruitment, First Floor, 2 Devonshire Place.

**CLOSING DATE** : 16 September 2013

**POST 35/49** : **ASSISTANT DIRECTOR: FINANCIAL OPERATIONS MANAGER – REGIONAL OFFICE, EAST LONDON REF NO: 176/13EC**

**SALARY** : R252 144–R297 006 per annum. The successful candidate will be required to sign a performance agreement.

**CENTRE** : Lady Frere Area

**REQUIREMENTS** : A Bachelor's Degree in Financial or Commercial field or equivalent qualification; Three year experience in Expenditure and Budget Management; A valid drivers' license; Knowledge and experience of the financial systems of the Department of Justice including the JYP system will added advantage; Skills and Competencies: Computer literacy (MS Office with focus on Excel and PowerPoint); Good communication skills (written and verbal); General office and project management;

- Sound financial management; Exceptional report writing; Good interpersonal relations; Strong analytical skills and assertiveness; Ability to work under pressure and be self-motivated; Accuracy and attention to detail.
- DUTIES** : Key Performance Areas: Ensure financial administration, maintenance and compliance within (courts) the cluster; Identify financial problems and risks; Analyse procurement and asset management within the cluster; Provide financial capacity building within own designated area; Compile TPMU reports on office visits; Support the department in financial operations and strategic requirements; Review monthly performance with the Regional Financial Manager.
- ENQUIRIES APPLICATIONS** : Mr. Ndamase ☎ 043 702 7000
- CLOSING DATE** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.  
16 September 2013
- POST 35/50** : **SOCIAL WORKER/FAMILY COUNSELLOR REF NO: 191/13EC**
- SALARY** : R170 853 – R389 124 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Family Advocate: Port Elizabeth  
Bachelor's Degree in Social Work or equivalent qualification; A minimum of 3 years appropriate experience in Social Work after registration as Social Worker with the SACSSP; Registration with SA Council for Social Service Professions (SACSSP); Knowledge and experience in Mediation; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid driver's license. Language proficiency in English and Afrikaans can be an added advantage. Skills And Competencies: Computer literacy (MS Word); Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Expert witness; Attention to detail.
- DUTIES** : Key Performance Areas: Conduct mediation and/or inquiries as part of a multi-disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes;
- ENQUIRIES APPLICATIONS** : Ms. M de Lange ☎ 041 508 1300
- CLOSING DATE** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X9065, East London, 5200.  
16 September 2013
- NOTE** : Candidates whose name appears on Part B of the Child Protection Register as mandated by the Section 123(5) of the Children's Act, 2005 need not apply.
- POST 35/51** : **LEGAL ADMIN OFFICER (MR1 – MR5) REF NO: 13/279/DG**  
Division: Multilateral and Bilateral
- SALARY** : R131 601 – R336 708 per annum. (Salary will be determined in accordance with experience as per OSD Determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office, Pretoria  
An LLB degree or four years recognized legal qualification; Sound knowledge of the South African Legal system, International Law, Treaties and Protocols, Regulations and Proclamations; Skills and Competencies: Legal Research and drafting skills; Interpersonal relations; Dispute Resolution; Report writing; Computer literacy; Communication (written and verbal) skills.
- DUTIES** : Key Performance Areas: Handle matters (criminal and civil matters) at bilateral and multilateral levels; Negotiate, conclude and handle requests for extradition and mutual legal assistance as well as criminal and civil matters; Handle human rights matters and ensure ability to negotiate declarations, resolutions, treaties and writing of country reports; Liaise with the Department of International Relations and Cooperation and other government departments as well as South African Foreign Missions on International legal matters; Coordinate technical assistance to foreign

states and regional organizations; Prepare cabinet memoranda, explanatory memoranda of parliament and presidents minutes for signing in relation to international legal matters.

**ENQUIRIES**

: Mr T Rangwato ☎ 012 315 1456

**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

**CLOSING DATE**

: 16 September 2013

## DEPARTMENT OF LABOUR

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

- APPLICATIONS** : **Polokwane:** Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700 For Attention: Human Resources Operations, Limpopo  
Gauteng: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 For Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng  
**Kwazulu Natal:** Chief Director: Provincial Operations: Kwa-Zulu / Natal. PO Box 940 Durban 4000 For Attention: Sub-directorate: Human Resources Management Provincial Office: KwaZulu Natal  
**Cape Town:** Chief Director Provincial Operations: Western Cape, P O Box 872, Cape Town 8000 For Attention: Sub-directorate: Human Resources Management: Provincial Office: East London  
**Kimberly:** Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 For Attention: Human Resources Operations, Provincial Office Kimberley
- CLOSING DATE** : 16 September 2013
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) 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. 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. The successful candidate will be expected to sign a performance agreement. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

## OTHER POSTS

- POST 35/52** : **EMPLOYMENT SERVICES PRACTITIONER REF NO: HR 4/4/08/02**
- SALARY** : R212 106 per annum All Inclusive: R 284 235 per annum
- CENTRE** : Labour Centre: Pretoria
- REQUIREMENTS** : Three year relevant tertiary qualification or equivalent qualification. Two years functional experience. Knowledge: ILO Conventions , Financial Management , Human Resource Management , Social Plan Guidelines , Compensation for Occupational Injuries and Diseases Act , Public Financial Management Act ,Public Service Act , Skills Development Act , Unemployment Insurance Act. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Leadership, Networking.
- DUTIES** : Identify and formalize the relationship with relevant stakeholders to acquire placement opportunities. Maintain relationship with relevant stakeholders. Disseminate information to the relevant users for continuing development/ improvement. Monitor the progress of placed employees.

**ENQUIRIES** : Ms A Phasha, Tel: (012) 309-5050

**POST 35/53** : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCES MANAGEMENT 2 POSTS**  
**REF NO: HR 4/4/4/08/01**

**SALARY** : R212 106 per annum All Inclusive: R 284 235 per annum  
**CENTRE** : Provincial Office: Braamfontein  
**REQUIREMENTS** : Three year relevant tertiary qualification in HRM or equivalent. Three years functional experience. One year supervisory experience. Knowledge: All labour legislations Departmental Policies and procedures , HR related system , Public Service Act , Batho Pele principles ,Public Service Regulations. Skills: Communication, Presentation, Conflict Management, Analytical, Report writing , Computer literacy Planning and organising, Supervisory ,Time Management.

**DUTIES** : Monitor the Recruitment and Selection process. Facilitate the processing and termination of service at the Province . Monitor establishment and the implementation of HR policies. Monitor the payment of salaries.

**ENQUIRIES** : Ms A N Mqgibi, Tel: (011) 853-0305

**POST 35/54** : **DRIVER/SUPERVISOR: MOBILE LABOUR CENTRE 2 POSTS**

**SALARY** : R212 106 per annum All inclusive: R 284 235 per annum  
**CENTRE** : Provincial Office: Western Cape (Vredenburg) Reference No: 4/4/10/101  
Provincial Office: Kwazulu-Natal (Ulundi) Reference No: 4/4/5/15  
**REQUIREMENTS** : Three year relevant tertiary qualification or equivalent. Two years functional experience. Valid code 10 drivers' licence. Knowledge: All labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions Batho Pele Principles, Public Service Act, Public services Regulations Departmental Policies, Procedures and Guidelines. Skills: Interpersonal, Communication, Computer literacy, Problem Solving ,Listening ,Ability to interpret legislation, Telephone etiquette.

**DUTIES** : Monitor and oversee the help desk at the first port of the entry within the mobile Labour Centre. Oversee the employment services rendered to all clients. Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all queries regarding legislation and follow up on pending queries. Monitor the Mobile Labour Centre (MLC).

**ENQUIRIES** : Ms Z Maimane, Tel: (021) 441 8125  
Mr TJ Nkosi, Tel: (035) 879 8800

**POST 35/55** : **INSPECTOR 5 POSTS**

**SALARY** : R138 345 per annum All inclusive R: 194 738 per annum  
**CENTRE** : Labour centre: Polokwane (3 posts) - HR/4/4/609  
Labour centre: Modimolle (1 post) - HR/4/4/609  
Labour centre: Upington (1post)- HR4/4/8/2NC

**REQUIREMENTS** : Three year tertiary qualifications and or equivalent qualification. Zero to six months experience in Inspection and Enforcement environment. A valid Drivers license. Knowledge: Departmental Policies and procedures ,Skills Development Act , Labour Relation Act , Basic Conditions of Employment Act , Skills Development Levies Act, Occupational Health and Safety Act ,COIDA , Unemployment Insurance Act ,UI Contribution Act ,Employment Equity Act. Skills: Facilitation ,Planning and Organizing (Own work) ,Computing (Spread sheets, PowerPoint and word processing) Interpersonal ,Problem solving ,Interviewing, listening and observation, Analytical Verbal and written communication.

**DUTIES** : Conduct 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 Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), Skills Development Act (SDA) and UCA. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.



**ENQUIRIES** : Ms TE Maluleke, (015) 290 1625- Limpopo  
Mr S Mapukata, (054) 3311 752-Northern Cape

**POST 35/56** : **SENIOR ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/8/02NC**

**SALARY** : R138 345 per annum All inclusive R194 738 per annum  
**CENTRE** : Provincial Office Kimberly: Labour Centre: De Aar  
**REQUIREMENTS** : Three year relevant tertiary qualification in Human Resource Management, Public Management or equivalent .One to two years functional experience. Valid drivers licence. Knowledge: Departmental Policies, Procedures and Guidelines, Batho Pele principles ,Public Service Regulations ,Public Finance Management Act, Treasury Regulations ,Public Service Act. Skills: Communication, Telephone etiquette, Interviewing , Computer literacy ,Interpersonal , Listening , Assertiveness, Ability to interpret legislation, Problem Solving, Basic mediation.

**DUTIES** : To render Supply Chain Management Function in a Labour Centre. Provide a Finance and office management service to the Labour Centre. Render Human Resource management services at a Labour Centre. Responsible for training and performance in a Labour Centre. Responsible for the records management in a Labour Centre. Responsible for the Transport in a Labour Centre and ensure safe keeping of pool cars. Render general administrative work for the Labour Centre as and when required.

**ENQUIRIES** : Mr P Fillies, Tel: (053) 631 0455

**POST 35/57** : **ACCOUNTING CLERK REF NO: HR 4/4/6/6/12**

**SALARY** : R115 212 per annum All inclusive R: 166 670 per annum  
**CENTRE** : Limpopo Provincial office  
**REQUIREMENTS** : Senior Certificate or equivalent qualification with accounting. Knowledge: Public Finance Management Act (PFMA) , Treasury Regulations , Financial prescripts and manuals , Batho Pele Principles , Departmental Policies and Procedures Skills: Planning and Organizing ,Computer literacy Communication, Problem Solving, Accounting , Analysis

**DUTIES** : Compile and capture all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net). Render proper record keeping of for future reference. Provide support in monitor budget processes for the Province. Administer Petty cash adherence to petty cash guideline. Clear suspense accounts and unallocated accounts before month closure.

**ENQUIRIES** : Ms TE Maluleke, (015) 290 1625

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, PRETORIA, 0001 or delivered 116 Johannes Ramokhoase (Proes) Street, Batho Pele House, cnr Prose and Schubert Street, Pretoria, 0001. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 16 September 2013, 16H30
- NOTE** : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.) Proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons with the following information: name and contact numbers • an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records.
- OTHER POST**
- POST 35/58** : **ASSISTANT DIRECTOR: ACQUISITION AND LOGISTIC MANAGEMENT REF NO: DPSA/ 0046)**  
The filling of the post is intended to promote representivity of the department and candidature of African, Coloured, White females and Coloured males and people with disabilities will receive preference.
- SALARY** : R252 144 per annual (Level 9). An annual progression up to a maximum salary of R297 006 per annum is possible, subject to satisfactory performance.
- REQUIREMENTS** : An Appropriate B. Degree or equivalent qualification. Demonstrated knowledge of and experience in government procurement administration, tender administration, warehouse/stores management. Strong leadership and supervisory abilities. Ability to work independently and under pressure.
- DUTIES** : Sub – System Controller (LOGIS): Oversee the maintenance of user profiles. Approve balance adjustments. Approve payments. Monitor the Bids and Contract Management Activities: Conduct information sessions. Assist with the pre – evaluation of proposals. Effectively manage the stores/warehouse functions: Oversee the stock taking process. Ensure timely replenishment of stock. Ensure that journals are passed and monthly reconciliations are done. Overall management of the Acquisition and Logistical Unit: Performance appraisal. Prepare training schedules, mentoring etc.
- ENQUIRIES** : Mr M Jackson, tel (012) 336 1189

## DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : The Director General, Department of Social Development, Private Bag X901, Pretoria, 0001, Physical Address: HSRC Building, 134 Pretorius Street
- FOR ATTENTION** : Ms E de Waal
- CLOSING DATE** : 13 September 2013
- NOTE** : A curriculum vitae with a detailed description of duties, the names of two referees, certified copies of qualifications and identity document must accompany your signed application for employment (Z83). Shortlisted candidates for SMS posts will be required to undergo competency assessment. The successful candidate will sign an annual performance agreement, complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. No faxed or e-mailed applications will be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. "The Department of Social Development supports persons with disabilities"

## OTHER POST

- POST 35/59** : **SOCIAL WORK POLICY MANAGER GRADE I: VICTIM EMPOWERMENT PROGRAMME AND GENDER BASED VIOLENCE**  
Directorate: Victim Empowerment Programme
- SALARY** : R537 261 per annum This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules.
- CENTRE** : HSRC Building, Pretoria
- REQUIREMENTS** : A Bachelor's Degree in Social Work. Registration with the South African Council for Social Service Professions (SACSSP). A minimum of ten years appropriate/recognisable experience in social work after registration as Social Worker with the SACSSP of which five years must be appropriate experience in social work policy development and Human Trafficking Support Services. Willingness to travel. Competencies needed: Project management skills. Planning and organising skills. Networking skills. Communication (written and verbal) skills. Professional counselling skills. Policy analysis and development skills. Financial management skills. Presentation skills. Monitoring and evaluation skills. People management skills. Attributes: Ability to work under pressure. Ability to work in a team and independently. Innovative and creative. Friendly and trustworthy. Honesty and Integrity. Ability to compile complex reports.
- DUTIES** : Facilitate the development and implementation of policies, strategies, programmes and implementation of support services to victims of trafficking in terms of the Trafficking in Persons Act No. 7 of 2013. Manage, facilitate and monitor the implementation of the National Human Trafficking Policy Framework and Norms and Minimum Standards. Facilitate the development of Monitoring and Evaluation Tools for Victims of Trafficking Support Services. Facilitate and ensure the development of implementation plans by provinces and other stakeholders and conduct capacity building in respect of Human Trafficking Support Services. Facilitate the development of Directives. Facilitate and ensure monitoring of the Quality Assurance of programmes provided by accredited organisations providing services to victims of trafficking. Facilitate and coordinate the mainstreaming of Victim Support Services within the Department. Manage and ensure coordination of stakeholders and strengthening of partnerships within the Victim Empowerment Sector. Ensure efficient and effective utilization of human resources and capacity building in the related field of Human Trafficking. Facilitate the coordination and consolidation of the

Annual Report on victims of human trafficking support services to the Director-General: Justice and Constitutional Development. Keep up to date with new developments in Human Trafficking nationally and internationally, the social work and management fields related to human trafficking. Plan and ensure that social work policy research and development in human trafficking are undertaken. Undertake complex Human Trafficking research. Perform and/or ensure that all the administrative functions required in the unit are performed.

**ENQUIRIES**

:

Ms T Moloi, Tel: 012 312 7367

## DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : To apply for the above position, please go to <http://www.thedti.gov.za> and click on the "Careers" link. Applications can also be submitted by post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001, hand-delivery to the dti Campus, corner of Meintjies and Robert Sobukue Street, Sunnyside, Pretoria. Should you experience any problem submitting your application contact the Recruitment Office on 012 394 1809.
- CLOSING DATE** : 09 September 2013

## OTHER POST

- POST 35/60** : **SENIOR COMMUNICATION OFFICER (EDITORIAL ASSISTANT) REF NO: ODG/CONT DEV & MAN 004**

- SALARY** : R212 106 per annum (excluding benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year tertiary qualification with English as a major subject. Experience in editing translations, proofreading and compilation of publication material. A minimum of three years experience in an Communication and Marketing environment  
Excellent verbal and writing skills  
Exceptional organization and administrative skills  
An ability to work independently and under pressure  
Attention to detail  
Creative and innovative thinker  
A valid driver's licence
- DUTIES** : Assist in editing and proofreading on all departmental publications material  
Assist in the production of publications  
Assist with other publishing responsibilities as directed by supervisor  
Manage internal communication publications both print and electronic  
Perform role of consulting editor for Internal Communications channels

- POST 35/61** : **SENIOR STATE ACCOUNTANT: BUDGET MANAGEMENT REF NO: ODG/MAN ACC 008**

- SALARY** : R212 106 per annum (excluding benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/BCom Degree in Finance  
2-3 years budget management experience  
Knowledge of public service budget process  
An ability to work accurately under pressure and to meet deadlines  
Good planning and reporting skills  
Good organizational skills  
Attention to details  
Proven working experience of Excel, Ms Word and BAS systems  
Ability to work independently  
Proven report writing skills
- DUTIES** : Management of sub-ordinates  
Capturing and balancing the budget and changes thereto on the computerized financial system.  
Maintaining a schedule of changes to the budget.  
Perform analytical analysis on the budgets and expenditure.  
Compiling of Medium Term Expenditure Frame, Roll-overs, Adjustment Estimates and Estimates on National Expenditure  
Compile submission to National Treasury on issues relating to budget approvals  
Ad hoc duties within the office of Chief Financial Officer as and when requested by management  
Provide inputs on directorate budget submissions and management reports  
Manage and maintain current budget

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF FINANCE**

- APPLICATIONS** : Applicants must apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za). If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.
- CLOSING DATE** : 6 September 2013

**OTHER POSTS**

- POST 35/62** : **DEPUTY DIRECTOR: RISK & COMPLIANCE REF NO: 01394**  
Directorate: Internal Risk Management Services  
This is a re –advertisement for Deputy Director: RISK & COMPLIANCE, REF NO: 01394. Please take note that the contents of the advert have been amended and the closing date has also been amended.
- SALARY** : R495 603 per annum (all inclusive package)  
**CENTRE** : Johannesburg  
**REQUIREMENTS** : A relevant 3 year tertiary qualification, such as a National Diploma or a Degree related to the job content. The successful candidate should have at least 1-2 years experience in the Risk Management/Auditing and/or related field. Person Profile: The successful candidate should have the following competencies: Strategic capabilities; Effective Leadership / High business acumen, Financial Management; Change management with Service Delivery Innovation. Programme and project management as well as Organizational communication effectiveness. High level of computer literacy.
- DUTIES** : To render effective and efficient risk management services within the department. Assist with the facilitation, co-ordination and audit a departmental risk programme based on the GPG risk strategy and framework. Assist in developing internal risk policy based on the risk framework. Implement the departmental risk management policy in consultation with the Chief Risk Officer. Develop a risk mitigation strategy to address departmental risk in a coordinated manner. Assist in conducting the full scope of departmental risk project management. Conduct extensive risk awareness programmes in the department. Provide timeous and accurate management information reports for consideration by the Chief Risk Officer.
- ENQUIRIES** : Bertha Sepuba, Tel No: (011) 689 - 8894

**DEPARTMENT OF HEALTH**

- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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.

**OTHER POSTS**

- POST 35/63** : **MEDICAL OFFICER REF NO: 01677**  
Directorate: HIV/ARV SITE
- SALARY** : R555 045 per annum (all inclusive package) negotiable for session post.  
**CENTRE** : Tara the H. Moross Centre, Sandton  
**REQUIREMENTS** : Applicants must be in possession of an MBBch degree or equivalent qualification and be registered with HPCSA. Medical Officer with at least 1 year clinical experience in working with HIV management. Must have an interest in psychiatry. Must be computer literate
- DUTIES** : The incumbent will run the clinic for HIV Care and Treatment; including staff wellness, support groups; initiation of ARV's and management of HIV related illnesses, including the HIV program in the hospital. Will be part of the team working

in the neuropsychiatry clinic. May require working in other Clinical areas of Psychiatry in the hospital. Will manage the staff wellness clinic. Collation of statistics.

**ENQUIRIES** : Dr. N.P. Naicker, Tel No: (011) 535 - 3098/3210  
**APPLICATIONS** : Applications must be delivered to:- Tara the H. Moross Centre C/o HR Section, 50 Saxon Road Hurlingham 2196 or can be posted to:- Tara the H. Moross Centre Private Bag x7 Randburg ,2125 or apply online [www.gautengonline.gov.za](http://www.gautengonline.gov.za).  
**CLOSING DATE** : 13 September 2013

**POST 35/64** : **DEPUTY DIRECTOR: MARKETING & PUBLIC RELATIONS REF NO: 01673**  
Directorate: Communications

**SALARY** : R 495 603 per annum (all inclusive remuneration package)  
**CENTRE** : Central Office, Johannesburg  
**REQUIREMENTS** : Three year Diploma or Degree in Public Relations, Communications or Journalism. At least ten years relevant experience in journalism or communication environment of which five years should be at a supervisory level. Sound knowledge and expertise in the Marketing and PR field. Good management and leadership skills. Exposure to project management and problem solving ability. Excellent verbal and written communication proficiency. Analytical thinking and facilitation skills.

**DUTIES** : Key Responsibilities: Render marketing and management services to the Department. Provide input into the compilation of the strategic and operational plans for the Directorate and the Department. Manage the implementation of strategic plan and annual performance plans. Monitor and ensure effective and efficient coordination of activities. Compile and submit budget estimates for the unit. Compile and submit monthly and quarterly reports. Identify and implement special outreach campaigns and projects. Liaise and coordinate with governmental, non governmental institutions and other structures and organizations. Represent the department within various Fora meetings (nationally and provincially). Develop relationships across diverse groups of stakeholders.

**ENQUIRIES** : Mr. Simon Zwane; Tel No: (011) 355 3503  
**APPLICATIONS** : All applications must be forwarded to: The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**FOR ATTENTION** : Mr. T Mphelo  
**CLOSING DATE** : 13 September 2013

**POST 35/65** : **OPERATIONAL MANAGER) REF NO: 01681**  
Directorate: Primary Health Care

**SALARY** : R411 759 - R463 431 per annum (plus benefits)  
**CENTRE** : Soshanguve 3  
**REQUIREMENTS** : Basic R425 qualification Diploma or Degree in Nursing or equivalent qualification that allows registration with SANC AS a Professional Nurse. Minimum of 5 years supervisory experience. Post qualification with a duration of at least 1 year I Curative Skills in Primary Health Care. Minimum of 9 years appropriate Nursing experience after Registration as professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate/recognizable experience after obtaining 1 year post-basic qualification in the relevant specialty. A valid Driver's license is a requirement.

**DUTIES** : Demonstrate an in depth understanding of nursing legislation and related legal ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as a part of a multidisciplinary team at unit level to ensure good nursing care by nursing team. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing services in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain

a network of professional relations in order to enhance service delivery. Demonstrate basic computer literacy as support tool to enhance service delivery.

**ENQUIRIES** : Ms. M. A. G. Makobela, Tel No: (012) 451 – 9160

**APPLICATIONS** : Applications must be submitted on a Z83 form with CV, certified copies of ID and qualifications to be attached. Applications must be delivered to: The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**CLOSING DATE** : 13 September 2013

**POST 35/66** : **OPERATIONAL MANAGER (SPECIALITY) PN-B3 REF NO: 01678**  
Directorate: Quality Assurance

**SALARY** : R376 815 per annum (plus benefits)

**CENTRE** : Jubilee District Hospital

**REQUIREMENTS** : Diploma in General Nursing and Advanced midwifery. Registration with SANC as a Professional nurse and midwife. 9 years experience in a Nursing after registration as professional nurse. 5 years experience as an advanced midwife. Ability to work under pressure, communications skills, management skills, interpersonal relationship skills

**DUTIES** : Coordinate optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Manage effectively the supervision and utilisation of resources, Coordination of the provision of effective training and research. Provision of effective support to nursing services. Maintain professional growth, ethical standards and self development.

**ENQUIRIES** : T.N Ngwenya, Tel. No: (012) 717-9398

**APPLICATIONS** : Applications must be submitted on a Z83 form, CV and certified copies of qualifications quoting the reference no to: The department of Health, Jubilee District Hospital, Private Bag x 449, Hammanskraal, 0400 or Hand delivered to Jubilee District Hospital Stand no.92, Jubilee road, Temba, 0407

**CLOSING DATE** : 13 September 2013

**POST 35/67** : **OPERATIONAL MANAGER 2 POSTS REF NO: 01682**  
Directorate: Primary Health Care

**SALARY** : R309 327 - R348 147 per annum (plus benefits)

**CENTRE** : Diloye Clinic and Kgabo Clinic.

**REQUIREMENTS** : Basic R425 qualification Diploma or Degree in nursing and minimum of 9 years appropriate Nursing experience after. Registration as professional Nurse with the SANC in General Nursing. Post qualification with a duration of 1 year in curative skills in Primary Health Care. Good verbal, communication and interpersonal skills. Be able to work in team environment. A valid Driver's license is a requirement.

**DUTIES** : Demonstrate an in depth understanding of nursing legislation and Related legal ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR financial policies and practices.

**ENQUIRIES** : Ms. M. A. G. Makobela, Tel No: (012) 451 – 9160

**APPLICATIONS** : Applications must be submitted on a Z83 form with CV, certified copies of ID and qualifications to be attached. Applications must be delivered to: The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria, 0001 or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**CLOSING DATE** : 13 September 2013

**POST 35/68** : **SENIOR COMMUNICATION OFFICER: MARKETING & PUBLIC RELATIONS REF NO: 01675**  
Directorate: Communications

**SALARY** : R212 106 per annum (plus benefits)

**CENTRE** : Central Office, Johannesburg

**REQUIREMENTS** : Three year Diploma or Degree in Public Relations, Communications or Journalism. A minimum of three years' experience in a communication environment. Good interpersonal and communication skills. Computer literacy and a valid drivers' license will serve as an added advantage.



**DUTIES** : Key Responsibilities: Implementation of the departmental business plans. Conceptualize and co-ordinate events of the department. Ensure that all logistical requirements for all functions are timely arranged. Exhibit and procure all services related to the events. Organize special events such as open days, visits, exhibitions and functions. Ensuring that the department is properly branded in all events. Ensuring that all protocol is observed at events.

**ENQUIRIES** : Ms. Kealeboga Mohajane; Tel No: (011) 355 3496

**APPLICATIONS** : All applications must be forwarded to: The Head of Department, Gauteng Department of Health, Private Bag X085, Marshalltown, 2107, Physical Address: 37 Sauer Street, Bank of Lisbon or apply online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 13 September 2013

**FOR ATTENTION** : Mr. T Mphelo

**POST 35/69** : **ADMINISTRATION OFFICER (QUALITY ASSURANCE) REF NO: 01679**

: Directorate: Quality Assurance

**SALARY** : R138 345 per annum (plus benefits)

**CENTRE** : Jubilee District Hospital

**REQUIREMENTS** : Grade 12, Computer literacy, communication skills, interpersonal skills, problem solving skills and decision making skills. Knowledge of Batho Pele principle, patient's rights charters, departmental quality mandates will be an added advantage. Candidates should display some leadership capabilities and be prepared to work under pressure.

**DUTIES** : Receiving, processing and management of complaints. Provision of customer care at the front office. Compilation and collation of reports and presentation of such reports to management

**ENQUIRIES** : Ms Joyce Mbiza, Tel No: (012) 717 – 9335

**APPLICATIONS** : Applications must be submitted on a Z83 form, CV and certified copies of qualifications quoting the reference no to: The department of Health, Jubilee District Hospital, Private Bag x 449, Hammanskraal, 0400 or Hand delivered to Jubilee District Hospital Stand no.92, Jubilee road, Temba, 0407

**CLOSING DATE** : 13 September 2013

**POST 35/70** : **POST BASIC PHARMACY ASSISTANT REF NO: 01680**

: Directorate: Quality Assurance

**SALARY** : R138 213 per annum (plus benefits)

**CENTRE** : Jubilee District Hospital

**REQUIREMENTS** : Post Basic Pharmacy Assistant qualification. Registration with the South African Pharmacy Council as a Pharmacist Assistant (Post Basic). Computer literate. Experience will be a recommendation. Basic communication and interpersonal skills. Basic knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, record keeping and basic knowledge of drug supply management. Work effectively as part of a team.

**DUTIES** : The incumbent of the post will work under direct/ indirect supervision of a pharmacist. Issue medication to patients on the correct use of medicine. Receive read and check prescriptions for legality, authenticity and validity. Stock control which includes receiving, issuing and maintenance of stock, bulk compounding of stock in accordance with Good Manufacturing practice and Standard Operating Procedures. Advice and support patients and other health care professionals regarding pharmaceutical issues. Networking with all relevant stakeholders. Address pharmacovigilance.

**ENQUIRIES** : C.K Mokhele, Tel No: (012) 717- 9389

**APPLICATIONS** : Applications must be submitted on a Z83 form, CV and certified copies of qualifications quoting the reference no to: The department of Health, Jubilee District Hospital, Private Bag x 449, Hammanskraal, 0400 or Hand delivered to Jubilee District Hospital Stand no.92, Jubilee road, Temba, 0407

**CLOSING DATE** : 13 September 2013

## PROVINCIAL TREASURY

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

- APPLICATIONS** : Applications must be submitted on a Z83 form, certified copies of CV, ID and Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, 75 Fox Street Johannesburg or posted to: Private Bag X 12, Marshalltown, 2107
- CLOSING DATE** : 13 September 2013
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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.

## OTHER POST

### **POST 35/71**

### **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**

Office of Chief Financial Officer

- SALARY** : R252144 – 304587 per annum, (plus benefits)
- CENTRE** : Johannesburg
- REQUIREMENTS** : Grade 12, a relevant purchasing 3 years qualification in Supply Chain Management or equivalent, 3 - 5 years procurement related experience with exposure to SAP environment and understanding of Public sector Purchasing. Supervisory and /or leadership experience will be an added advantage. Recommendations: Knowledge of Public Service Financial Management, Supply Chain Framework, SAP System, Preferential Procurement Policy Framework, project management. Leadership skills, Negotiating skills, Creative and lateral thinking, client orientation and customer focus, facilitation skills, computer literacy, presentation, innovation skills, analytical, communication skills across all levels of the organization
- DUTIES** : Facilitate procurement planning, implementation, reporting and evaluation according to set standards, legal requirements, policies, procedure and regulations within supply chain management environment. Implementation of Procurement strategy of the Department. Ensure on time acquisition and delivery of required goods and services. Provide procurement advice to End users. Ensure achievement of BBEE targets. Supplier Relationship Management and Customer Relationship Management. Staff management functions and resources within the unit. Participate in assessment and implementation of PMDS requirements and guidelines.
- ENQUIRIES** : Robert Tsotetsi, Tel No: 011 227 9545

## DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Applications can be delivered to: Department of Social Development, 69 Commissioner Street, Thusanong Building, Johannesburg Or posted to: Private Bag X 35 Johannesburg, 2000.
- FOR ATTENTION** : Mr. H. Pillay, Tel: (011) 227 0067
- CLOSING DATE** : 13 September 2013
- NOTE** : The Department reserves the right to fill this position(s).

## OTHER POSTS

### **POST 35/72**

### **DEPUTY DIRECTOR: BUSINESS ALIGNMENT REF NO: 01676**

Directorate: Support Organisation

- SALARY** : R 495 603 per annum (plus benefits)
- CENTRE** : Head Office
- REQUIREMENTS** : National Dip/ Degree in Information Systems/Technology/Computer Science/Business Analysis and experience in SAP as an added advantage. Middle management and leadership experience. Demonstrated experience in Information

Technology field. A minimum of 3-5 years' experience in Business Process Management and Business Analysis for mission critical projects; understanding of business architecture and process modelling approach, joint application sessions and rapid prototyping to define new concepts, to improve products and services. Experience in system interface. Must be able to work in a team and problem solving and analysis skills. The incumbent must have communication skills. A valid code 8 driver's license.

**DUTIES** : Manage the development and establishment of formal business process modelling, methodologies, standards and tools. Lead the development of business solution using business architecture, process modelling, joint application development sessions and rapid prototyping to define business requirements. Pro-actively communicate and collaborate with external and internal customers to analyse information needs and functional requirements. Lead the business analysis and design process in the development of IT solutions. Manage and lead Training and Change Management team. Manage all human and financial resources assigned to the Sub Directorate Business Alignment. Manage service delivery in accordance with the Operational Plan.

**ENQUIRIES** : Mr G. Coetsee (011) 355- 7830

**POST 35/73** : **SOCIAL WORK SUPERVISOR GRADE I PARTNERSHIP & FINANCE REF NO: 01689**  
Directorate: Regions

**SALARY** : R257 256 per annum (plus benefits)

**CENTRE** : Sedibeng Region

**REQUIREMENTS** : Bachelor Degree in Social Work with a minimum of 7 years appropriate experience in social work after registration as Social Worker with the South African Council for Social Services Professions. Preference will be given to individuals with experience in Community Development and working with Non - Governmental Organizations. A valid code 8 driver's license. Leadership qualities and understanding of new Social Welfare Paradigm, Policies, Legislation and Regulations that underpin the delivery of Social Development Services in the Department of Social Development in partnership with NGO's, CBO's and FBO's. Understanding of Service Level Agreements and the ability to communicate this to appropriate stakeholders. Ability to implement Labour Relations Procedures. Project management, research and analytical skills. Possess competencies to work in multi - disciplinary teams in service delivery improvement programmes in the region. Planning and organizing skills. Ability to work under pressure and display initiative. An understanding of Public Sector transformation and equity issues. Computer literacy, presentation and facilitation skills, including sound report writing abilities.

**DUTIES** : Manage and supervise Social Workers, Social Auxiliary Workers and administrative staff to deliver social welfare services/programmes, in partnership with the NPO Sector, in accordance with the strategic mandate of the Department, MEC, Premier and Social Sector service delivery priorities in the Sedibeng District. This entails the facilitation of community development processes to develop and register welfare services/programmes in accordance with identified community needs. Ensure that welfare services/programmes are in line with regulatory and legislative compliance e.g. NPO Act, PFMA, Department's Transformation Imperatives and other programme related legislation. Prioritise funding of welfare services/programmes in accordance with the departmental mandate. Initiate and strengthen partnerships with relevant stakeholders. Coordinate the planning, implementation and evaluation of events aimed to celebrate National and International Days, and Programmes offered by the Department. Facilitate community consultation meetings and participate in NPO Forums. Input on the Department's Annual Performance Plan, verify the performance of funded organizations against set targets and the Service Level Agreements and develop, implement and monitor the outcome of mitigation interventions. Perform human resource management and development functions. Perform resources management functions to ensure the achievement of departmental objectives. Ensure compliance with the National Archive Act.

**ENQUIRIES** : R Wilken (016) 930 - 2000

**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, 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. People with disabilities should feel free to apply for the posts. 2. The reference number must be indicated in the column provided on the form Z83, eg ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. 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.

**OTHER POSTS**

**POST 35/74** : **APPOINTMENT OF A MEMBER TO SERVE ON KZN HEALTH'S RISK MANAGEMENT COMMITTEE**

The KZN Department of Health as a Government Institution is required in terms of Section 38 1(a) (i), of the Public Finance Management Act, to implement and maintain, "effective, efficient and transparent systems of financial and risk management and internal control" The Department has recently established a Risk Management Committee (RMC) and intends to appoint an external member to serve as a Chairperson for the RMC. The appointed Chairperson shall serve on the RMC for the period of two years with option of renewing the contract on an annual basis based on satisfactory performance

**SALARY** : An appointed member shall be remunerated according to the scales approved by the National Treasury. The Department may determine an amended remuneration scale taking into account the tariffs as determined by the institute that regulates the profession that the member belongs to.

**CENTRE REQUIREMENTS** : Head Office: Pietermaritzburg  
: The relevant candidate shall be an independent external person from the South African public service, have extensive knowledge of the relevant, regulations and prescripts including, National Health Act, Public Finance Management Act, Treasury Regulations, ISO 31000, King III report on Corporate Governance, COSO Framework, Public Sector Risk Management Framework; Applicant must be a member of recognised professional bodies; Previously served on Advisory Committees such as RMC and/or Audit Committees; Extensive understanding of Health/Clinical Environment within the Public Sector; Experience in Enterprise Risk Management, Financial Management, Anti-fraud and Corruption and Auditing.

**DUTIES** : of the Chairperson: Main duties of the Chairperson To ensure the (RMC) functions properly, to ensure the institutions' risks are managed effectively, to provide support and supervision to the Chief Risk Officer, to represent the department in respect of all enterprise risk management related matters as delegated by the Accounting Officer, to prepare and present Risk Management Chairperson's report to the Accounting Officer and the Audit Committee on a quarterly basis and to perform any other duties for the members of the RMC as specified in its "Terms of Reference".

**ENQUIRIES APPLICATIONS** : Mr NK Moatshe: 033 328 4006/15  
: All applications should be forwarded to: Department of Health, Private Bag X9051, Pietermaritzburg, 3200

**FOR ATTENTION CLOSING DATE NOTE** : Mr N K Moatshe  
: 06 September 2013  
: Curriculum Vitae, highest educational qualifications and professional Registration certificates must be submitted.

**POST 35/75** : **MEDICAL OFFICER GRADE I, II OR III REF NO: ED 14/2013**

**SALARY** : Grade 1 – R 555 045 per annum – R 597 945.00 per annum  
Grade 2 – R 634 641 per annum – R 693 936.00 per annum

Grade 3 – R 736 518 per annum – R 920 817.00 per annum Other Benefits: Housing Allowance (Employee must meet prescribed requirements), 13<sup>TH</sup> Cheque, Medical Aid (Optional), 22% Rural Allowance and Commuted overtime

**CENTRE REQUIREMENTS**

: eDumbe Community Health Centre  
: GRADE 1.Requires appropriate qualification (MBCHB degree or equivalent qualification), a valid registration certificate with HPCSA as a Medical Practitioner.  
GRADE 2.Requires appropriate qualification (MBCHB degree or equivalent qualification), a valid registration certificate with HPCSA as a Medical Practitioner plus five (5) year's experience a Medical Practitioner after registration with HPCSA.  
GRADE 3.Requires appropriate qualification (MBCHB degree or equivalent qualification) a valid registration certificate with HPCSA as a Medical Practitioner. Plus ten (10) year's experience after registration as a Medical Practitioner.  
Recommendation: A valid driver's licence

**DUTIES**

: Sound knowledge of clinical and surgical skills necessary at a CHC level. Skills in Male Medical Circumcision, management of Trauma, emergency management of Mental Health Care users before referral, management of sexual assault/rape survivors and PEP policies/protocols. Knowledge of skills in internal medicine, paediatrics, gynecology, obstetric, national TB and ARV programmes including PMTCT. Management of HIV/AIDS, sexually transmitted infections, TB (Tuberculosis) and HCT programme. A qualification in HIV/AIDS management will be an added advantage. Good communication, interpersonal and leadership skills. Computer literacy. Knowledge and understanding of Batho Pele Principles, Patient's Rights Charter, Priority National programme, medical/medico-legal and ethics principles and all applicable legislations. Interview, examine, investigate, diagnose and oversee the treatment of patients, Including chronic medical ailments/conditions, medical, surgical, obstetric, and gynecological emergencies, HIV and TB patients, sick children, antenatal, intra-partum and postnatal patients, mental health care users. Provision of good quality, patient-centered and community – orientated care for all patients. Promote and ensure good continuity of care. Work as a consulting doctor at the CHC and for the clinics as part of the PHC team, doctors, nurses, paramedical staff, pharmacy and allied health professionals. Participation in multidisciplinary teams and joint programme with all stakeholders including NGO's, other governmental departments. Active participation in Quality Assurance, Quality Improvement projects, morbidity and mortality reviews, monthly clinical audits and development of clinical guidelines, protocols, policies, standard operating procedures/protocols and standing orders. Flexibility in performing other clinical duties in other units in the CHC, as may be necessary including participating and supporting community outreach programme. Diagnosing and facilitating patient's referrals to higher levels of care, in line with established referral path-ways. Participation in commuted overtime duties.Instill confidence in public service and also the medical profession through exemplary behaviour. Support PHC clinics linked to the CHC that refer to the CHC.Provide medical support to the PHC clinical staff (all categories) .Participation in patient satisfaction surveys and reducing waiting times. Maintain and continuously improve professional and ethical standards. Teaching, training and supervision of junior staff and collaboration with allied health professionals. Facilitation of staff training and ongoing medical education (CME/CPD activities) and training of junior staff/doctors, nurses and other relevant categories. Handle disability grant processing. Provide preventive health interventions and measures to promote health. Perform duties as delegated by the supervisor and /CEO of the CHC. Participation in male medical circumcision as a part of strategies for prevention and reduction of HIV/AIDS.

**ENQUIRIES APPLICATIONS**

: Dr E.Z Shabangu 034 958500/17  
: Applications to be submitted, eDumbe Community Health Centre, Private Bag X 322, Paulpietersburg, 3180

**FOR ATTENTION CLOSING DATE**

: Human Resource Department  
: 13 September 2013

**POST 35/76**

: **PHYSIOTHERAPISTS GRADE I, II OR III REF NO. ED 15/2013**

**SALARY**

: Grade 1 – R 211 902 per annum  
Grade 2 – R 249 612 per annum  
Grade 3 – R 294 036 per annum  
Other Benefits: Housing Allowance (Employee must meet prescribed requirements), 13<sup>TH</sup> Cheque, Medical Aid (Optional), Rural Allowance

**CENTRE**

: eDumbe Community Health Centre

**REQUIREMENTS**

: GRADE 1. Requires appropriate Tertiary qualification in Physiotherapy. Registration with Health Professions Council of South Africa as a qualified Physiotherapist. No experience after registration with Health Professions Council of South Africa (HPCSA) as a Physiotherapist 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 (HPCSA) as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

GRADE 2. Requires appropriate Tertiary qualification in Physiotherapy. Registration with Health Professions Council of South Africa as a qualified Physiotherapist .Minimum of 10 years relevant experience after registration with Health Professions Council of South Africa (HPCSA) as a Physiotherapist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 11 years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.

GRADE 3. Requires appropriate Tertiary qualification in Physiotherapy. Registration with Health Professions Council of South Africa as a qualified Physiotherapist. Minimum of 20 years relevant experience after registration with Health Professions Council of South Africa (HPCSA) as a Physiotherapist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 21years relevant experience after registration with the Health Professional Council of South Africa (HPCSA) as a physiotherapist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Recommendation: A valid driver's licence

**DUTIES**

: Knowledge of physiotherapy diagnostic assessment, therapeutic procedures and equipment. Knowledge of institutional administrative tasks and duties/ethical code and scope of practice/relevant acts, departmental policies and procedures, health and safety measures, infection control procedures, disaster management, resuscitation and medical controls and emergency procedures. Good clinical reasoning skills and good communication skills (written and verbal). Clinical competence, excellent interpersonal communication and critical decision skills. Team building and motivation. Knowledge of patient referral pathways. Provide a high quality diagnostic and therapeutic physiotherapy service according to Patient's needs, executing all clinical procedures competently, educating patients on their conditions and compiling reports. Excellent assessment skills to be used in developing and implenting treatment plans according to best practice guidelines in a variety of hospital, clinic and community settings for a wide range of conditions. Plan own work and administer work procedures to meet the objectives for the department ensuring efficient service delivery. Prescribe and order relevant assistive devices according to patient's needs. Knowledge of Employee Performance Management and Development System. To promote Batho Pele principles in the execution of all duties for effective service delivery. Assist in implementation of departmental policies and procedures. To work within the multi-disciplinary team and to participate in ward rounds and case discussions. Responsible for own time management and planning of therapy. Assist with the supervision of allocated junior staff. Responsible for the Implementation of quality improvement projects. Assessment planning and treatment of patients referred for physiotherapy. Responsible for co-ordination & provision of high quality up to date physiotherapy service in a specific sub section of physiotherapy. Participate in quality improvement programmes. Participate in stock-taking of furniture and equipment. Provide guidance & supervision to all supportive staff. Participate in clinical & document audits. Maintain up to date clinical records and daily statistics. Participate in all departmental committees.

**ENQUIRIES**

: Dr E.Z Shabangu 034 958500/17

**APPLICATIONS**

: Applications to be submitted, eDumbe Community Health Centre, Private Bag X 322, Paulpietersburg, 3180

**FOR ATTENTION**

: Human Resource Department

**CLOSING DATE**

: 13 September 2013

**POST 35/77**

: **RADIOGRAPHER (GRADE 1) REF NO: RADIOONCO/1/2013**

Department: Radiation Oncology

**SALARY**

: Grade 1: R211 902 pa, Plus 13<sup>th</sup> 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 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 Radiographer in respect of foreign qualified employees, of whom it is not required to perform community Service

Grade 2: R249 612pa Plus 13<sup>th</sup> Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement Minimum 10 years relevant experience after registration with the HPCSA as a 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 Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa

Grade 3: R294 036 pa Plus 13<sup>th</sup> Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirement Minimum 20 years relevant experience after registration with the HPCSA as a Radiographer 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 Radiographer in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

Requirements: National Diploma or Bachelor Degree in Therapy Radiography. Current registration with the Health Professions Council of South Africa as a Radiographer (Radiotherapy). Knowledge, Skills, Training And Competence Required: Knowledge of Therapy standard techniques, dose protocols, equipment and accessories associated with relevant techniques and including specialised techniques. Knowledge of basic quality assurance in Radiotherapy, radiation effects & Radiation protection on patients. Anatomy vs. tumor treatment vs. effects on physiology care patterns for patients. Taking and evaluating of X-rays. C.T. scans and MRI scans for treatment planning purposes. Radiotherapy planning. Good interpersonal skills and basic supervisory skills and the ability to perform effectively in a team. Knowledge of Basic patient care.

**CENTRE** : Inkosi Albert Luthuli Central Hospital

**DUTIES** : Undertake all basic radiation planning and treatment preparation including the tumor localisation, graphic planning, radiation dose calculation and the necessary data preparation needed for treatment accessory construction. Undertake Brachytherapy treatment procedure. Liase with the Physicist, Oncologist, Patient, Oncology nurses and the patient. Safely operate, and care and construct accessories and immobilization devices used in the planning and treatment of the patient. Ensure that all record keeping of radiation treatment planning and delivery is accurately delivered.

**ENQUIRIES** : B. Rasool: 031 2401856/1839

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

**CLOSING DATE** : 21 September 2013

**POST 35/78** : **PHARMACIST ASSISTANT (POST BASIC) 3 POSTS REF NO: NDH 33/2013**

**SALARY** : Grade 1: R 138 213 per annum

Grade 2: R 160 404 per annum

Grade 3: R 173 823 per annum

**CENTRE** : Northdale Hospital, Pietermaritzburg

**REQUIREMENTS** : Grade 12 or equivalent, plus Registration with South African Pharmacy Council as a Pharmacist Assistant Post basic Current registration as a pharmacist assistant (copy of 2013 SAPC card) Grade 1 : No experience

Grade 2 : 5 years' experience after registration with the South African Pharmacy Council as a post basic pharmacy assistant

Grade 3: 13 years' experience after registration with the South African Pharmacy Council as a post basic pharmacy assistant N.B: Certificates of service must be attached as proof of experience.

Recommendation: Computer literacy. Knowledge, Skills, Training And Competencies: Possess good communication, numeracy and interpersonal skills Good knowledge of Departmental policies and protocols Computer literacy Be able to work under pressure without compromising quality of care Principles of stock management Able to carry boxes (Orders may involve more than 100 boxes)

**DUTIES**

: Key Performance Areas: Perform all duties in accordance with regulations of the professional standards and according to scheduled duties. Assist with the requisition/ procurement, receipt, storage, distribution and dispensing of pharmaceuticals, up to / and including schedule 5, and non-pharmaceutical products, under the supervision of a Pharmacist Manufacturing, repacking, and labeling of pharmaceuticals up to and including schedule 5 in accordance with Standard Operating Procedures under the supervision of a pharmacist. Assist in pre dispensing and co-ordination of clinic schedule to ensure continuous and timely supply of medication to local clinics. Assist with dispensing and pre-dispensing of ARV medication under pharmacist supervision Assist with compounding of non-sterile or scheduled medicines under the supervision of a pharmacist according to Good Pharmacy Practice and Good Manufacturing Practice Translate and interpret information for patients to ensure the correct use of medicines supplied Provide basic primary health education to the public and colleagues Participate in Departmental continuing education, in-service programmes, and quality improvement initiatives Provide support in stock management: Labeling stock, stock rotation, expiry checks, ward stock management, stock takes and maintain stock levels in the Pharmacy. Exercise strict control measures and security of pharmaceuticals Assist with supervision of general orderlies Collect and maintain records and statistics Maintain good housekeeping in accordance with GPP and GMP standards Work weekends and overtime as required by the department

**ENQUIRIES**

: Ms MP Molefe Tel: 033-387 9038/9000

**APPLICATIONS**

: The Human Resource Manager, Northdale Hospital, Private Bag X9006, Pietermaritzburg, 3201

**FOR ATTENTION**

: Ms SP Ndlovu

**CLOSING DATE**

: 13 September 2013



**PROVINCIAL ADMINISTRATION: NORTH WEST  
OFFICE OF THE PREMIER**

- APPLICATIONS** : The applications should be forwarded to the Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735 or hand delivered to Garona Building, Second Floor, Personnel Management
- CLOSING DATE** : 21 September 2013
- NOTE** : Applications must be accompanied by a Z83 form, certified copies of Certificates, Identity Document. Failure to submit the requested documents will result in the application being disqualified. Qualifications will be verified. The successful candidates for the above positions will be required to undergo security clearance. It is the responsibility of applicants to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. Senior Management candidates will be subjected to competency Assessment.

**OTHER POSTS**

- POST 35/79** : **CHIEF INVESTIGATING OFFICER REF NO: K20953/1**
- SALARY** : R 495 603 per annum (Level 11)
- CENTRE** : Mahikeng
- REQUIREMENTS** : Applicants must be in possession of an LLB Degree. A practising or admitted Attorney/Advocate with a minimum of two(2) year post admission experience. Experience in investigation of Misconduct or Forensic investigations (NB Not Criminal Matters). Knowledge of Labour Relations Act, Public Finance Management Act, Treasury Regulations and other Public Service Prescripts is essential. Auditing/Forensic Investigations or ACFE membership will be an Advantage. Valid Driver's License. Competencies: Computer literacy in all MS Office packages. People management time management and Project Management skills. Ability to write structured and comprehensive reports. Analytical thinking and research skills. Ability to work under pressure and travel extensively. Good interpersonal, communication and presentation skills. Candidates must be eloquent, assertive and disciplined.
- DUTIES** : Supervise a team of investigating officers. Liaise with client Departments and other stakeholders. Investigate allegations of misconduct. Draft systematic and comprehensive reports and charge sheet. Conduct the case of the state as the employer representative during disciplinary hearings. Handle conciliations and Arbitrations and Conduct Advocacy Training. Develop strategies and compile quarterly reports.
- ENQUIRIES** : Mr. M. Morule, Tel (018) 388 3771
- POST 35/80** : **DEPUTY DIRECTOR: PLANNING COMMISSION SECRETARIAT REF NO: K20953/2**  
North West Planning Commission
- SALARY** : R495 603 per annum (All inclusive package) Level 11
- CENTRE** : Mahikeng
- REQUIREMENTS** : A Bachelor Degree in Socio-Economic, Management Sciences, Public Administration or equivalent qualification with at least 3 years relevant working experience in professional secretarial environment. Knowledge and understanding of government systems, processes and procedures including supervisory abilities. Excellent written and verbal communication skills. Excellent interpersonal relationships. Good analytical and interpretative abilities in as far as they relate to secretarial work in a strategic content environment. Basic knowledge and competency in project and office management including financial management. Advanced knowledge and experience in the use of computer applications such as MS Office. A valid driver's license.
- DUTIES** : To provide complete professional secretariat, organisational, logistical and administrative services to the Planning Commission. To support the Commission's functions during internal and external meetings, workshops, conferences and in the compilation and distribution of documentation. Access preparatory documentation for meetings and appointments and make them available for discussions on time .Take minutes, draw out critical issues and prepare reports and presentations. Communicate and disseminate decisions and recommendations to relevant internal

and external stakeholders. Keep Head of Secretariat informed of outstanding issues and delivery deadlines. Deal with routine issues and correspondence in close consultation with the Head of the Secretariat. Manage the office and provide support to the Head of the Secretariat. Design and implement system for document management in the Office of the Head of Secretariat and align with Main System. Manage the office resources, budgets and procurement requirements. Ensure the safekeeping of confidential documentation that is kept within the office. Ensure the annual review disposal and archiving of documents and correspondence. Oversee and project manage administrative support staff from the Directorates of the Planning Commission during specific events and internal or external assignments including functions that would support the Planning Commission as a whole.

- ENQUIRIES** : Mr. M. Kgantsi, Tel 018 388
- POST 35/81** : **DEPUTY DIRECTOR: BRANDING & MARKETING REF NO: K20953/3**
- SALARY** : R495 603 per annum (All inclusive package) Level 11  
**CENTRE** : Mahikeng  
**REQUIREMENTS** : A Three year degree appropriate or equivalent qualification. Proven experience in the field of internal communication, branding, marketing and advertising.
- DUTIES** : Manage the corporate image and identity of the office of the Premier. Production of corporate videos, banners and other items. Responsible for branding, advertising and marketing strategy. Responsible for co-ordination of exhibitions for the North West Government. Ensuring effective collaboration with key stakeholders on matters of effective branding and marketing of the Province. Ensuring availability of corporate gifts and other items. Monitor and encourage staff's adherence to corporate values. Responsible for monitoring the reputation and image of government and implementing intervention strategy.
- ENQUIRIES** : Mr. L.M. Kgwele, Tel 018 - 3883456
- POST 35/82** : **STATE LAW ADVISOR GRI REF NO: K20953/4**
- SALARY** : R483 915 per annum (all inclusive package) (LP7)  
**CENTRE** : Mahikeng  
**REQUIREMENTS** : LLB Degree or a recognised four (4) year legal qualification or an equivalent of NQF level 6 qualification. At least two (2) years appropriate legal experience will suffice. Competencies: Legal Research, Legislative Drafting, Understanding of litigation processes and drafting of contracts and opinions. A better understanding of Legal Research and Legislative Drafting will be an added advantage.
- DUTIES** : Conducting legal research on behalf of the State Law Advisors, monitoring and bringing to the attention of the office of the Chief State Law Advisor new legal developments, judgments and legislation. Drafting, editing and certification of legislation. Provide general advise and litigation support on matters affecting the Department and clients Departments.
- ENQUIRIES** : Adv. O.Y Dibetso – Bodibe, Tel: (018) 388 3058
- POST 35/83** : **INVESTIGATING OFFICERS 4 POSTS REF NO: K20953/9**
- SALARY** : R 255 144 per annum (Level 9)  
**CENTRE** : Mahikeng  
**REQUIREMENTS** : Applicants must be in possession of an LLB Degree with a minimum of three(3) years experience in the investigation and/or prosecution of misconduct cases,(NB Not Criminal Matters). Knowledge of Labour Relations Act, Public Finance Management Act, Treasury Regulations and other Public Service Prescripts is essential. Computer literacy in all MS Office packages. An additional post graduate qualification in Criminal and Labour Law or Auditing/ Forensic Investigations or ACFE membership will be an Advantage. Time management and Project Management skills. Ability to write structured and comprehensive reports. Analytical thinking and research skills. Ability to work under pressure and travel extensively. Good interpersonal, communication and presentation skills. Candidates must be eloquent, assertive and disciplined. Valid Driver's License.
- DUTIES** : Investigate allegations of misconduct. Draft systematic and comprehensive reports and charge sheet. Conduct the case of the state as the employer representative during disciplinary hearings. Handle conciliations and Arbitrations and Conduct Advocacy Training.
- ENQUIRIES** : Ms. K.C Taoana, Tel (018) 388 3399

<b><u>POST 35/84</u></b>	:	<b><u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: K20953/5</u></b>
<b><u>SALARY</u></b>	:	R 252 144 per annum (Level 9)
<b><u>CENTRE</u></b>	:	Mahikeng
<b><u>REQUIREMENTS</u></b>	:	National Diploma or degree in Information Science/ Archival Science/ Records Management or equivalent. Records management certificate obtained from National Archives, through knowledge of the Legislative Framework governing Archives and Records management. Progressive experience Records Management. Demonstrative experience in development and implementation of Records Management Tools. Excellent interpersonal and communication skills. Computer literacy and a valid driver's license.
<b><u>DUTIES</u></b>	:	Coordinate records management related services in all the units of the office of the Premier. Deliver appropriate user support and training to all staff in the use of records management systems. Conduct records inspections in all units of the institution. Coordinate the systematic records disposal programme of the institution. Supervise registry staff and coordinate registry functions.
<b><u>ENQUIRIES</u></b>	:	Mr. T. Assegaai, Tel (018) 388 3088
<b><u>POST 35/85</u></b>	:	<b><u>ASSISTANT DIRECTOR: RESEARCH &amp; POPULATION REF NO: K20953/6</u></b>
<b><u>SALARY</u></b>	:	R252 144 per annum (Level 9)
<b><u>CENTRE</u></b>	:	Mahikeng
<b><u>REQUIREMENTS</u></b>	:	Honours Degree in social science, Economics, Developmental Studies and/or equivalent qualification. At least three years working experience. Good organizational, coordination, communication skills and computer literacy. Proven analytical, interpretative, evaluation skills and knowledge of statistical software will be to the advantage of the candidate. A valid driver's license is essential.
<b><u>DUTIES</u></b>	:	Coordinating research activities in various government departments and other stakeholders. Managing and contributing to the development and utilization of computer models to interpret and analyze research results and their implications on government programmes, in support of the North West Planning Commission's goals. Develop and coordinate capacity building programmes for research at Provincial and Local spheres. Commission and manage research projects in support of the National Development Plan. Establishing a system and structure for research funding in the Province. Assist in providing of professional secretariat service to the North West Research Coordinating Committee. Maintaining of research data warehouse. Assist in linking of National, Provincial and International research findings in support of Provincial policy processes. Foster and sustain partnership with knowledge institutions
<b><u>ENQUIRIES</u></b>	:	Mrs. K. Moshia-Molebatsi at 018 388 2702
<b><u>POST 35/86</u></b>	:	<b><u>ASSISTANT DIRECTORS: STRATEGY &amp; COORDINATION SUPPORT 4 POSTS REF NO: K20953/7</u></b>
<b><u>SALARY</u></b>	:	R252 144 per annum
<b><u>CENTRE</u></b>	:	Ngaka Modiri Molema, Dr K. Kaunda, Mahikeng & Dr Ruth Mompoti
<b><u>REQUIREMENTS</u></b>	:	A three year appropriate degree or equivalent qualification. Proven experience in the field of developmental Communication. Facilitation of campaigns and Coordinating skills. Conducting research.
<b><u>DUTIES</u></b>	:	Ensure coordination, synergy and integration of government communication in the District. Participate in the Provincial events and Programmes. Monitor the implementation of the District Communication Strategy and its subsidiary across government. Provide communication support to designated municipalities and Government Departments. Conduct regular analysis of the communication environment in order to inform Government messages and strategies.
<b><u>ENQUIRIES</u></b>	:	Mr. L. Kgwele, Tel. 018 -388 3456
<b><u>POST 35/87</u></b>	:	<b><u>ASSISTANT DIRECTOR: PLANNING COMMISSION SECRETARIAT NORTH WEST PLANNING COMMISSION REF NO: K20953/8</u></b>
<b><u>SALARY</u></b>	:	R252 144 per annum Level 09
<b><u>CENTRE</u></b>	:	Mahikeng
<b><u>REQUIREMENTS</u></b>	:	A Bachelor Degree in Socio-Economic, Management Sciences, Public Administration or equivalent qualification with at least 2 years relevant working

experience in professional secretarial environment. Knowledge and understanding of government systems, processes and procedures. Excellent written and verbal communication skills. Excellent interpersonal relationships. Analytical and interpretative abilities in as far as they relate to secretarial work in a strategic content environment. Basic knowledge and competency in project and office management including financial management. Advanced knowledge and experience in the use of computer applications such as MS Office. A valid driver's license.

**DUTIES**

: To assist in the provision of complete professional secretariat, organisational, logistical and administrative services to the Planning Commission. To support the Commission's functions during internal and external meetings, workshops, conferences and in the compilation and distribution of documentation. Access preparatory documentation for meetings and appointments and make them available for discussions on time. Take minutes, draw out critical issues and prepare reports and presentations. Manage document flows and communicate and disseminate decisions and recommendations to relevant internal and external stakeholders in consultation with Deputy Director. Develop and maintain data-bases of internal and external stakeholders and suppliers. Deal with routine issues and correspondence in close consultation with the Head of the Secretariat. Assist in the management of the office and provide support to the Deputy Director: Planning Commission Secretariat. Manage the safekeeping of confidential documentation that is kept within the office. Manage the annual review disposal and archiving of documents and correspondence.

**ENQUIRIES**

: Mr. M. Kgantsi, Tel 018 388

**POST 35/88**

: **CHIEF TRAINING OFFICER (SERVICE DELIVERY IMPROVEMENT TRAINING REF NO: K20953/10)**

**SALARY**

: R252 144 per annum (Level 09)

**CENTRE**

: Mahikeng

**REQUIREMENTS**

: A three year degree in Public Management/Social Sciences. A qualification in Occupationally Directed Education, Training and Development Practices (OD-ETDP) at NQF level 5. At least five years relevant experience in the field of Training and Development of which three years is at supervisory level. Knowledge of: Public Service Regulations and Government's transformation programmes, especially in the areas of Service Delivery improvement, Skills Development Legislation, PFMA and Supply Chain Management Cycle. Skills: Interpersonal, Facilitation and presentation. Advanced computer literacy, communication and report writing, planning, coordination and organization. A valid driver's license.

**DUTIES**

: Planning, organizing, leading and controlling the human, physical and financial resources of the Service Delivery Improvement training programme in line with the Sub-Directorate Operational plan. Mentor learners as well as sub-ordinates. Monitor and evaluate the implementation of the Service Delivery Improvement training programmes in the North West Provincial government, guided by the Quality Management System (QMS). Coordinate and facilitate Service Delivery Improvement learning programmes as well as Compulsory Induction programmes. Design, develop and facilitate Service Delivery Improvement learning material that meets SAQA requirements. Assess and moderate learning programmes related to Service Delivery Improvement Programme. Link the Service Delivery Improvement activities to the budget; Procure services and goods for the Service Delivery Improvement programmes. Identify key stakeholders in the HRD field; Develop and maintain database of these stakeholders; Liaise on regular basis with key stakeholders. Perform any other duties as delegated by management.

**ENQUIRIES**

: Mr V.A. Xabanisa, Tel. 018 388 1100

**POST 35/89**

: **SENIOR TRAINING OFFICER (EMPLOYEE HEALTH & WELLNESS PROGRAMMES IN THE WORKPLACE TRAINING. REF NO: K20953/11)**

**SALARY**

: R212 108 per annum (Level 08)

**CENTRE**

: Mahikeng

**REQUIREMENTS**

: A three year degree in Social Sciences/Public Management. A qualification in Occupationally Directed Education, Training and Development Practices (OD-ETDP) at NQF level 5. At least three to five years relevant experience in the Training and Development field. Knowledge of Public Service Regulations and Government's transformation programmes, especially in the areas of Employee Health and

Wellness, Skills Development Legislation, PFMA and Supply Chain Management Cycle. A valid driver's license.

**DUTIES** : Develop activity plans for the Employee Health & Wellness training programme. Coordinate and Facilitate Employee Health & Wellness training programmes. Conduct assessment of training facilitated and moderate the outcomes of the assessed training programmes. Link Employee Health & Wellness activities to the budget. Identify & liaise with relevant stakeholders in the HRD field and EHW training. Perform any other duties as delegated by management.

**ENQUIRIES** : Mr V.A. Xabanisa, Tel. 018 388 1100

**POST 35/90** : **SENIOR PERSONNEL PRACTITIONER REF NO: K20953/12**

**SALARY** : R212 106 per annum (Level 8)

**CENTRE** : Mahikeng

**REQUIREMENTS** : A three year tertiary qualification, National diploma or degree in HR and /or other relevant field. Extensive experience in HR Administration and/ or Management. PERSAL, computer skills (Microsoft Excel, Word and PowerPoint) is essential. Knowledge of Human Resource Policies and Prescripts. Ability to work under pressure. Good communication and interpersonal relations.

**DUTIES** : Implementing of recruitment processes. Administration of leave and appointments. Serve as a secretariat at interviews and verification of qualifications. Inform, guide and advice department/personnel on human resource administration matters to enhance the correct implementation of personnel administration practices/policies. Prepare reports on personnel issues and statistics. Monitor and evaluate the quality of information captured on PERSAL. Monitor the implementation of mandates submitted for capturing and report on non compliance.

**ENQUIRIES** : Ms. G.W. Lebeko, 018- 3883507

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF HEALTH**

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

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

**MANAGEMENT ECHELON**

**POST 35/91** : **SENIOR MANAGER: MEDICAL SERVICES**

**SALARY** : R 1021 959 per annum (A portion of the package can be structured according to the individual's personal needs.)

**CENTRE REQUIREMENTS** : Groote Schuur Hospital, Observatory  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: A minimum of 3 years appropriate experience after registration with the HPCSA as a Medical Practitioner. Competencies (knowledge/skills): Knowledge of Human Resource Management, Financial Management and policies relevant to the Government and Health Services. Strong leadership, strategic, operational and contingency planning, managerial and organisational skills. Monitoring and controlling the financial resources and Human Resource Management and planning of the clinical services. Practical knowledge of the Vision of the Department. A postgraduate qualification in Management, Public/Community Health or Business Management. Appropriate and proven managerial experience in an academic and tertiary service environment plus the Public Healthcare sector.

**DUTIES** : Key result areas/outputs: Overall strategic and operational management of clinical services, clinical governance and quality improvement. Participate in strategies to strengthen the regional and district health care system and together with Tygerberg Hospital ensure equity of access to tertiary care for adults. Continuous improvement of internal efficiency, effectiveness and appropriateness of clinical services, ensuring well-functioning clinical centre management of the various clinical centres, within available resources. Liaise with members of the hospital management and the faculties of Health Sciences of the Universities of Cape Town, Stellenbosch, Western Cape and the Cape University of Technology. Ensure the highest standards of patient care are maintained and determine policies and practices regarding admission, treatment and discharge of patients within available resources. Provide support to teaching, clinical training and research. Ensure the effective, sufficient and sustainable functioning within the National and Provincial Health policies.

**ENQUIRIES** : Dr B Patel, tel. no. (021) 404-3178/9

**APPLICATIONS FOR ATTENTION** : Director: Human Resource Management, PO Box 2060, Cape Town, 8000.

**CLOSING DATE** : Ms C Versfeld  
: 13 September 2013

**OTHER POSTS**

**POST 35/92** : **PHARMACIST GRADE 1 TO 3 PRODUCTION (CHRONIC DISPENSING UNIT)**

**SALARY** : Grade 1: R 464 241 per annum, Grade 2: R 507 615 per annum, Grade 3: R 555 045 per annum (A portion of the package can be structured according to the individual's personal needs)

**CENTRE REQUIREMENTS** : Directorate: Pharmacy Services (Head Office, Cape Town)  
: Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the SAPC as a Pharmacist. Experience: Grade 1: None after registration as Pharmacist with the SAPC in respect of SA qualified employees. One year relevant experience after registration as Pharmacist with a recognised foreign Health Professional

Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years relevant experience after registration as a Pharmacist with the SAPC in respect of SA qualified employees. 6 year's relevant experience after registration as Pharmacist with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 13 years relevant experience after registration as Pharmacist with the SAPC in respect of SA qualified employees. 14 years relevant experience after registration as Pharmacist 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. Inherent requirements of the job: In possession of a valid driver's licence and willingness to travel. Must be registered with South African Pharmacy Council (in good standing). Competencies (knowledge/skills): Knowledge of good pharmaceutical practice and best warehouse practice to ensure safe and reliable storage, control and distribution of quality pharmaceuticals. Monitoring of adherence to all Standard Operating Procedures (SOP's) and guidelines in keeping with legislative requirements with respect to the service provider. Ensure sound Drug Supply Management (DSM) practices by monitoring and control of DSM principles with respect to the service provider. Incumbent must demonstrate a high level of computer literacy. Excellent analytical, research, report writing and presentation skills. Recent warehousing experience would be an advantage

**DUTIES** : Key result areas/outputs: Assist and support with the roll-out of the CDU Services. Assist and support the CDU Manager in managing and supervising the quality of service provided by the service provider, as contained in the Service Level Agreement. Manage data and provide reports. Manage medicine stocks. Host visitors to the CDU.

**ENQUIRIES** : Ms T Mathys, tel. no. (021) 938-6093  
**APPLICATIONS** : Director: Human Resource Management, PO Box 2060, Cape Town, 8000.  
**FOR ATTENTION** : Ms C Versfeld  
**CLOSING DATE** : 13 September 2013

**POST 35/93** : **ASSISTANT MANAGER NURSING (SPECIALITY: PSYCHIATRY - NIGHT DUTY)**  
 (Chief Directorate: General Specialist and Emergency Services)

**SALARY** : R 411 759 (PN-A7) per annum  
**CENTRE** : Lentegour Psychiatric Hospital, Mitchells Plain  
**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. A post-basic qualification with a duration of 1-year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post basic qualification in the above mentioned specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Competencies (Knowledge/skills): Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practises and how this impacts on service delivery. Ensure that clinical nursing practice rendered by the nursing team is in accordance with the scope of practice and nursing standards as determined by the Institution. Promote quality of nursing care as directed by the professional scope of practice and standards. Demonstrate a good understanding of HR and financial policies and practices. Word and excel literacy. Knowledge of FBU functions and management (ability to work collaboratively within FBUs).

**DUTIES** : Key result areas/outputs: Coordinate, supervise and control nursing services on night duty. Ensure the provision of optimal, holistic and specialised nursing care within the set standards and a professional/legal framework. Ensure that prescribed policies and procedures are adhered to. Effectively manage the initiation, utilisation and supervision of all resources. Ensure the execution of quality care and sound financial management. Co-ordinate the provisioning of effective training and research to maintain professional growth, ethical standards and self-development. Provide effective support to nursing services and hospital management.

**ENQUIRIES** : Ms BL Swartz, tel. no. (021) 370-1404/1400  
**APPLICATIONS** : The Chief Director, General Specialist and Emergency Services, Private Bag X15, Parow, 7500.  
**FOR ATTENTION** : Ms V Valentine  
**CLOSING DATE** : 10 September 2013

**POST 35/94** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**  
Chief Directorate: Metro District Health Services

**SALARY** : R 376 815 (PN-B3) per annum  
**CENTRE** : Macassar Community Health Centre, Khayelitsha/Eastern Sub-structure  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A post-basic qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care (R48), accredited with South African Nursing Council. Registration with a professional council: Registration with the SANC as Professional Nurse and proof of current registration. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (R48). Inherent requirement of the job. Valid Code B/EB driver's licence. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Basic knowledge and experience in office administration, financial and procurement administration. Knowledge of conflict resolution, people management, staff performance management and disciplinary procedure. The ability to communicate in at least two of the three official languages of the Western Cape. Basic computer literacy (MS Office). Demonstrate an in depth knowledge of nursing legislature.

**DUTIES** : Key result areas/outputs: Provide quality comprehensive primary health care and complex rehabilitation services. Support the Facility Manager in the planning/organising of clinics, complete statistics and be involved in community meetings and committees. Ensure effective and efficient use of consumables and physical resources. Professional development, i.e. assessing in-service training needs, planning and implementing of training programmes, as well as health education to patient, public and staff. Effective crisis management in the Community Health Centre. Maintain professional secrecy and preventing medical-legal risks. Management of Human and Financial Resources. Liaise with community based platform. Ensure implementation of nursing and clinical programmes, protocols and procedures

**ENQUIRIES** : Ms C Steyn, tel. no. (021) 360-4622  
**APPLICATIONS** : The Director: Khayelitsha/Eastern Sub-structure, Khayelitsha District Hospital, Private Bag X6, Khayelitsha, 7783.  
**FOR ATTENTION** : Ms E Weaver  
**CLOSING DATE** : 13 September 2013

**POST 35/95** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**

**SALARY** : R 376 815 (PN-B3) per annum  
**CENTRE** : New Horizon cc, Bitou Sub-district (Eden 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 one year in Clinical Nursing Science: Health Assessment Treatment and Care. 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 in the relevant speciality. Inherent requirement of the job: A valid 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).



- DUTIES** : Key result areas/outputs: Manage, control and act in facet of Health, Support, Security, Cleaning, Infection Control and Ground Services. 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 Primary Health Care Manager.
- ENQUIRIES** : Ms M Marthinus, tel. no. (044) 302-8436
- APPLICATIONS FOR ATTENTION** : District Manager: Eden District Office, Private Bag X6592, George, 6530.
- CLOSING DATE** : Ms S Pienaar  
13 September 2013
- POST 35/96** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALITY: MENTAL HEALTH) 2 POSTS**  
(Chief Directorate: General Specialist and Emergency Services)
- SALARY** : Grade 1: R 256 584 (PN-B1) per annum, Grade 2: R 315 579 (PNB2) per annum
- CENTRE** : Stikland Hospital
- 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 Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: Grade 1: A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: A Minimum of 14 years appropriate/recognisable experience in Nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post-basic qualifications in the specific specialty. Inherent requirement of the job: Willing to work shifts, day- night duty, and public holidays. Competencies (knowledge/skills): Good interpersonal, planning and organisational skills. Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Current experience in Psychiatry Nursing. Computer literacy (MS Office). Ability to work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences.
- DUTIES** : Key result areas/outputs: Render an effective and comprehensive nursing treatment and care to patients. Provide continuous holistic and comprehensive nursing care. Manage human resources, financial and administration duties. Work as part of the multi-disciplinary team to ensure good nursing care. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- ENQUIRIES** : Ms Z du Preez, tel. no. (021) 940-4460
- APPLICATIONS FOR ATTENTION** : The Chief Executive Officer: Stikland Hospital, Private Bag X13, Bellville, 7530.
- CLOSING DATE** : Mr CR Solomons  
13 September 2013
- POST 35/97** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**  
(Chief Directorate: General Specialist and Emergency Services)
- SALARY** : Grade 1: R 256 584 (PN-B1) per annum, Grade 2: R 315 579 (PN-B2) per annum
- CENTRE** : New Somerset Hospital
- 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. A post-basic nursing qualification with a duration of at least one year accredited with the SANC in Advanced Psychiatry Nursing Science. Registration with a professional council: Current registration with the SANC as a Professional Nurse. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14

years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the 1 year post-basic qualification in the appropriate specialty referred to above. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Sound knowledge of the Mental Health Act. Ability to function independently and as part of a team. Good planning and organisational skills. Computer literate.

**DUTIES** : Key result areas/outputs: Actively participate in the provision and management of nursing care to patients with Mental Health problems. Advise/treat mental health conditions presented at health facility. Perform 72 hours assessment/management on psychiatric in-patients. Provide a therapeutic environment for patients and staff and ensure continuity of care. Provide and give training on relevant health information to health care workers to assist in achieving optimal health care and rehabilitation of Psychiatric patients. Participate in the analysis, formulation and implementation of nursing guidelines, standards, practices and procedures. Manage and monitor proper utilization of human, financial and physical resources.

**ENQUIRIES** : Ms G Mc Crae, tel. no. (021) 402-6485

**APPLICATIONS** : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

**FOR ATTENTION** : Ms V Valentine

**CLOSING DATE** : 13 September 2013

**POST 35/98** : **ASSISTANT DIRECTOR: PPHF**

**SALARY** : R 252 144 per annum

**CENTRE** : Directorate: Business Development, Sub directorate: Public Private Health Forum (PPHF) (Head Office, Cape Town)

**REQUIREMENTS** : Minimum educational qualification: Degree or diploma in the relevant field. Experience: Appropriate experience in health sector and/or communications sphere will be an advantage. Inherent requirement of the job: Code B driver's licence. Competencies (knowledge/skills): Advanced computer proficiency in MS Office, (especially Word and PowerPoint). Knowledge of Health sector. Strong leadership and management skills. Excellent English communication skills (written and verbal). Analytical and logical thinking. Ability to co-ordinate events and work under pressure. Ability to work co-operatively with colleagues and stakeholders at all levels of authority. The ability to perform a detailed and critical analysis of the performance of healthcare and propose constructive interventions for improvement. Note: A competency test will for part of the selection process. Re-advertisement: Candidates whom previously applied need to re-apply.

**DUTIES** : Key result areas/outputs: Establish and co-ordinate relationship between public and private Health establishments. Provide a multi-faceted forum for both formal and informal interaction between the Public and Private sectors, where collaboration takes place in a climate of jointly seeking opportunities and solutions in the best interests of both sectors. Communication with the Private sector of current services being provided, successes already achieved in the partnering and informing all of challenges in the Public sector. Update and maintain the webpage. Manage support staff.

**ENQUIRIES** : Ms M Geneva, tel. no. (021) 483-6719

**APPLICATIONS** : The director: Human Resource Management Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION** : Ms C Versfeld

**CLOSING DATE** : 13 September 2013

**DEPARTMENT OF THE PREMIER**

***Exciting opportunities for persons who want to make a difference. The WCG is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.***

**APPLICATIONS** : Applications are to be submitted online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)

**CLOSING DATE** : 6 September 2013 @ 16h00

**NOTE** : Only shortlisted applicants will be contacted. If you have not received a response from the department within three months of the closing date, please regard your application as unsuccessful. Shortlisted candidates will be required to submit copies of their documentation for verification purposes and will also be required to undergo

competency assessments/proficiency tests as well as interviews on a date and time as determined by the Department. In the event of any negative outcomes during the competency assessment, security clearance and other vetting checks, the Department reserves the right to cancel any contractual obligations entered into with any candidate. In addition, the successful incumbent will be required to the signing of an annual performance contract and disclosure of all financial interests. Only applications submitted online will be accepted.

#### **MANAGEMENT ECHELON**

- POST 35/99** : **HEAD OF DEPARTMENT REF NO: SMS 19/2013**  
Department of Social Development
- SALARY** : All-inclusive salary package of R 1 136 910 per annum (Level 15) plus a 10% HOD allowance payable in addition to the monthly salary, viz. a total of R1 250 601 per annum. Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
- CENTRE REQUIREMENTS** : Department of Social Development, Cape Town  
: An appropriate post graduate degree or equivalent qualification at NQF 7 level; • A minimum of 6 years' relevant Senior Management experience; • A valid driver's licence. Recommendation: Extensive working knowledge of intergovernmental and external relations; • Advanced knowledge of constitutional, legal and institutional arrangements governing the Public Sector in South Africa; • Advanced knowledge of global, regional and local political, economic and social welfare that impact on the Western Cape. Competencies: In-depth knowledge of Acts, regulations, policies and strategies related to the job profile; • The ability to drive Leading Change Management initiatives and strategic organisational objectives; •The ability to utilise resources effectively and economically to achieve key deliverables; • The ability to communicate across all sectors.
- DUTIES** : KPA'S: Providing overall leadership and strategic direction to achieve departmental goals and vision; •Provide transversal departmental services; •Assess and review priorities and all current policies as well as manage the Department's strategic planning processes; • Ensure community involvement in development and management of strategic and business plans; •Facilitate the financial management and budgetary control of the department and perform the duties and functions of the Departmental Accounting Officer; •Promote comprehensive integrated strategies and approaches in managing the human-resource plan, service delivery improvement programmes as well as the information-technology resources plans; •Continuous engagement with all spheres of government as well as social partners to create sustainable partnerships; • Regular liaison with all relevant role-players regarding the current state of affairs as well as progress made in developmental social welfare and community development.
- ENQUIRIES** : Adv Brent Gerber: (021) 483 6032