



DATE OF ISSUE: 08 JULY 2016

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

PUBLIC SERVICE VACANCY CIRCULAR NO 27 OF 2016

1. Introduction

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

2. Directions to candidates

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

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

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

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

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

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DEPARTMENT OF AGRICULTURE, FORESTRY AND FISHERIES

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

- APPLICATIONS** : Human Communications has been retained to handle all responses. Please forward your application, quoting the relevant reference number, to PO Box 1305, Rivonia 2128 or hand deliver at Suite 203, SOHO on Strand, 128 Strand Street, Cape Town OR 3 Autumn Street, Rivonia, or you can apply online at www.humanjobs.co.za Applications can also be submitted electronically to Human Communications via the e-mail or fax number indicated at each post or hand delivered at any one of the Department of Agriculture, Forestry and Fisheries offices as indicated below (please place in the blue box marked for applications). Enquiries: Naomi Nortje tel. (011) 257-8012
Gauteng: Reception, Agriculture Place, 20 Steve Biko Street (formerly Beatrix Street), Arcadia, Pretoria
KwaZulu-Natal: Reception (5th Floor), Old Mutual Building, 185 Langalibalele Street, Pietermaritzburg
Limpopo: Reception (Ground Floor), Magistrates Building, 103 cnr Landdros and Munnik Streets, Makhado
Mpumalanga: Reception (Ground Floor), Permanent Building, 27 Brown Street, Nelspruit
Eastern Cape: King William's Town: Reception (Ground Floor), Old SABC Building, 2 Hargreaves Avenue
Mthatha: Reception (3rd Floor), PRD Building, Sutherland Street
Western Cape: Cape Town: Reception (Ground Floor), Foretrust Building, 3 Martin Hammerschlag Way, Foreshore
Stellenbosch: Reception (Support Building), Quarantine Station, Polkadraai Road
- CLOSING DATE** : 22 July 2016
- NOTE** : 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 and dated (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) (Matric Certificate must also be attached) and ID document and driver's licence (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Applications submitted via e-mail, fax or online must include the post title and reference number in the subject line and a scanned, signed and dated Z83 form (a Z83 form without a physical signature and date will disqualify an application) together with all relevant documents as indicated above. Persons with disabilities are encouraged to apply.

OTHER POSTS

- POST 27/01** : **DEPUTY DIRECTOR: FORESTRY MANAGEMENT (OTHER REGIONS) REF NO: 232/2016) 2 POSTS**
Directorate: Forestry Management (Other Regions)

SALARY : R726 276 per annum (all-inclusive package)
CENTRE : North West and Western Cape
REQUIREMENTS : A degree/National Diploma in Forestry/Developmental Studies plus appropriate management experience. Knowledge of Forestry sector and community dynamics, Public Finance Management Act, Public Service Regulations and Treasury Regulations Act and Employee Performance Management Development. Understanding forest sector broad-based black economic empowerment charter. Extensive knowledge of forestry legislation, such as NFA, 1998 and NVFFA, 1998. Knowledge of Environmental Management Act, Conservation of Agricultural Resources Act, National Environmental Management Biodiversity Act and many other related legislation linked to the Department's direct mandate. Planning and organising, communication/interpersonal and listening skills. Problem analysis and solving, decision-making and policy analysis skills. Computer literacy. Project and programme management. Strategic thinking. Presentation and negotiation skills. Leadership, planning and empowerment skills. The ability to accept responsibility and management of human financial resources and State assets. The ability to work under pressure, extended working hours. A valid driver's licence and ability to drive.

DUTIES : Manage and ensure implementation of the NFA and NVFFA while avocation cooperative governance. Implement and monitor the impact of the enforcement strategy in the region and assess compliance issues. Ensure sustainable forest management by implementing the provisions of NFA. Ensure Awareness Programmes/Information Sessions. Manage and ensure promotion of forestry development. Facilitate and support Community-based Livelihood Projects. Ensure monitoring of Forestry Development Programmes and projects. Procure production inputs. Manage the resources of the Sub-directorate (physical, human and financial). Ensure proper utilisation of budget by monitoring and reporting expenditure. Ensure capacity and development of staff.

ENQUIRIES : Mr T.C. Ndou, tel. (012) 309-5708:
APPLICATIONS : daff18@humanjobs.co.za or fax: 086 537 4525

POST 27/02 : **CONTROL RESOURCE AUDITOR 2 POSTS REF NO: 243/2016**
 Directorate: Land Use and Soil Management

SALARY : R389 145 per annum
CENTRE : Bloemfontein and Bellville
REQUIREMENTS : A 4-year degree in Agriculture or Natural Resources Management. Proven relevant experience in natural resources management is a prerequisite. Knowledge of CARA and related environmental legislations. Knowledge of policy development, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act and Water Act. Geographic information system skills. Policy development and analysis. Monitoring and research skills. Leadership skills. Negotiation skills. Excellent communication skills (verbal, presentation and report writing). Knowledge of project planning and management. Inspection and auditing skills. Problem solving and analysis, Facilitation and coordination skills. Honest and integrity, Teamwork, interpersonal relations and flexibility. Client orientation and customer focus. Knowledge of Forestry sector and community dynamics, Public Finance Management Act, Public Service Regulations, Treasury Regulations Act and Employee Performance Management Development. Understanding forest sector broad-based black economic empowerment charter. Extensive knowledge of Agricultural and Natural Resources related legislations linked to the Departments direct mandate. Planning and organising, listening skills. Decision-making skills. Policy analysis skills. Computer literacy. Project and programme management. Strategic thinking. Presentation and negotiation skills. Leadership, planning and empowerment skills. The ability to accept responsibility and management of human financial resources and State assets. The ability to work under pressure, extended working hours. Extensive travelling and working irregular hours when required. A valid driver's license and ability to drive.

DUTIES : Ensure compliance with principles of sustainable use of natural agricultural resources. Promote application of sound management practice and audit compliance with national standards. Ensure continual improvement of the country natural resources. Promote all relevant legislation. Monitor and evaluate the state of natural resources. Be responsible for audit compliance with provision of the Act. Develop corrective action. Identify non-compliance in order to serve

directives/notices to order to rectify on-compliance. Inspect and report on the application of Act, 70 of 1970. Conduct enforcement of deviation of Act. Regulate the land use of agricultural land. Audit the state of natural resources. Provide advice to Department of Rural Develop and Land Reform to ensure sustainable land use. Be responsible for audit compliance to DORA. Supervise staff. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilisation of equipment. Assess staff performance. Apply discipline.

ENQUIRIES
APPLICATIONS

: Mr L.J. Mahlatji, tel. (051) 409-2617
: daff19@humanjobs.co.za or fax: 086 537 4578

POST 27/03

: **PROGRAMME ASSISTANT REF NO: 245/2016**
: Directorate: Office of the Director-General

SALARY
CENTRE
REQUIREMENTS

: R311 784 per annum
: Pretoria
: A 3-year tertiary qualification. Relevant experience in secretariat services. Knowledge of Public Service and Departmental prescripts/policies. Excellent communication skills (verbal, presentation and report writing). Good telephone etiquette, document tracking system and computer literacy (MS Office) software. Planning and organising skills. Interpersonal skills. The ability to interpret relevant documents. A valid driver's licence and ability to drive.

DUTIES

: Provide a comprehensive executive support to the Director-General. Provide technical administrative support with regard to research and coordination of information for the Director-General. Monitor and ensure implementation by Programme/Directorates of all tasks issued from the office of the Director-General. Draft reports, briefing notes, concepts letters, presentation and other documentation as required. Develop and implement the secretary system to support the efficient management of the office. Advise the Director-General on engagement on the basis of correspondence. Render secretariat services.

ENQUIRIES
APPLICATIONS

: Ms A. Stevens, tel. (012) 319-7377
: daff20@humanjobs.co.za or fax: 086 537 4593

CIVILIAN SECRETARIAT FOR POLICE

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

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom Arcade building 7th floor , Pretoria at the Reception.
- CLOSING DATE** : 15 July 2016
- NOTE** : Applications must be submitted on the prescribed application form Z.83 of the Public Service Act form only, (i.e. application for employment form), obtainable from any Public Service Department or any Public Service and Administration website or recruitment office within the Secretariat for Police Service. All applications must be accompanied by a comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. NB: Please ensure that your application reaches this office before 17h00 on week-days.

OTHER POSTS

- POST 27/04** : **DEPUTY DIRECTOR: POLICY DEVELOPMENT REF NO: CSP/10/2016**
- SALARY** : R726 276 per annum (All inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma/ Degree in Criminology, Political Science or related social sciences (NQF Level 7). A Master's degree may be an added advantage. A minimum of 3-5 years' experience in a research and/or policy environment. The successful candidate must have demonstrated experience in research and policy development, particularly in the field of policing and criminal justice. He/she must have strong communication skills (written and verbal), Project management skills. Be able to work independently and in a team. A valid driver's licence (code 08)
- DUTIES** : Conduct research and draft reports and/or concept notes in the areas of policing and safety and security. Develop policies in the areas of policing and safety and security Develop recommendations for the Director on policy proposals and research findings. Plan and facilitate stakeholder engagement workshops on draft research reports and/or policies. Develop and maintain stakeholders relations across the criminal justice sector, civil society and academia. Provide support to the Director in compiling and monitoring the implementation of the sub-directorate's budget Assist in compiling and managing the operational plan of the sub-directorate. Manage and supervise the work of the Assistant Directors, interns and junior staff.
- ENQUIRIES** : Lerato Maisela, Tel 012 393 1916
- NOTE** : Candidates will be required to undergo a written competency assessment.

POST 27/05 : **ASSISTANT DIRECTOR: RESEARCH DEVELOPMENT REF NO: CSP/11/2016**

SALARY : R389 145 per annum

CENTRE : Pretoria

REQUIREMENTS : A degree in Criminology, Public Administration, Policing or related Social Sciences. An Honours degree may be an added advantage. A minimum of 2 years relevant experience in a research environment. The successful candidate must demonstrate a working understanding and knowledge of research development processes, particularly in the field of policing and criminal justice. He/she must have strong communication skills (written and verbal), Project management skills, be able to work independently and in a team. A valid driver's licence (code 08). The position may involve extensive local travel.

DUTIES : To conduct evidence-based research in policing, crime and safety issues by doing the following: Provide research management support to the Deputy Director. Assist in drafting concept notes and/or Terms of Reference to support the research development process. Conduct primary and secondary research in the areas of policing, safety and security. Conduct fieldwork and collect data at national and provincial levels. Assist in the development of data collection tools. Conduct analysis of collated data. Undertake report writing of analysed data. Set up meetings and workshops and any other activity in relation to the research work. Liaise with relevant stakeholders across the criminal justice sector, civil society and academia to support research development processes. Provide administrative support in relation to the planning and facilitation of workshops on draft research reports. Develop recommendations to support research and policy development. Candidates will be required to undergo a written competency assessment.

ENQUIRIES : Lerato Maisela, Tel: 012 393 1916

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of these post. Candidature of persons whose appointment/ transfer/ promotion will promote representivity will therefore receive preference.

- APPLICATIONS** : Please forward your application to e-mail: cogta2@humanjobs.co.za or fax: 086 560 0964 (quoting the relevant reference in the subject line). Alternatively, applications can be hand delivered at 3 Autumn Street, Rivonia, or you can apply online at www.humanjobs.co.za, Enquiries for applications: Naomi Nortje, tel. (011) 257-8012
- CLOSING DATE** : 22 July 2016
- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be subjected to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV, ID and certified copies of qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to attach the signed Z83 form, certified ID and copies of qualifications will result in automatic disqualification. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

MANAGEMENT ECHELON

- POST 27/06** : **DEPUTY DIRECTOR-GENERAL: COMMUNITY WORK PROGRAMME REF NO: 128300**
Please note that this is a re-advertisement and people who had previously applied are encouraged to re-apply.
- SALARY** : An all-inclusive remuneration package of R1 267 806 per annum. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines (Salary level 15)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification and a postgraduate qualification (NQF level 8) in Economic Science/ Social Sciences as recognised by SAQA. 8-10 years' experience at a senior management level. Management competencies: Strategic capacity and leadership. People management and empowerment. Programme and project management. Change management. Financial management. Knowledge management. Service Delivery Innovation. Problem solving and analysis. Client orientation and customer focus. Communication. Technical competencies: Knowledge and understanding of both Government and private sector infrastructure development approaches. The link between infrastructure development and economic development. Public-private partnerships, poverty eradication and job creation. Community development approaches. Cooperative governance.
- DUTIES** : As the Deputy Director-General, the successful candidate will perform the following duties: Oversee the management of the implementation of Community Work

Programme. Ensure management of partnerships, development of norms and standards and provisioning of innovative solutions. Provide strategic support on the organisational development intervention and implementation of a monitoring, reporting and evaluation system. Oversee management of finance audit and contract management risks for the programme. Oversee the development and implementation of communication strategy for the CWP.

ENQUIRIES

: Mr Moses Ramputla, tel. (012) 334-0915 or Mr John Tidimane, tel. (012) 334-0734

ECONOMIC DEVELOPMENT DEPARTMENT

- APPLICATIONS** : Economic Development Department, Private Bag X149, Pretoria, 0001 or Hand delivered to 77 Meintjies Street, the dti Campus, Sunnyside, Pretoria, Block G, Ground Floor.
- FOR ATTENTION** : Ms Nthabiseng Mahlangu
- CLOSING DATE** : 22 July 2016
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. 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, faxed and emailed will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months. Candidates applying for these positions will be subjected to a competency assessment battery and technical exercise as part of the selection process. The successful candidate will have to sign an annual Performance Agreement and will be required to undergo a security clearance.

MANAGEMENT ECHELON

- POST 27/07** : **TECHNICAL UNIT MEMBER: PRESIDENTIAL INFRASTRUCTURE COORDINATING COMMISSION (PICC) REF NO: EDD 2015/02/1**
- SALARY** : Salary Band B: R1 042 500 to R1 246 449 per annum (all-inclusive flexible remuneration package per annum).
- CENTRE** : Pretoria
- REQUIREMENTS** : A Degree (NQF 7) in Engineering, Finance or Economics or a similar commercial academic qualification. A postgraduate qualification in the above will be an added advantage. 8- 10 years, relevant experience, preferably within an infrastructure environment of which five years should be an experience at a Senior Managerial level. Knowledge and insights of the National Infrastructure Plan/Infrastructure Development Act. Experience monitoring and evaluating projects. Experience working in an environment that integrates projects across more than one sector or geographical area. A general understanding of operating in the spheres of government including state owned enterprises. Experience working within government or in an SOE would be an advantage.
- DUTIES** : Provide quarterly briefings to EDD leadership. Identify opportunities for acceleration of projects for the PICC structures. Keep track of government and public sector spends trends. Engage with stakeholders at all levels in government and private sector on a wide variety of infrastructure projects to be implemented. Chair / direct engagement with officials across the state. Chair / direct infrastructure business / Government engagement. Provide reports, analysis or assessments on a regular basis to relevant stakeholders as required through the PICC task team. Coordinate the development of communication reports or dashboards on specific industries / sectors, government initiatives and projects. Collect data and information to assess the performance of progress make in delivering on the NIP and its developmental objectives. Guide and coordinate the technical work of the PICC technical task team. Unblock issues in relation to the rollout of infrastructure. Assess and improve the rigour and logic in the integrated infrastructure business plans to ensure that government's development objectives are taken into account as well as integrated and are improving urban and rural plans.
- ENQUIRIES** : Ms Nthabiseng Mahlangu (012) 394 5603 OR Ms Maggy Mokhine (012) 394 3426

DEPARTMENT OF ENERGY

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

FOR ATTENTION : Mr. D Mbhokota/ Mr P Ndlovu

CLOSING DATE : 22 July 2016

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

OTHER POSTS

POST 27/08 : **DEPUTY DIRECTOR: AUXILIARY SUPPORT SERVICES**
Candidates who applied previously are encouraged to re -apply

SALARY : R612 822 per annum (inclusive package), Level 11

CENTRE : Head Office

REQUIREMENTS : A National Diploma in Public Management/Business Management/Transport and Logistics with 3-5 years management experience,(Logistics / Facilities background will be an added advantage) PLUS the following key competencies, Knowledge of Public Finance Management Act, Treasury Regulations, Electronic Logging System, Understand the legislative/prescripts requirements relating to subsidises and GG vehicles, archive, documents, etc. Understand the needs of the department and its structure in order to effectively assess needs and allocate accommodation and provide other relevant auxiliary services, Thinking Demand, Problem solving, Creativity, Report writing, To solve problems arising from issuing of transport, participating in subsidized motor scheme by employees, collecting and delivering of mail, etc Understand the accommodation needs of employees and creatively allocating accommodation, Producing meaningful reports, Skills Good communicator at all levels (verbally and in writing, Good numerical skills, Negotiation skills, Computer Literacy, Organizing skills, Personal Attributes, Self driven, Innovative and self-confident, Ability to work under pressure, Ability to work independently without close supervision and produce quality work, Understanding the environment and address common problems properly and promptly, Meeting tight deadlines.

DUTIES : Control and ensure compliance (with national and departmental prescripts, policies and procedures) of the processes pertaining to transport, accommodation, records and facilities management, Develop, maintain and implement departmental strategies, policies processes and procedures pertaining to transport, accommodation, records and facilities management, Manage the sub directorate, Advise users and suppliers on national and departmental strategies, policies processes and procedures pertaining to transport, accommodation, records and facilities management.

ENQUIRIES : Ms TS Nengwekhulu Tel no: 012 406 7704

POST 27/09 : **DEPUTY DIRECTOR: ENERGY MODELLING AND SCENARIO DEVELOPMENT**

Candidates who applied previously are encouraged to re -apply

SALARY
CENTRE
REQUIREMENTS

: R612 822 per annum (inclusive package), Level 11

: Head Office

: A National Diploma/ Bachelor Degree in Geographical Information System/ Engineering or equivalent qualification coupled with 3-5 years' experience in the GIS/Engineering sector. PLUS the following key competencies, Knowledge of: INEP Objectives for both Grid and Non-Grid Electrification, Thinking Demand: Analysis of Information gathered and systems analysis, Skills: Negotiations Skills, Project Management Skills, Conflict Management Skills Leadership Skills, Modelling and GIS Skills, Managerial Skills, Personal Attributes: Good Interpersonal relations, Develop knowledge and take initiative.

DUTIES

: Manage the database related to electrification planning, Manage the data modelling function, Manage the updating Maintenance, standardisation and customization of data, Manage the production of electrification spatial maps (for electricity planning and energisation management), Perform strategic analyses and scenario development, Supervise and develop staff.

ENQUIRIES
NOTE

: Mr. L Madzhie Tel no: 012 406 7638

: Shortlisted Candidates will be subjected to a Practical Competency Test on GIS ArcMap Software on the day of the interview.

GOVERNMENT COMMUNICATION AND INFORMATION SYSTEM (GCIS)
GCIS is an equal opportunity employer. Disabled applicants are welcome to apply.

- APPLICATIONS** : Applications can be directed to the Director-General of Government Communication and Information System, Private Bag X745, Pretoria, 0001 or hand deliver to 1035 Tshedimosetso House, Francis Baard Street.
- FOR ATTENTION** : Mr S Matshageng (012) 473 0286
- CLOSING DATE** : 22 July 2016
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). "The successful candidate must disclose to the DG particulars of all registrable financial interests". (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POST

- POST 27/10** : **INTERNAL AUDITOR**
 12 months contract
 Chief Directorate: Internal Audit
- SALARY** : R171 069 per annum (Including Benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma or Bachelor's degree or BTech in Accounting, Auditing; 1-2 years' experience in internal or external auditing. The suitable candidate must have experience in financial audits/ Regularity audits (incl. data analytics), audit of performance information, performance audits, and HRM audits. Knowledge of government policies and regulations i.e. PFMA, Treasury Regulations, Public Service Act and Public service Regulation and knowledge of Acts, Regulations and other Prescripts governing Supply Chain Management etc. as well as Standards of Institute of Internal Auditors is essential. Good communications skills (written and verbal), Computer literacy. Ability to gather relevant information through interviews, analytical review and execute audit procedures. Must be a member of IIA, have a valid driver's licence and required to travel. Studying towards a professional qualification, i.e. CIA/CA. Knowledge of and interaction with Electronic Working Papers and Audit Packages (TeamMate), Understanding of business processes and systems, and understanding of the government budgeting process, financial controls and financial management processes. Post articles experience will be an added advantage. Skills & Competencies: Communication (written and verbal); computer skills; project planning, and implementation; analytical skills, ability to work in a team; excellent client relations and research skills.
- DUTIES** : Conduct audits the following audits; Financial, Operational, HRM, SCM and compliance audits, assets management, audit of performance information and performance auditing) in accordance with the Department's internal audit methodology and IIA standards, Plan, execute and report on audit projects allocated in line with the Internal Audit section's annual operational plan and in compliance with the IIA Professional Practice Framework and complete such audits timely. Conduct follow-up audits on previous audit projects to determine whether management has implemented commitments made since the last audit, assist with the execution of ad hoc requests.

ENQUIRIES
NOTE

- : Ms Agnes Mahase: Tel no: (012) 473 0008
- : In addition to the interview, shortlisted candidates will be required to partake in a practical exercise.

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, Arcadia, Pretoria.
- FOR ATTENTION** : Ms Alinah Mogaswa – Recruitment
- CLOSING DATE** : 22 July 2016, 12H00 No late applications will be considered.
- NOTE** : Requirement of applications: Must be submitted on form Z83, obtainable from any Public Service Department (originally signed) or on the internet at <http://www.gpaa.gov.za>. Must be accompanied by a comprehensive CV with original certified copies of all qualifications (including matriculation), ID document and drivers licence if a prerequisite (copies of certified documents will not be accepted). 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. 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 27/11** : **ADMINISTRATOR: TAXATION (RECONCILIATION) REF NO:**
ADMIN/TAX/2016/02-1P-RA/2016/07DPISA

- SALARY** : R171 069 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate (Finance related) 3 year Tertiary or equivalent qualification in the financial field with 18 months proven experience in the financial field Or A Senior Certificate/Grade 12 (with Mathematics, Commerce or Accounting as passed subjects) coupled with 3 years appropriate proven experience in the Financial field. Computer literacy that would include a good working knowledge of Microsoft Office products, especially Microsoft Excel. Working knowledge of CIVPEN and Easy file will be an added advantage. Knowledge of the South African Income Tax Act and the interpretation thereof. Knowledge of the Pension and Retirement Fund Act. Knowledge of the GEP Law. Knowledge of the PFMA. Excellent communication skills (written and oral) and interpersonal skills. Effective financial calculation capabilities. Ability to work in a team. Service orientation. Quality orientation. Integrity/Reliability/Honesty.
- DUTIES** : The incumbent of the position will be responsible for a wide variety of financial administrative tasks which include the following, but not limited to: To render the manual and electronic calculation of tax. Administer the collation of individual information with regards to income tax. Undertake the effective calculation of income tax electronically and manually. Capture data of electronic and manual tax calculation. Reconcile payment profile with tax master. Assisting in the resolution of audit queries. Effective administration of Tax General Ledger accounts. Undertake general ledger reconciliation on taxation three days after the monthly payment run. Assist with the effective reconciliation of IRP's (testing). Effective administration of tax payments to SARS. Verify and compare actual amount payable to South African Revenue Service and amounts per system used. Create monthly PAYE payments to SARS before the 7th of the following month. Reconcile PAYE payments with the system (Report). Effective administration of IRP5 reconciliation. Integrate data between different income tax related administration

systems. Consolidate income tax information on financial system for reconciliation purpose. Assist with the year-end reconciliation of PAYE payments against IRP5's issued which is done on 31 May yearly and bi-annually (testing). Process tax adjustment daily. Create/authorize tax refunds and recoveries. Create voluntary tax deductions as per pensioner instructions.

ENQUIRIES
NOTE

- : Ms Alinah Mogaswa 012- 399 2487.
- : One position for Administrator Taxation: Finance Section is available at the Government Pensions Administration Agency. The purpose of the role is to provide support in the reconciliation of the General Ledger and EMP501. This position will be filled as permanent

NATIONAL DEPARTMENT OF HEALTH

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

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets.Pretoria.
- FOR ATTENTION** : Ms N Sombinge
- CLOSING DATE** : 25 July 2016
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POSTS

- POST 27/12** : **MEDICINES REGISTRATION OFFICER (COMPLEMENTARY) REF NO: NDOH 69/2016**
Chief Directorate: Food Control, Pharmaceutical Trade and Product Regulation.
Directorate: Medicines Evaluation and Research
- SALARY** : Grade 1: R479 475 per annum. A B-Pharm degree. No experience required.
Grade 2: R573 264 per annum. Registration as a Pharmacist
Grade 3: R655 464 per annum. Registration as a Pharmacist and a minimum of eight (8) years appropriate experience Salary grade will be determined in accordance with the above requirements as per the OSD. Originally certified certificates of service must be submitted with your application as well as proof of registration as a Pharmacist (where applicable).
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications and years of experience required are indicated above, A postgraduate qualification in Phytomedicine/Discipline of Complementary of Medicines and one (1) year experience in medicines regulatory environment will be an advantage, Knowledge and application of the Medicines and Related Substances Act (101 of 1965) and the Regulations pertaining to the Act is essential, Good communication (written and verbal), computer literacy, interpersonal, planning, supervisory, time management, co-ordination and organisation skills, Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines, Must be willing to travel and work irregular hours.
- DUTIES** : Evaluation of new applications for registration of medicines, Generate evaluation report and record statistics, Preparation of reports for CMC meeting and Council, Check compiled documents for committee and present reports to CMC, Evaluation of Section 21 applications, Research and confirm information submitted, Consulting with representatives from industry, Policy document preparation, Review new policies for registration of medicines.
- ENQUIRIES** : Dr A Sigobodlha at tel no (012) 395 8351 / Dr K Thembo at tel no (012) 395 8358

POST 27/13 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: NDOH 70/2016**
Chief Directorate: Financial and Management Accounting. Directorate: Financial Accounting and Systems

SALARY : R389 145 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's degree/National diploma/equivalent NQF 6 qualification in Accounting/Auditing/Finance field, At least six (6) years appropriate financial experience in Government environment, of which two (2) years should be on the level of a Senior State Accountant working with Budgets, Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act, Government policies, Division of Revenue Act (DORA), BAS and other financial prescripts, Good computer (MS Word, MS Excel and MS Powerpoint), communication (written and verbal), management, analytical, numeracy, accuracy, planning and organization skills, Ability to work under pressure, interpret and apply policies, procedures and guidelines, A valid driver's licence.

DUTIES : Budget processes: Liaise with units during MTEF, AENE and ENE, consolidating the inputs for inclusion in the databases, Compile appropriate statement and notes to the Appropriation Statement for Annual Financial Statements, Handle requests for virements, roll-overs and shifting, In year monitoring: Consolidate inputs on monthly IYM, complete template and forward to National Treasury before prescribed due date, Compile monthly report on revenue and expenditure, Compile monthly PowerPoint presentations on budget for presentation at Management Committee, Donor funding: Request funds that were deposited in RPD Fund, Allocate budgets on BAS for donors, Supervisory functions: Evaluate subordinates quarterly, Monitor tasks performed within Budget office, Secretariat of Financial Management Committee: Ensure recommendations made by secretariat of the Financial Management committee are in line with applicable legislation, policies and guidelines, Verify correctness of monthly report to Director-General on FMC.
ENQUIRIES : GB Mawela on tel no: 012 395 8695

POST 27/14 : **SENIOR VETTING OFFICER REF NO: NDOH 71/2016**
Branch: Corporate Services. Directorate: Security Services

SALARY : R262 020 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A three Bachelor's Degree/National diploma/equivalent NQF6 qualification in Social Science or related qualification, At least two (2) years experience in security vetting or related environment as a Vetting Officer or equivalent level, Knowledge of the Public Service Act and security principles and regulations, Good communication (verbal and written), telephone etiquette, customer service, planning, organising and computer skills (MS Office packages), Ability to work under pressure, A valid driver's licence.

DUTIES : Conduct vetting fieldwork investigation, Compile and submit reports to management and State Security Agency (SSA) on all vetting files and reports, Process Personal Suitability Checks for shortlisted and interviewed candidates, Check consumer reports on the system and take finger prints, Render administrative support services, Receive and submit security clearance application, Ensure effective communication channels and systems between Department and SSA and other related agencies, Liaise regularly with SAPS, Defence and Home Affairs and other critical stakeholders for advice and assistance and obtain additional information, Management of risk and audit queries.

ENQUIRIES : Mr RP Mphilo/Ms T Nghonyama at tel no (012) 395 9385/8745

POST 27/15 : **SUPPLY CHAIN CLERK REF NO: NDOH 72/2016**
Chief Directorate: Supply Chain and Assets Management. Directorate: Supply Chain Management

SALARY : R142 461 per annum (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (Grade 12) or equivalent NQF 4 certificate, One year certificate in Public Procurement will serve as an advantage, At least one (1) year experience in supply chain management environment, Basic knowledge and understanding of

legislative framework governing the Public Service, Good communication (verbal and written), interpersonal, planning, organization and computer skills (MS Office package).

DUTIES

: Render demand and acquisition clerical support, Updating of tender records and ensuring all documents are correctly filed, Administer Request for Quotes (RFQ) processes in compliance with Supply Chain Management Policies and Treasury Regulations, Conduct pre-screening of RFQ's and issue the associated screening report, Assist suppliers who want to register on the Central Supplier Database (CSD).

ENQUIRIES

: Mr S Majavu at tel no (012) 395 8909.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

South Cape TVET College is an equal opportunities employer, affirmative action employer, whose aim is to promote representation in all levels of occupational categories.

- APPLICATIONS** : South Cape TVET College, Corporate Services, PO Box 10400, George 6529 or deliver it to The Central Office, 125 Mitchell Street, George, 6529.
- CLOSING DATE** : 29 July 2016 at 16:00.
- NOTE** : Applications should be on a Z83 form, signed and dated, and must be accompanied by a comprehensive Curriculum Vitae with full particulars of the applicant's training, qualifications, competencies, knowledge and years of experience, references (on a separate sheet). Application forms are available on our website, www.sccollege.co.za Certified copies of the following original documents not older than three months must be attached: Matric Certificate (Senior Certificate), Driver's license, SACE Registration certificate for educators, tertiary qualifications and identity document. (Degrees, Diplomas), Driver's license, SACE registration for educators and identity document. (Do not attach original documents as they will not be returned). Note that it is compulsory to attach an academic record for all positions where this is a requirement. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. Please note that a separate application must be submitted if you apply for more than one post. These documents are compulsory and failing to comply will automatically lead to disqualification of the applicant. Applications can be delivered by hand to the Central Office during normal office hours (Monday – Friday 07:30 – 16:00). Applications sent by telefax or e-mail will not be considered. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Candidates will be subjected to a personnel suitability check (criminal record, citizenship, qualification verification and employment verification). Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. Direct your application, quoting the above relevant post reference number on the letter of application and on the front of the envelope. The DHET and the College reserves the right not to make an appointment.

OTHER POSTS

- POST 27/16** : **DEPUTY CHIEF EDUCATION SPECIALIST (FETI): CAMPUS HEAD REF NO: CS 01/2016**
- SALARY** : Post Level 5 (Starting salary notch R422 409 per annum plus benefits) PERSAL Appointment
- CENTRE** : Oudtshoorn Campus
- REQUIREMENTS** : A matric plus a minimum 3- year accredited Degree/Diploma in the study field: Safety in Society/Educare/Tourism/Hospitality/Business Studies/Education majoring in (FET Band: English/ Mathematics/Mathematical Literacy/Life Orientation) including a professional qualification as an educator. A minimum of 7 years relevant teaching experience. Computer Literacy (MS Office). A valid code 08 driver's license. Recommendations: Managerial, Leadership, Finance and Administrative experience. Sound knowledge of the Continuous Education and Training Act No 16 of 2006. Understanding of College finances, Infrastructure and asset management. Good interpersonal skills. Excellent written and verbal skills. Proven budgetary knowledge. Sound knowledge of the National Certificate (Vocational): NC (V), Report 191 and Occupational qualifications. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Key performance areas. Overall leadership and management of the campus, Participate in the development of the College strategic and operational plan, Tuition of subjects linked to the programmes on offer as listed above. Marketing of campus programmes and liaison with all internal and external stakeholders. Responsible for the compilation and control of the campus budget. Responsible for general

		support service functions e.g. administration, facilities, assets, maintenance, finances and human resource management, Adherence to quality assurance standards of DHET, Umalusi and QCTO. NB: An academic record must be attached with your application.
<u>ENQUIRIES</u>	:	Ms Tercia Terblanche at 044-8840359.
<u>POST 27/17</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST (FETI): CAMPUS HEAD REF NO: CS 02/</u>
<u>SALARY</u>	:	Post Level 5 (Starting salary notch R422 409 per annum plus benefits) PERSAL Appointment
<u>CENTRE REQUIREMENTS</u>	:	Campus: Mossel Bay A matric plus a minimum 3- year accredited Degree/Diploma in the study field: Engineering/Tourism/Business Studies/Education majoring in (FET Band: English/Mathematics/Mathematical Literacy/Life Orientation) including a professional qualification as an educator. A minimum of 7 years relevant teaching experience. Computer Literacy (MS Office). A valid code 08 driver's license. Recommendations: Managerial, Leadership, Finance and Administrative experience. Sound knowledge of the Continuous Education and Training Act No 16 of 2006. Understanding of College finances, Infrastructure and asset management. Good interpersonal skills. Excellent written and verbal skills. Proven budgetary knowledge. Sound knowledge of the National Certificate (Vocational): NC (V), Report 191 and Occupational qualifications. Ability to effectively communicate in at least two of the three official languages of the Western Cape. If the need arises, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers; Must be able to work under pressure and Overall leadership and management of the campus.
<u>DUTIES</u>	:	Key performance areas: Participate in the development of the College strategic and operational plan. Tuition of subjects linked to the programmes on offer as listed above. Marketing of campus programmes and liaison with all internal and external stakeholders. Responsible for the compilation and control of the campus budget. Responsible for general support service functions e.g. administration, facilities, assets, maintenance, finances and human resource management. Adherence to quality assurance standards of DHET, Umalusi and QCTO.NB: An academic record must be attached with your application
<u>ENQUIRIES</u>	:	Ms Tercia Terblanche at 044-8840359.
<u>POST 27/18</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST (FETI): (PL5) REF NO: CS 03/2016</u>
<u>SALARY</u>	:	Post Level 5 (Starting salary notch R422 409 per annum plus benefits) PERSAL Appointment
<u>CENTRE REQUIREMENTS</u>	:	Campus: Central Office, GeorgE A matric plus a minimum 3- year accredited Degree/Diploma in the study field: Engineering/Business/General/Utility Studies/Education majoring in (FET Band: English/ Mathematics/Mathematical Literacy/Life Orientation) including a professional qualification as an educator. A minimum of 7 years relevant teaching experience. Computer Literacy (MS Office). A valid code 08 driver's license. Recommendations: Managerial, Leadership, Finance and Administrative experience. Sound knowledge of the Continuous Education and Training Act No 16 of 2006. Understanding of College finances, Infrastructure and asset management. Good interpersonal skills. Excellent written and verbal skills. Proven budgetary knowledge. Sound knowledge of the National Certificate (Vocational): NC (V), Report 191 and Occupational qualifications. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
<u>DUTIES</u>	:	Key Performance Areas: Tuition of subjects linked to the programmes on offer as listed above. Assist with the development of academic budget, strategic and operational plans. Assist with the development of the College teaching and learning plan and other intervention strategies. Quality Assurance, management and co-ordination of National Certificate Vocational (NCV) and Report 191 (N1-N6) programmes across campuses. Monitoring of academic managers and liaison with other service departments e.g. Corporate Services and Finance. Attend to inspection and campus audits and instate effective control measures to ensure compliance with of all College policies, quality management system, DHET,

Umalusi and QCTO. NB: An academic record must be attached with your application.

ENQUIRIES : Ms Tercia Terblanche at 044-8840359.

POST 27/19 : **SENIOR EDUCATION SPECIALIST (FETI): CAMPUS HEAD REF NO: CS**
04/2016

SALARY : Post Level 3 (Starting salary notch R318 543 per annum plus benefits) PERSAL appointment

CENTRE : Bitou

REQUIREMENTS : A matric plus a minimum 3- year accredited Degree/Diploma in the study field: Engineering/Business/General/Utility Studies/Education majoring in (FET Band: English/ Mathematics/Mathematical Literacy/Life Orientation) including a professional qualification as an educator. A minimum of 7 years relevant teaching experience. Computer Literacy (MS Office). A valid code 08 driver's license. Recommendations: Managerial, Leadership, Finance and Administrative experience. Sound knowledge of the Continuous Education and Training Act No 16 of 2006. Understanding of College finances, Infrastructure and asset management. Good interpersonal skills. Excellent written and verbal skills. Proven budgetary knowledge. Sound knowledge of the National Certificate (Vocational): NC (V), Report 191 and Occupational qualifications. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Key Performance Areas: Tuition of subjects linked to the programmes on offer as listed above. Assist with the development of academic budget, strategic and operational plans. Assist with the development of the College teaching and learning plan and other intervention strategies. Quality Assurance, management and co-ordination of National Certificate Vocational (NCV) and Report 191 (N1-N6) programmes across campuses. Monitoring of academic managers and liaison with other service departments e.g. Corporate Services and Finance. Attend to inspection and campus audits and instate effective control measures to ensure compliance with of all College policies, quality management system, DHET, Umalusi and QCTO. NB: An academic record must be attached with your application.

ENQUIRIES : Ms Tercia Terblanche at 044-8840359.

POST 27/20 : **SENIOR EDUCATION SPECIALIST (FETI): REF NO: CS 05/2016**

SALARY : Post Level 3 (Starting salary notch R318 543 per annum plus benefits) PERSAL appointment

CENTRE : Beaufort-West

REQUIREMENTS : Matric plus a minimum 3- year accredited Degree/Diploma in the study field: Tourism/Business Studies/Marketing/Education majoring in (FET Band: English/Mathematics/Mathematical Literacy/Life Orientation) including a professional qualification as an educator. A minimum of 5 years relevant teaching experience. Computer Literacy (MS Office). A valid code 08 driver's license. Recommendations: Managerial, Leadership, Financial and Administrative experience. Sound knowledge of the Continuous Education and Training Act No 16 of 2006. Understanding of College finances, infrastructure and asset management. Good interpersonal skills. Excellent written and verbal skills. Proven budgetary knowledge. Sound knowledge and experience of the National Certificate (Vocational): NC(V), Report 191 and Occupational programmes Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Key Areas of Responsibilities: Overall leadership and management of the campus. Participate in the development of the College strategic and operational plan. Tuition of subjects linked to the programmes on offer as listed above. Marketing of campus programmes and liaison with all internal and external stakeholders. Responsible for the compilation and control of the campus budget. Responsible for general support service functions e.g. administration, facilities, assets, maintenance, finances and human resource management. Adherence to quality assurance standards of DHET, Umalusi and QCTO. NB: An academic record must be attached with your application.

ENQUIRIES : Ms Tercia Terblanche at 044-8840359.

POST 27/21 : **SENIOR EDUCATION SPECIALIST (FETI) REF NO: CS 06/2016**

SALARY : Post Level 3 (Starting salary notch R318 543 per annum plus benefits) PERSAL appointment

CENTRE : George Campus

REQUIREMENTS : Matric plus a minimum 3- year accredited Degree/Diploma in the study field of: Business Studies/Tourism/Education majoring in either (FET Band: English/Mathematics/Mathematical Literacy/Life Orientation) Education including a professional qualification as an educator. Computer Literacy (MS Office) A minimum of 5 years relevant teaching experience. A valid code 08 driver's license. Recommendations: Managerial, Leadership and Administrative experience. Sound knowledge of Continuous Education and Training Act No 16 of 2006. Good interpersonal skills. Excellent written and verbal skills. Sound knowledge of the National Certificate (Vocational): NC(V) qualifications. Teaching and facilitation experience and knowledge of QCTO and occupational programme delivery. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Key Performance Areas: Tuition of subjects linked to the programmes on offer as listed above. Management and co-ordination of student academic administrative functions in accordance with DHET, Umalusi and QCTO requirements. Assist the Campus Head with administrative, financial and personnel control. Assist with the general support service functions e.g. facilities, assets, maintenance, finances and human resource management. Attend to inspection and campus audits and instate effective control measures to ensure compliance with of all College policies, quality management system and DHET. NB: An academic record must be attached with your application.

ENQUIRIES : Mr Linda Majola at 044-8742360

POST 27/22 : **SENIOR EDUCATION SPECIALIST (FETI): REF NO: CS 07/2016**

SALARY : Post Level 3 (Starting salary notch R318 543 per annum plus benefits) PERSAL appointment

CENTRE : Oudtshoorn Campus

REQUIREMENTS : Matric plus a minimum 3- year accredited Degree/Diploma in the study field of Education including a professional qualification as an educator. Computer Practice (MS Office) N6/ICDL (International Computer Driving License)/End User Computing A minimum of 5 years relevant teaching experience. A valid code 08 driver's license. Recommendations: Managerial, Leadership and Administrative experience. Sound knowledge of Continuous Education and Training Act No 16 of 2006. Good interpersonal skills. Excellent written and verbal skills. Sound knowledge of the National Certificate (Vocational): NC(V) qualifications. •Teaching and facilitation experience and knowledge of QCTO and occupational programme delivery. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Key Performance Areas: Multi-campus management, teaching and coordination of the subject Life Orientation Levels 2-4 (comprise of Life Skills and Computer Practice).Curriculum management, assessment, moderation and administration. Subject guidance and support to lecturers and Programme Managers. Ensure adherence to quality assurance standards of DHET, Umalusi and QCTO. NB: An academic record must be attached with your application.

ENQUIRIES : Ms T Boshoff at 044-8840359

POST 27/23 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: PS 01/2016**

SALARY : SL9 (Starting salary notch R311 784 per annum plus benefits) PERSAL appointment

CENTRE : Central Office

REQUIREMENTS : Matric plus a minimum 3-year accredited Degree/Diploma in Human Resource Management/Public Administration/Public Management/Labour Law or relevant equivalent qualification. Proven experience of at least 3-5 years supervisory experience in Human Resource Management environment. Computer literacy (MS Office). A valid code 08 driver's License. Recommendations: Knowledge and

understanding of the Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act and other related legislation and policies, Continuous Education and Training Act No 16 of 2006, Public Management Finance Act and other related prescripts. PERSAL training and extensive knowledge of the PERSAL system. The successful candidate must have an experience in representing the employer at CCMA, ELRC or GPSSBC Knowledge of other relevant HR Prescripts. Ability to interpret human resources legislation and policies. Proven problem-solving and conflict management skills. Ability to maintain confidentiality. Extensive planning and organising skills. Good interpersonal skills. Good written and verbal communication skills. Decision-making skills. Facilitation skills, Presentation and Report-writing skills. Ability to lead a team of HR practitioners and offer advice to Senior Management on HR related matters. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES

: Key Performance Areas: Implement the HR Plan. Facilitate Labour Relations Function. •Develop policies, guidelines, standard operating procedures. Ensure that HR Policies/Collective agreements are implemented. Provide advice and guidance to relevant stakeholders. Supervise the staff within the Departments and resolve conflict. Ensure that the College's Staff Establishment is maintained and updated. Provision of reports and statistics including information management. Manage implementation and monitoring of service benefits such as allowances, pensions, resettlement and medical assistance. Manage leave and the service termination process. Manage staff payroll for VIP and PERSAL paid staff. Maintain workflow by assigning work to staff. Oversee the Human resources development, employment equity, staff performance management and employee assistance and wellness functions.

ENQUIRIES

: Mr M Boo at 044-8840359

POST 27/24

: **ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: PS 02/2016**

SALARY

: SL9 (Starting salary notch R311 784 per annum plus benefits) PERSAL appointment (SL9)

CENTRE

: Central Office

REQUIREMENTS

: Matric plus a minimum 3-year accredited Degree/Diploma in Marketing/Corporate Communication/Public Relations/Journalism or a related equivalent qualification. At least 5 years proven supervisory experience in Marketing and Communication or related field. Computer Literacy (MS Office), A valid code 08 driver's License. Recommendations: Strategy execution ability, good interpersonal relations, Project Management, Planning and Report Writing. Excellent verbal and written communication skills within all levels of an organization. Self-Management. Campaign management; Negotiation; developing others; Client orientation and customer focus. Research Skills; Website & Social Media Skills. Marketing management. Knowledge management. Demonstrable experience in managing a marketing or related budget. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Willingness to work irregular hours and travel extensively on short notice.

DUTIES

: Key Performance Areas: Strategise, compile and develop targeted marketing strategies. Create tactical marketing plans in order to attract suitable students. Branding the College as a preferred provider for Technical and Vocational Education and Training in the Eden catchment area and beyond. Communication with external markets across the College's catchment area through Public Relations functions, career exhibitions, school visits, campus visits and more. Must conduct internal/external market research. Generate new opportunities for recruitment. Responsible for the updating of potential student database and capturing of ITS Enquiry Forms. Gather relevant news and compile articles with photographs for internal and external publications from all Campuses. Co-ordinate and assist with door-to-door campaigns, recruitment roadshows and use various other creative and innovative recruitment methods to reach targets. Upscale and maintain the corporate image across all College sites. Organise, manage and participate in internal and external functions and events. Conduct Customer Satisfaction Surveys for all campuses and compile individual campus reports for follow up by Campus Head. Responsible for College website updates and maintenance. Manage the Marketing Team.

ENQUIRIES : Mr H Cronjé at 044-8840359

POST 27/25 : **EDUCATION SPECIALIST (FETI): SENIOR LECTURER ACADEMIC AND ADMINISTRATION SUPPORT REF NO: CS 08/2016**

SALARY : Post Level 2 (Starting salary notch R287 862 per annum plus benefits) PERSAL appointment

CENTRE REQUIREMENTS : Beaufort-West Campus
 : Matric with a minimum 3-year accredited Degree/Diploma in the study field: Business/Tourism Studies/Education majoring in either (FET Band: English/Mathematics/Mathematical Literacy/Life Orientation) including a professional qualification as an educator. A minimum of at least 3 years' experience as an educator. Computer Literacy (MS Office) A valid code 08 driver's license. Recommendations: Managerial and administrative experience. Sound knowledge of the Continuous Education and Training Act No 16 of 2006. Statistical analysis and interpretation of student data. Complete annual surveys. Timetabling skills, Excellent report writing and communication skills. Knowledge and experience of the National Certificate (Vocational): NC (V) qualifications, Report 191 and occupational programmes. Knowledge and experience of external examination and internal assessment processes. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Key Performance Areas: Tuition of subjects linked to programmes on offer as listed above. Academic and Administrative support of all academic programmes. Adherence to quality assurance standards of DHET, Umalusi and QCTO. Administer national DHET internal assessments and external examinations. NB: An academic record must be attached with your application.

ENQUIRIES : Ms T Boshoff at 044-8840359

POST 27/26 : **EDUCATION SPECIALIST: (FETI): SENIOR LECTURER: ACADEMIC AND ADMINISTRATION SUPPORT: REF NO: CS 09/2016**

SALARY : Post Level 2 (Starting salary notch R287 862 per annum plus benefits) PERSAL appointment

CENTRE REQUIREMENTS : BITOU CAMPUS
 : Matric with a minimum 3-year accredited Degree/Diploma in the study field: Business/Tourism Studies/Education majoring in either (FET Band: English/Mathematics/Mathematical Literacy/Life Orientation) including a professional qualification as an educator. A minimum of at least 3 years' experience as an educator. Computer Literacy (MS Office) A valid code 08 driver's license. Recommendations: Managerial and administrative experience. Sound knowledge of the Continuous Education and Training Act No 16 of 2006. Statistical analysis and interpretation of student data. Complete annual surveys Timetabling skills Excellent report writing and communication skills Knowledge and experience of the National Certificate (Vocational): NC (V) qualifications, Report 191 and occupational programmes. Knowledge and experience of external examination and internal assessment processes. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Key Performance Areas: Tuition of subjects linked to programmes on offer as listed above .Academic and Administrative support of all academic programmes. Adherence to quality assurance standards of DHET, Umalusi and QCTO.Administer national DHET internal assessments and external examinations. NB: An academic record must be attached with your application.

ENQUIRIES : Ms T Boshoff at 044-8840359

POST 27/27 : **EDUCATION SPECIALIST: (FETI): SENIOR LECTURER: ACADEMIC AND ADMINISTRATION SUPPORT REF NO: CS 10/2016**

SALARY : Post Level 2 (Starting salary notch R287 862 per annum plus benefits) PERSAL appointment

CENTRE REQUIREMENTS : George Campus
 : Qualifications and Experience: Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business Studies/Tourism/Safety in Society/Education majoring in (FET Band: English/Mathematics/Mathematical Literacy/Life Orientation) including a professional qualification as an educator. A

minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office). A valid code 08 driver's license. Recommendations: Managerial and administrative experience. Sound knowledge of the Continuous Education and Training Act No 16 of 2006. Statistical analysis and interpretation of student data. Complete annual surveys Timetabling skills Excellent report writing and communication skills Knowledge and experience of the National Certificate (Vocational): NC(V) qualifications, Report 191 and occupational programmes. Knowledge and experience of external examination and internal assessment processes. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Key Performance Areas: Tuition of subjects linked to programmes on offer as listed above. Academic and Administrative support of all academic programmes. Adherence to quality assurance standards of DHET, Umalusi and QCTO. Administer national DHET internal assessments and external examinations. NB: An academic record must be attached with your application for this position

ENQUIRIES : Mr L. Majola at 044 874 2360

POST 27/28 : **EDUCATION SPECIALIST (FETI): SENIOR LECTUER: ACADEMIC AND ADMINISTRATION SUPPORT REF NO: CS 11/2016**

SALARY : Post Level 2 (Starting salary notch R287 862 per annum plus benefits) PERSAL appointment

CENTRE : Oudtshoorn Campus

REQUIREMENTS : Matric plus a minimum 3-year accredited Degree/Diploma in the study field: Business/Tourism/Hospitality/Safety in Society/Education majoring in (English/Mathematics/Mathematical Literacy/Life Orientation) including a professional qualification as an educator. A minimum of at least 3 years relevant experience as an educator. Computer Literacy (MS Office). A valid code 08 driver's license. Recommendations: Managerial and administrative experience. Sound knowledge of the Continuous Education and Training Act No16 of 2006. Statistical analysis and interpretation of student data. Complete annual surveys Timetabling skills. Excellent report writing and communication skills Knowledge and experience of the National Certificate (Vocational): NC(V) qualifications, Report 191 and occupational programmes. Knowledge and experience of external examination and internal assessment processes. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Key Performance Areas: Tuition of subjects linked to programmes on offer as listed above. Academic and Administrative support of all academic programmes. Adherence to quality assurance standards of DHET, Umalusi and QCTO. Administer national DHET internal assessments and external examinations. NB: An academic record must be attached with your application.

ENQUIRIES : Ms T Boshoff at 044-8840359

POST 27/29 : **STATE ACCOUNTANT REF NO: PS 03/2016**

SALARY : SL8 (Starting salary notch R262 272 per annum plus benefits) PERSAL appointment

CENTRE : Central Office

REQUIREMENTS : Matric plus a minimum 3-year accredited Degree/Diploma in Financial Management, majoring in accounting, or Accounting or other relevant equivalent qualification with 3 years relevant post qualification work experience. Computer Literacy (MS Office). A valid code 08 driver's license. Recommendations: Supervisory experience. Knowledge of relevant government prescripts and financial administration processes. Knowledge of legislative framework, e.g. DORA, Treasury Regulations, Knowledge of GRAP. Excellent analytical, planning, problem solving, report writing, organising and effective verbal and written communication skills. Ability to effectively communicate in English.

DUTIES : Key Performance Areas: The main responsibilities will be in the budgetary and management accounting areas with ad hoc duties in financial administration and accounting. Facilitate the implementation of and adherence to the financial policies and strategies of the College. Assist with the identification and management of financially related risks in the College. Execute management accounting procedures in terms of the policies of the College. Manage the College budgetary process in all its aspects. Ensure budget data integrity in the ITS

accounting system including the processing of budget virements. Update the ITS accounting system with the budgets. Evaluate income and expenditure trends as well as capital expenditure and perform detailed accurate monthly reporting of actual performance against budgets including variance analysis. Ensure that the budget planning process is efficient and executed timeously in terms of deadlines. Manage the College budget in all its aspects. Perform any other financial accounting procedures as may be required from time to time.

ENQUIRIES : Ms C Robertson at 044-8840359

POST 27/30 : **SENIOR PERSONNEL OFFICER REF NO: PS 04/2016**

SALARY : SL6 (Starting salary notch R171 069 per annum plus benefits) PERSAL appointment

CENTRE : Central Office

REQUIREMENTS : Matric plus a minimum 3-year accredited Degree/National Diploma in Human Resource Management or Public Administration/Management or relevant qualification with a minimum of 2 years relevant human resources management/administration work experience. Computer Literacy (MS Office). A valid code 08 driver's license. Recommendations: Knowledge of the Labour Relations Act, 1995 and Prescriptive Departmental policies, procedures and delegations, Basic Conditions of Employment Act, Policy development, PSCBC and ELRC Resolutions, Continuous Education and Training Act No 6 of 2006, Employment of Educators Act, Public Service Act. Knowledge of relevant HR Prescripts. Good Interpersonal Relations, Customer Relations, Supervisory Skills and Computer Literacy. Ability to lead a team of HR practitioners and offer advice to Senior Management on HR related matters. Ability to act professionally and ethically at all times. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Key Performance Areas: Ensure the implementation of Human Resource functions such as leave administration, performance management, and termination of services. Communicate and implement policy and legislative matters. Maintain post establishment. Ensure proper administration of transfers, service benefits (including housing subsidies, accommodation, pension, medical aid, staff bursaries, grievances, disciplinary proceedings. Capturing of any salary related transactions on PERSAL/VIP. Handle general enquiries pertaining to salaries and allowances. Assist in recruitment and selection process. Administer and manage information. Maintain Duty register. Servicing Beaufort West Campus in addition to Oudtshoorn campus.

ENQUIRIES : Mr M Booï at 044-8840359

POST 27/31 : **MARKETING AND COMMUNICATION OFFICERS 2 POSTS REF NO: PS 05/2016**

SALARY : SL6 (Starting salary notch R171 069 per annum plus benefits) PERSAL appointment

CENTRE : George and Mossel Bay

REQUIREMENTS : Matric plus a minimum 3-year accredited Degree/National Diploma in the field of Marketing and Communication or similar field of endeavor. Computer Literacy (ICDL or MS Office). A minimum of 0 to 2 years relevant experience in the relevant field is required. Needs to be well versed in English Language with excellent writing skills. A code 08 driver's License. Recommendations: Energetic and focused on reaching targets. Proven experience with regard to student recruitment and journalism skills. Ability to manage time effectively and problem-solving skills. Report writing skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Key Performance Areas: Communication with external markets across the College's catchment area through PR functions, career exhibitions, school visits, Campus visits and more. Network with relevant role-players and stakeholders by attending functions, meetings, Imbizos and the likes. Student and internal market research. Facilitate external market research and generate new opportunities for recruitment. Gather relevant news and compile articles with photographs for internal and external publications. Co-ordinate and facilitate door-to-door campaigns, recruitment roadshows and various other recruitment methods to reach targets. Maintain the corporate image across all College sites. Organise

ENQUIRIES

and participate in internal and external functions and events. Coordinate effective marketing for Forster's Manor Guest House as an establishment of the College. Must be prepared to work after hours when necessary. Must be prepared to travel. Mr H Cronjé at 044-8840359

INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE

The Independent Police Investigative Directorate's (IPID) intention is to promote representatively in terms of race, gender and disability within the Department through the filling of posts. Candidates, whose appointment/promotion/transfer will promote the achievement of gender equity within the IPID, will receive preference.

APPLICATIONS : Independent Police Investigative Directorate. Private Bag X491, Pretoria , 0001 or, hand deliver to City Forum Building, 114 Madiba Street, Pretoria Central

FOR ATTENTION : Ms P Hlalele @ 012 399 0189

CLOSING DATE : 22 July 2016

NOTE : Applications should be submitted on a Z83 obtained from any Public Service Department accompanied by a comprehensive CV, certified copies of Qualifications and ID. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful, as communication will be made with short listed candidates only. The successful candidate will have to undergo security vetting. His / her character should be beyond reproach. The appointment is subject to security clearance, verification of qualifications and competency assessment. Faxed and late applications will not be considered.

OTHER POST

POST 27/32 : **STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: Q9/2016/52**

SALARY : R196 278 per annum, Level 7 .The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : Applicants should be in possession of a relevant three years Bachelor's degree or equivalent NQF 6 in financial management and three years' experience. Previous working experience of debts is compulsory. Good working knowledge of debt Management. Strong supervisory skills, Proven knowledge of Bas and PERSAL. Proven knowledge of the Public Finance Management Act and National Treasury Regulations, Computer skills (MS Word, PowerPoint and Excel), Ability to work under pressure and prepared to work irregular hours, good verbal and written communications skills. A driver's license will be an added advantage.

DUTIES : The successful candidate will be responsible for ensuring that all debts are raised, recovered or written-off, Ensure that all debts are captured and authorized according to prescripts, Manage all debtors and ensure that all internal and external debtors are informed of their debts, Ensure PERSAL deductions relating to debt are captured and authorized daily, Improve debt recovery within the organization Prepare monthly age analysis and debt status report to ensure progress within the Debt Section, Follow up on long outstanding debts, Liaise with Legal services, Ensure proper record keeping of all debt documents, Manage all debt related suspense control accounts, Supervision of staff and attend to audit queries. Maintaining the fund shift register, shifting of funds on BAS and filing fund shifts thereof. Compilation and capturing of journals on BAS to correct misallocations. Requesting ECC report and sending to end users. Perform any other ad hoc tasks, be able to work under pressure and meet strict deadlines.

ENQUIRIES : Mr N Nekhumbe @ 012 399 0213

THE JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES

It is Judicial Inspectorate for Correctional Services' s(JICS) intention to promote equity (race, gender and disability) through the filling of these posts with candidates whose transfer / promotion / appointment will promote representivity in line with the targets as contained in Departmental Employment Equity plan.

- APPLICATIONS** : The Judicial Inspectorate for Correctional Services, Private Bag X9177, Cape Town, 8000. Alternatively, applications may be handed in at Standard Bank Building, No. 1 Thibault Square, 9th Floor, Cnr Long Street & Hans Strijdom Avenue, Cape Town, 8001
- CLOSING DATE** : 15 July 2016
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed Z83 form should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s)(including Senior Certificate/Matric) and ID-document (Driver's license where applicable) not older than 3 months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applications who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Judicial Inspectorate for Correctional Services does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. Judicial Inspectorate reserves the right not to make any appointment(s) to the above/ below posts or fill such posts horizontally. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant.

OTHER POSTS

- POST 27/33** : **DEPUTY DIRECTOR: HR MANAGEMENT AND DEVELOPMENT REF NO: JI 11/2016**
Directorate: Support Services
- SALARY CENTRE** : R612 822 per annum, Level 11
: Cape Town
- REQUIREMENTS** : Applicants must be in possession of a Grade 12/Senior Certificate, 3 year tertiary qualification in Human Resource Management/ Public Administration NQF 6 as recognised by SAQA or relevant qualification. 3-5 years managerial experience, in human resources and development. Planning, organizing and control skills. Analytical skills negotiation skills, communication skills (verbal and written). Time management skills, diversity management skills and conflict management skills are essential. Knowledge of relevant legislations and prescripts. Knowledge of the functioning of PERSAL. A Valid driver's license is essential. Must be willing to relocate.
- DUTIES** : The successful candidate will be responsible for, amongst others, to manage human resources and development of employees. Formulation and implementation of HR policies and procedures monitor the implementation of policies and procedures. Assist in the development of policies and procedures. Plan, organise and control activities pertaining to the component. Report on strategic framework/plans in the area of functional responsibility. Monitor and ensure effective and efficient coordination of activities. Develop operational standards and ensure the attainability and sustainability of the same. Compile monthly, quarterly and annual reports. Manage performance of human resources, ensure filling of vacant posts. Manage terminations of services, coordinate performance management systems and assist with management of human resource planning. Monitor the implementation of HRD policies. Ensure that

employees have access of Information Technology services. Management of training national, provide and give guidance on training requirements. Ensure that training interventions are aligned to Legislation in Training and Development. Ensure that training interventions are delivered according to the business plans of the Judicial Inspectorate. Monitor and report on the utilisation of equipment's (assets). Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage budget of the sub directorate.
Mr. M. Masondo, tel. 021 421 1012.

ENQUIRIES

POST 27/34

DEPUTY DIRECTOR: INSPECTIONS AND INVESTIGATIONS REF NO: JI 12/2016

Directorate: Legal Services

**SALARY
CENTRE
REQUIREMENTS**

R612 822 per annum, Level 11

Cape Town

Applicants must be in possession of a Grade 12/Senior Certificate, BProc/ LLB Degree or other relevant recognized legal qualification on NQF 7 as recognised by SAQA. 3-5 years managerial experience in legal services. In depth knowledge and understanding of constitutional litigation and legal framework. Good communication skills (verbal and written), Report writing skills, facilitation skills, coordination skills, analytical skills, accuracy and flexibility. Planning and organizing skills and working independently and co-operative. Pro-activeness and professionalism is essential. Valid driver's license is essential, willingness to travel extensively. Must be willing to relocate.

DUTIES

The successful candidate will be responsible for, amongst others, to attend inspections and investigations reports. Formulate policies and procedures relating to inspections and investigations. Facilitate and co-ordinate the drafting of regulations, policies, contracts and other necessary legal documents for the Judicial Inspectorate. Management of complaints, develop effective systems and frameworks in dealing with complaints and ensure that complaints are attended to. Management of mandatory reports, implement and monitor effective systems and frameworks in dealing with mandatory reports and ensure compliance with legislation. Manage, coordinate and foster effective relationship with all relevant stakeholders. Manage, evaluate and monitor performance of employees, ensure development and training of staff. Manage and monitor the utilisation of sub-directorate budget.

ENQUIRIES

Mr. M. Masondo, tel. 021 421 1012.

POST 27/35

PERSONAL ASSISTANT TO THE JUDGE REF NO: JI 13/2016

Office of the Inspecting Judge

**SALARY
CENTRE
REQUIREMENTS**

R311 784 per annum, Level 09

Pretoria

Applicants must be in possession of a Grade 12/Senior Certificate, three year tertiary qualification in Public Administration, Personnel Management, Office Management or relevant qualification on NQF 6 as recognised by SAQA. 3-5 years appropriate relevant experience in secretariat services. Typing and minute taking skills. Planning, research and organising skills. Problem solving skills. The ability to communicate well with people at different levels. Good telephone etiquette. Knowledge of Public Service and Departmental prescripts/policies. Willingness to work extended hours. Knowledge of criminal justice sector. Valid driver's license is essential, willingness to travel extensively. Must be willing to relocate to any of the Inspectorate's Regional offices.

DUTIES

Render effective secretarial and office administrative support services to the Office of the Inspecting Judge. Render mail management. Manage all incoming and outgoing calls. Screen all incoming mail to determine priority. Identify who will assist with inquiry and forward the document to the relevant official. Oversee the diary/time management of Inspecting Judge. Coordinate the Judge's needs, prioritise and update the diary accordingly (manual and electronic). Obtain and schedule all relevant meetings at beginning of each year and on a monthly basis. Schedule and reschedule appointments/meetings on a regular basis. Confirm appointment and inform the Inspecting Judge. Manage documentation. Determine type of reports to be compiled. Gather and prepare information and documentation for meetings, projects, presentations and reports. Complete relevant forms and

obtain signatures for approval on official trip authorisation. File documents Ensure smooth running of office of the Inspecting Judge.

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

POST 27/36 : **ASSISTANT DIRECTOR: INTERNAL AUDITOR REF NO: JI 14/2016**
Office of the CEO

SALARY : R311 784 per annum, Level 09
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior Certificate, three (3) year National Diploma/Degree in Internal Auditing or relevant qualification on NQF 6 as recognised by SAQA. 3-5 years relevant experience in related field. Computer literacy. Valid driver's license and willingness to travel. Knowledge of Internal Auditing legislation. Planning and organizing skills. Must be willing to relocate.

DUTIES : The successful candidate will be responsible for the evaluation of a controlled environment in the Judicial Inspectorate as far as governance, ethics and other structures are concerned and provide recommendations and advice to management. Independently and objectively provide assurance and consulting function to management by evaluating the adequacy and effectiveness of controls put in place by management as well as level of compliance to such controls. Evaluate measures put in place and ensure that goods and services, as well as resources are procured and spent economically, effectively and efficiently. Effectively manage the outsourced projects within the Judicial Inspectorate. Supervise the Judge's Secretary.

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

POST 27/37 : **SENIOR CASE OFFICER: COMPLAINTS REF NO: JI 15/2016**
Directorate: Legal Services – Complaints Unit

SALARY : R262 272 per annum, Level 08
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior Certificate, BProc/ LLB Degree or other relevant recognized legal qualification on NQF 7 as recognised by SAQA. 1-3 year relevant working experience of which 1 year must be in a supervisory capacity. Computer literate. Proven competency in constitutional law, human rights law, correctional law, criminal procedure, evidential law and administrative law. Proficiency in English and at least one other official language. Ability to write analytically. Valid driver's license is essential, willingness to travel. Must be willing to relocate.

DUTIES : The successful candidate will be responsible to receive and adjudicate inmate complaints and maintain proper records with a view to analysing systematic practices and reporting thereon. Provide reports to the Manager Complaints Unit. Liaison with Department of Correctional Services, Visitors Committees (VC) Independent Correctional Centre Visitors (ICCV) and stakeholders. Supervise administrative staff of the Complaints unit.

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

POST 27/38 : **SENIOR CASE OFFICER: MANDATORY REPORTS REF NO: JI 16/2016**
Directorate: Legal Services – Mandatory Reports Unit

SALARY : R262 272 per annum, Level 08
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior Certificate, BProc/ LLB Degree or other relevant recognized legal qualification on NQF 7 as recognised by SAQA. 1-3 year relevant working experience of which 1 year must be in a supervisory capacity. Computer literate. Proven competency in constitutional law, human rights law, correctional law, criminal procedure, evidential law and administrative law. Proficiency in English and at least one other official language. Ability to write analytically. Valid driver's license is essential, willingness to travel. Must be willing to relocate.

DUTIES : The successful candidate will be responsible to conduct enquiries into correctional centre deaths, uses of mechanical restraints, placement in segregation and uses of force. Evaluate evidence and write reports thereon. Review disciplinary enquiry minutes, health reports and appeals from inmates with alleged infringements of

their rights when mechanically restrained and/or segregated. Write reports on the aforesaid, as well as on systematic problems and practices in the Department of Correctional Services and the impact thereof on the treatment of inmates and the conditions under which they are incarcerated. Provide reports to the manager Mandatory Reporting Unit. Liaison with Department of Correctional Services, Visitors Committees (VC) Independent Correctional Centre Visitors (ICCV) and stakeholders. Supervise administrative staff of the Mandatory unit.

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

POST 27/39 : **REGIONAL INSPECTOR 3 POSTS**
Directorate: Legal Services

SALARY CENTRE : R262 272 per annum, Level 08
Durban (Ref. No: JI 17/2016), Bloemfontein (Ref. No: JI 18 /2016), Centurion Ref. No: JI 19/2016)

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

DUTIES : The successful candidate will be responsible to conduct inspections and investigations relating to conditions in Correctional Centres and treatment of inmates and make findings and recommendations. Communicate with Heads of Centres regarding findings and recommendations, support management with unresolved complaints, Peruse and follow-up Independent Correctional Centre Visitors' (ICCV) monthly mini inspections reports. Writing detailed reports on inspections and investigations conducted.

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

POST 27/40 : **COMMUNITY LIAISON OFFICER X4 POSTS**
Directorate: Management Regions

SALARY CENTRE : R262 272 per annum, Level 08
George (Ref. No: JI 20/2016), Durban (Ref. No: JI 21/2016), Bloemfontein (Ref. No: JI 22/2016), Pretoria (Ref. No: JI 23/2016)

REQUIREMENTS : Applicants must be in possession of a Grade 12, 3 year tertiary qualification on NQF 6 as recognised by SAQA or Matric with minimum of six years extensively relevant experience. 1-3 years' relevant working experience. Experience in community involvement. Computer literacy. Analytical and problem solving skills. Communication and listening skills. Time and Conflict management skills. Planning, organizing and negotiation skills. A valid Driver's license is essential and willingness to travel extensively.

DUTIES : The successful candidate will be responsible for promoting community involvement in correctional matters. Creating and maintaining external partnerships. Networking and Advocacy. Assist in policy implementation. Office administration. Manage the community liaison office budget.

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

POST 27/41 : **NETWORK CONTROLLER/ IT TECHNICIAN REF NO: JI 24/2016**
Directorate: Support Services – Human Resource development

SALARY CENTRE : R211 194 per annum, Level 07
Cape Town

REQUIREMENTS : Applicants must be in possession of a Grade 12 /Senior Certificate, Degree/National Diploma in Computer Science or an equivalent qualification. MCSE, A+ & N+ with 1 year experience in a network environment. Windows 2003/XP/7 as well as MS Office Suite. Understanding of Linux/Ubuntu and Open Office. A valid driver's license. Strong communicator and good report writing skills. Must be willing to relocate.

DUTIES : The successful candidate will be responsible to perform backups. Monitor wide and local area networks. Detect and repair faults on LAN/WAN, PC's, peripherals,

network points and software. Desktop support. Manage and maintain a virus free network. Liaise with users on requests/faults. Install and support software/applications. Manage and monitor IP Telephony and Video conferencing. Ms. P. Luphuwana, tel. 021 421 1012.

ENQUIRIES :

POST 27/42 : **SECRETARY TO THE INSPECTING JUDGE REF NO: JI 25/2016**
Office of the Inspecting Judge

SALARY : R142 461 per annum, Level 05
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior Certificate. 1-3 years relevant experience in administration/secretariat. Good communication and interpersonal skills. Computer literate with an excellent understanding of windows. MS Word, Excel, Outlook and PowerPoint. Ability to work under pressure and willingness to work overtime.

DUTIES : The successful candidate will be responsible to serve as the secretary/administrator to the Inspecting Judge. Answering and screening of telephone calls. Liaise with the Judge's Personal assistant regarding all administrative functions. Typing/compiling of memorandums and presentations. Execute office and general administrative duties. Manage filing and electronic documents tracking system. Maintain diary and manage appointments. Acknowledge receipt of documents. Record and issue minutes. Make all transport arrangements. Ensure submission of travel claims for the Inspecting Judge.

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

POST 27/43 : **PROVISIONING ADMIN OFFICER – PROCUREMENT & LOGISTICS REF. NO: JI 26/2016**
Directorate: Support Services (Finance & Supply Chain Management)

SALARY : R142 461 per annum, Level 05
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior Certificate. 1-3 years relevant working experience in supply chain management environment. Computer literate (MS Word, Excel, PowerPoint, Outlook). Numeric skills. Knowledge of LOGIS system. Team player and strong organizational skills. Good communication and interpersonal skills. Ability to work independently. Knowledge of SYSCON will be an added advantage. Must be willing to relocate.

DUTIES : The incumbent will be responsible to assist with procurement of goods and services and liaise with suppliers. Provide logistical support. Administer inventory, allocation of assets in line with policies and guidelines. Perform physical asset verification, bar-coding, updating asset register. Maintain proper records and communication and reporting, handling of asset disposals. Provide administrative support.

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

POST 27/44 : **ADMINISTRATION CLERK: TRAINING REF NO: JI 27/2016**
Directorate: Support Services

SALARY : R 142 461 per annum, Level 05
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12 /Senior Certificate with 1-3 years relevant working experience in Office administration. Computer literacy (MS Word/Excel/PowerPoint/Outlook/Access). Planning and organizing skills. Communication and time management skills. Must be willing to relocate.

DUTIES : The successful candidate will be responsible to perform office administrative duties. Filing and faxing of correspondence. Assist with training and travel arrangements. Assist with the preparations of training. Handling training related queries.

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

POST 27/45 : **ADMINISTRATION CLERK: INSPECTIONS & INVESTIGATIONS REF NO: JI 28/2016**
 Directorate: Legal Services - Inspections & Investigations

SALARY : R142 461 per annum, Level 05
CENTRE : Cape Town
REQUIREMENTS : Applicants must be in possession of a Grade 12 /Senior Certificate. Computer literate (MS Word, Excel) and exposure to Microsoft Outlook. 1-3 years relevant administration experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administration capabilities. Proficiency in English and at least one other official language. Driver's license an added advantage. Must be willing to relocate.

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

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

POST 27/46 : **MESSANGER/DRIVER REF NO: JI 29/2016**
 Inspecting Judge

SALARY : R142 461 per annum, Level 05
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a Grade 12/Senior Certificate. 1-3 years relevant working experience. Valid RSA driver's license. Good communication skills. Good telephone etiquette. Basic VIP training, Advanced Driving Training and exposure to Protocol Training will be an added advantage. Willingness to work overtime and abnormal hours.

DUTIES : The successful candidate will be responsible for the safety and security of the Inspecting judge. Serve as a messenger/driver for the Inspecting Judge and office staff. Compile and update the logbook and complete monthly kilometre claims. Undertake logistical/personnel and financial administration. Execute tasks assigned on a day-to-day basis by the Inspecting Judge and Support Services Directorate.

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

POST 27/47 : **ADMIN CLERK: AUXILIARY SERVICES 4 POSTS**
 Directorate: Management Regions

SALARY : R142 461 per annum, Level 05
CENTRE : Durban (Ref No: JI 30/2016)
 George (Ref No: JI 31/2016)
 Centurion (Ref No: JI 32/2016)
 Bloemfontein (Ref No: JI 33/2016)

REQUIREMENTS : Applicants must be in possession of a Grade 12 /Senior Certificate. 1-3 years relevant working experience in administration. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities including reception duties. Computer literate (Word, Excel, PowerPoint & Outlook). A valid Driver's licence is essential.

DUTIES : The successful candidate will be responsible for reception duties and office administration. Proper maintenance and implementation of approved filing system. Handling of incoming and outgoing mail and phone calls. Management of resources. Provide general administrative support to the Regional Office (draft correspondence, manages calendars of senior team members and arrange trips etc.)

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

POST 27/48 : **ADMIN CLERK: CONTRACT ADMINISTRATION REF NO: JI 34/2016**
 Directorate: Management Regions

SALARY : R142 461 per annum, Level 05
CENTRE : Cape Town

<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12/Senior Certificate. 1-3 years relevant working experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of team. Ability to multi-task and general administrative capabilities. Computer literate. Driver's license will be an added advantage. Must be willing to relocate.
<u>DUTIES</u>	:	The incumbent will be responsible to update the ICCV post establishment. Capturing of nomination forms. Assist with interviews and training. Record-keeping of all appointments and terminations. Perform ad hoc task as requested.
<u>ENQUIRIES</u>	:	Ms. P. Luphuwana, tel. 021 421 1012.
<u>POST 27/49</u>	:	<u>ADMINISTRATION CLERK: COMPLAINTS 2 POSTS</u> Directorate: Legal Services – Complaints Unit
<u>SALARY</u>	:	R142 461 per annum, Level 05
<u>CENTRE</u>	:	Cape Town (Ref. No: JI 35/2016) (Ref. No: JI 36/2016)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12/Senior Certificate or equivalent qualification. 1-3 years relevant working experience. Computer literate (Word, Excel, PowerPoint, Outlook). Planning and organizing skills. Ability to work independently and as part of a team. Ability to multi-task and extensive administrative capabilities. Good writing skills. Analytical and problem solving skills. Human Rights and Correctional background would be advantageous. Driver's license an added advantage. Must be willing to relocate.
<u>DUTIES</u>	:	The successful candidate will be responsible to peruse and capture all complaints received on the electronic system. Maintain a filing system of all complaints received and dealt with. Sending correspondence to the Regional offices and Heads of Correctional Centres on complaints received. Maintain a register for all case-ready files submitted to the case officer and provide statistics thereon to the ASD: Complaints on a monthly basis.
<u>ENQUIRIES</u>	:	Ms. P. Luphuwana, tel. 021 421 1012.
<u>POST 27/50</u>	:	<u>ADMINISTRATION CLERK: MANDATORY REF NO: JI 37/2016</u> Directorate: Legal Services - Mandatory Reports Unit
<u>SALARY</u>	:	R142 461 per annum, Level 05
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12/Senior Certificate. 1-3 years relevant administration experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities. Computer literate (Word, Excel & Outlook). Driver's license an added advantage. Proficiency in English and at least one other official language. Human Rights and Correctional background would be advantageous. Must be willing to relocate.
<u>DUTIES</u>	:	The successful candidate will be responsible to assist the unit with capturing, organising, storing and retrieving of mandatory reports (death, mechanical restraints, segregation, and use of force) as reported by the Head of Correctional Centres. Update registers, statistics and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute documents/packages within the unit. Keep and maintain the filing system for the mandatory unit. Type letters and/or other correspondence with stakeholders. Keep and maintain the incoming and outgoing document register of the mandatory unit.
<u>ENQUIRIES</u>	:	Ms. P. Luphuwana, tel. 021 421 1012.
<u>POST 27/51</u>	:	<u>ADMINISTRATION CLERK REF NO: JI 38/2016</u> Directorate: Management Regions
<u>SALARY</u>	:	R142 461 per annum, Level 05
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 /Senior Certificate. 1-3 years relevant working experience. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general administrative capabilities. Computer literate (Word, Excel, Access, PowerPoint & Outlook). Driver's license an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible to manage the support services of the office. Assist with travel arrangements. Preparations for meetings. Typing

ENQUIRIES

documents. Managing the assets at the Regional Office. Provide general administrative support to the Regional Office. Ensure transport and logistic support to the office. Fill in for reception duties when required.
: Ms. P. Luphuwana, tel. 021 421 1012.

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

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

CLOSING DATE : 25 July 2016

NOTE : Interested applicants may visit the following website: www.justice.gov.za or www.dpsa.gov.za to view the full job specification of the above positions. Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. A Z83 form & CV must be accompanied by original certified copies of qualifications and identity document and a driver's licence where necessary. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). Candidate will complete a financial disclosure form and also be required to undergo a security clearance. If the candidate is applying for an OSD post, certificates of service must be attached to the CV. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Shortlisted candidates will be subjected to a personnel vetting process. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POSTS

POST 27/52 : **DEPUTY DIRECTOR: GUARDIAN'S FUND. REF NO: 16/181/CFO**

SALARY : R612 822 – R721 878 per annum (All inclusive) The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : A Degree in Financial Management/Accounting or equivalent qualification; A minimum of 5 years relevant experience in a financial accounting/management environment, of which a minimum of 3 years must be at junior/middle management level; Knowledge of the Public Finance Management Act and National Treasury Regulations; Knowledge of Trust Accounting and GRAP Accounting; Knowledge and working experience on a recognized accounting software package will be an advantage; Extensive knowledge of Department of Justice and Constitutional Development and its Third Party Fund – GF functions and services will serve as a recommendation; A valid driver's license; Skills and Competencies: Financial Management; Project Management; Assertiveness; Advance spreadsheet skill; Strategic Management abilities; Sound analytical, statistical and problem solving; Computer literacy; Communication skills; Planning and organizing skills; Conflict and conflict resolution skills; Accuracy and attention to details.

DUTIES : Key Performance Areas: Manage monthly, quarterly, interim and Annual Financial Statements in respect of the Guardian's Fund; Develop and maintain (GF) financial administrative and accounting system; Manage comments on audit findings, and manage audit action plans; Manage administrative duties and project support; Develop and maintain strategies, policies and procedures; Establish and maintain effective, efficient and transparent systems of financial, risk management as well as internal control; Provide effective people management.

ENQUIRIES : Ms E Zeekoei ☎ (012) 315 1436

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resource: Justice and Constitutional Development, Private Bag X81,

		Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
<u>NOTE</u>	:	People with disability are encourage to apply
<u>POST 27/53</u>	:	<u>IT CONTRACT SPECIALIST (CONTRACT APPOINTMENT ENDING SEPTEMBER 2018) REF NO: 16/179/ISM</u>
<u>SALARY</u>	:	R612 822– R721 878 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria A National Diploma/Degree in Supply Chain Management, Financial Management or Business Management (with strong emphasis on Contract Law) at NQF6; 4 years working experience in the Contract Management environment; 3 years demonstrated experience in post-tender contracting including service level agreements; Knowledge of Government Information and Communication Technology (ICT) Supply Chain Management regulatory framework; Knowledge of PFMA and relevant prescripts will be an added advantage; Management or Administration in the ICT environment as well as legal background and working exposure will be an added advantage; Skills and Competencies: Communication (verbal and written) skills; Contract and SLA drafting skills; Strong negotiation skills; Collaborative and excellent people skills; Attention to detail and accuracy; Proactive and innovative skills; Ability to work independently and under pressure.
<u>DUTIES</u>	:	Key Performance Areas: Develop a sound contracting environment for all post-tender phases from contract awarding, negotiations and dispute resolution to imposing penalties for non-performance; Manage contract renewal cycles through early warning systems to ensure implementation of timeous contract renewal processes; Coordinate the preparation and reviewing of SLA and ITC business contracts between service providers in line SCM process; Participate in the drafting of Tender Specifications, ensure conformance and compliance to relevant tender structuring and implementation methods e.g. penalty structuring; Develop and implement ICT Contract Management Standard Operating Procedure (SOPs) and Templates; Ensure consistent application of SCM and Legal Contracting processes Analyse tender specifications, bids and proposals to ensure sound and legally binding engagements with service providers; Provide administrative support and manage procurement process; Participate in the formation and the facilitation of non-performance tribunal structures.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. E Zeekoei ☎ (012) 315 1436 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.
<u>POST 27/54</u>	:	<u>ASSISTANT DIRECTOR REF NO: 16/177/LD</u>
<u>SALARY</u>	:	R311 784 – R367 254 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	South African Law Reform Commission: Centurion An appropriate 3 year Degree/ National Diploma in Public Administration or equivalent; 5 years' experience in Administration environment; Knowledge of PFMA Act and supply chain management processes; Skills and Competencies: Computer literacy (MS Word, Excel, Power Point and Outlook); Communication skills (verbal and written); Interpersonal relations; Ability to work independently under pressure; Report writing skills; Ability to interpret and apply policies; Analytical skills; Planning and organizing.
<u>DUTIES</u>	:	Key Performance Areas: Provide support to administrative processes of the South African Law Reform Commission; Manage assets within the office of the Commission; Manage finance and procurement of goods and services; Provide effective people management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P. Leshilo ☎ (012) 357–8240 Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: 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 Building, Pretoria, 0001.

NOTE : People with disabilities are encouraged to apply.

POST 27/55 : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 16/178/HR**

SALARY : R311 784–R367 254 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office, Pretoria

REQUIREMENTS : 3 year National Diploma/Degree in Human Resources or equivalent qualification; 3 years experience in Human Resources of which at least two years must be in Performance Management; Knowledge of PERSAL system. Skills and Competencies: Basic project management skills; Computer literacy (MS Office, Intranet and Internet); Basic training skills; Communication skills;(verbal and written); Numerical skills; Interpersonal relations; Problem analysis and solving; Planning and organizing.

DUTIES : Key Performance Areas: Facilitate performance management in the Department; Develop, implement and maintain the performance management system in the Department; Monitor performance management system in the Department; Collect performance management statistics and maintain the database.

ENQUIRIES : Ms N. Joseph ☎ (012) 355 8646

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: 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.

POST 27/56 : **SENIOR INTERNAL AUDITOR: INTERNAL AUDIT REF NO: 16/180/IA**

SALARY : R311 784 – R376 626 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office: Bloemfontein

REQUIREMENTS : An appropriate 3 year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 3 years experience in Internal Auditing of which 1 year should be as a team leader or potential to lead a team; Must be conversant with Auditing and Accounting standards; Successful candidates will be required to complete a security clearance; A valid driver's license; Skills and Competencies: Analytical skills; Report writing skills; Interpersonal relations; Planning and organizing; Computer literacy; Communication (written and verbal) skills.

DUTIES : Key Performance Areas: Provide inputs to the enhancement of audit methodologies and technologies; Conduct research for the Internal Audit unit services and maintain a register; Monitor and update the Internal Audit training and development plan; Evaluate, monitor and report on progress on audit projects; Coach, lead, train and develop new team members on the teammate software; Review performance, provide coaching and guidance to staff; Maintain management information for the Internal Audit unit; Build relationships with clients, external auditors, other assurance providers and keep them informed on an ongoing basis.

ENQUIRIES : Mr. O. Melato (012) 315 1351

APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: Human Resources: The 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.

NOTE : People with disabilities are encouraged to apply

POST 27/57 : **INTERNAL AUDITOR 2 POSTS REF NO: 16/176/IA**

SALARY : R262 272 – R308 943 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Regional Office: Bloemfontein

REQUIREMENTS : An appropriate three (3) year Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 1 year experience in Internal Auditing (includes internship/learnership); Knowledge of the Public Finance Management Act; Successful candidates will be required to complete a security clearance; In-depth knowledge of the standards set by the Institute of Internal Auditors (IIA); Skills and Competencies: Communication (written and verbal);

- Financial Management; Computer skills; Planning and organizing; Programme & project management; Interpersonal skills; Ability to work in a team; Client orientation and customer focus; Research skills.
- DUTIES** : Key Performance Areas: Provide input in conducting risk assessments; Assist in planning audit assignments; Prepare audit programmes together with the Audit Manager; Conduct audit assignments in accordance with the audit methodology; Gather adequate, competent, relevant and useful audit evidence; Prepare draft reports for review by management; Conduct ad-hoc assignments and follow-up audits; Assist in the administration of the Internal Audit Activity.
- ENQUIRIES APPLICATIONS** : Mr O Melato ☎ (012) 315 1351
- : Direct your application to: Postal address: The Human Resource: Department of Justice and Constitutional Development, Private Bag X 81, Pretoria, 0001. OR Physical address: Application Box, First floor reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- NOTE** : People with disabilities are encouraged to apply
- POST 27/58** : **COMMUNICATION OFFICER REF NO: 16/161/PEC**
- SALARY** : R211 194 – R248 781 per annum. The successful candidates will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
- : An appropriate 3 year Degree or equivalent qualification in Journalism; 1 year experience in journalism; Experience in working with print and online publications; A valid driver's license; Skills and Competencies: Communication skills (verbal & written); Ability to work under pressure and meet deadlines; Computer literacy (MS word and Power Point); Interpersonal and Organizational skills; Willingness to travel; Ability to work long hours.
- DUTIES** : Key Performance Areas: Write, sub-edit and proofread articles for both electronic and print publications; Write comprehensive and well researched articles in simple language; Assist with Internal Communication surveys, the newsletter production process and develop appropriate content for booklets, pamphlets & posters; Conduct appropriate research and develop content on a range of issues for the newsletters and other publications; Provide photography and videography for the unit.
- ENQUIRIES APPLICATIONS** : Mr OJ Melato ☎ (012) 315 1351
- : 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.
- NOTE** : People with disabilities are encouraged to apply

DEPARTMENT OF LABOUR

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

CLOSING DATE : 25 July 2016 at 16:00
NOTE : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 27/59 : **ASSISTANT DIRECTOR: ICT AUDITS REF NO: HR 5/1/2/3/67**

SALARY : R311 784 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Bachelor of Commerce (with a major in Auditing) or equivalent qualification. Certified Information System Auditor (CISA) will be an added advantage. Three to five years working experience in Information System Audit. One to two years supervisory experience. Knowledge: Public Service, Department of Labour and Compensation Fund business strategies and goals, Directorate / sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, Department of Labour and Fund regulations, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, Fund IT Operating. Skills: Required Technical proficiency, Business Writing, Required IT, IT Operating Systems, Decision making, Self Management, Applied Strategic Management, Applied technology, Budgeting and Financial Management, Communication and Information Management, Continuous improvement, Customer Focus and Responsiveness, People and Performance Management, Developing others, Diversity Management, Impact and influence, Managing inter-personal conflict and resolving problems, Networking and Building bonds, Planning and organising, Problem solving, Project or programme management, Team leadership, Risk Management and Fund Governance, Change Management, External Environmental Awareness.

DUTIES : Co-ordinate and execute Information System Audit within the directorate. Provide input to monitoring the Fund's compliance with all relevant legislation and regulations. Assist in the management of the sub-directorate.

ENQUIRIES : Ms TE Dikokoe, Tel: (012) 319 5753

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

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

POST 27/60 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR 5/1/2/3/68**

SALARY : R311 784 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Bachelor's Degree in Risk Management/ Internal Audit/ Accounting or equivalent relevant qualification. Three to five years working experience in Risk Management or internal audit environment plus supervisory experience. Willingness to travel and work extended hours. Registration with Risk Management Institute of South Africa. Knowledge: Public Service, Department of labour and Compensation Fund regulations, policies and procedures Customer Service principles (Batho Pele Principles), Criminal law, criminal procedures and law of evidence, Minimum information security standard (MISS), Understanding of risk management and audit practices, Investigation methods and techniques, Corporate governance guidelines and strategies, Directorate goals and performance requirements, Required Information technology knowledge, Compensation Fund Information technology operating systems, DPSA guidelines on COIDA, Thorough understanding of Fraud and corruption processes, External Environmental Awareness. Skills: Client orientation and customer focus, Communication (verbal and written), Campaign management, People and performance management, Problem solving and analysis, Planning and organising, Knowledge management, Negotiation, Decision making, People management, Computer literacy, Conflict management, Research skills.

DUTIES : Provide input to manage risk management services within the Fund. Coordinate risk assessments and profiling to ensure effective implementation of the risk management process. Conduct risk awareness, education and training programmes. Manage human resources.

ENQUIRIES : Ms K Mocwiri, Tel :(012) 406 5626
APPLICATIONS : Chief Director: Human Resources Management: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.

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

POST 27/61 : **EMPLOYER AUDIT SERVICE OFFICER 2 POSTS REF NO: HR 4/4/10/161**

SALARY : R211 194 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three year relevant tertiary qualification with Labour Laws / Accounting / Finance / Internal Audit subject passed up to second or third levels. Zero to one year relevant functional experience in Auditing and / or Financial Management. Valid drivers licence. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing listening and observation, Communication Written and Verbal, Innovative, Analytical, Research, Project management.

DUTIES : Monitor the implementation of UIA and COIDA. Investigate the systems that provide expert advice on sector specific UIA and COIDA matters. Organize the procedure that monitor and evaluate impact of UIA and COIDA programs. Assist in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.

ENQUIRIES : Ms Z Maimane, Tel: (021) 441 8125
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000,
FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape.

DEPARTMENT OF MINERAL RESOURCES

APPLICATIONS : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman, Sunnyside

FOR ATTENTION : Ms N Maseko/ Ms T Sibutha

CLOSING DATE : 22 July 2016

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

OTHER POSTS

POST 27/62 : **DEPUTY DIRECTOR: LEGISLATIVE DRAFTING. REF NO: DMR/160016**
This is a re-advert and those who previously applied are encouraged to re-apply. Coloureds, Indians as well as people living with disability are also encouraged to apply.

SALARY : R726 276 per annum (all inclusive package), Level 12
CENTRE : Head Office, Pretoria
REQUIREMENTS : A four year tertiary Law degree coupled with relevant working experience and a valid driver's license PLUS the following competencies: Knowledge of: South Africa's minerals and mining industry. Policy Development. Legislative drafting and interpretation, parliamentary processes as well as research methodology. Skills: Management, research, organisational and interpersonal skills. Communication: Proficient verbal and written communication. Ability to communicate at all levels between Government departments and other stakeholders. Creativity: Analytical and creative thinker.

DUTIES : Conduct research and draft possible legislative interventions to address these short comings .Consult with stakeholders on draft legislative interventions and manage the maintenance of researched documents. Monitor and evaluate the developments as well as identify shortcomings and related issues pertaining to the regulation of the mining and mineral industry. Advise on the implementation and application of the legislative framework. Co-ordinate harmonisation of legislation. Participate in both International and Regional forums, which includes drafting speeches, briefing notes and reports. Supervise and develop staff

ENQUIRIES : Ms S Malie 012 444 3838

POST 27/63 : **ASSISTANT DIRECTOR: COMPLAINTS MANAGEMENT REF NO: DMR/16/0017**

SALARY : R311 784 per annum, Level 09
CENTRE : Pretoria-Head Office
REQUIREMENTS : A/an appropriate three year tertiary qualifications in Natural Science or Environmental studies and a valid driver's licence coupled with relevant experience. Knowledge: National Environmental management Act (NEMA), Criminal Procedure Act (CPA), Constitutional Law, Administrative Law, good understanding of the Criminal Justice System of South Africa, good understanding of the concept of good governance., Skills: Excellent inspection skills, sample taking skills, computer literacy, interpersonal skills, ability to negotiate, ability to

apply DMR policies and develop guidelines and procedures, good management, Communication: Excellent communication skills, both verbal and written as the incumbent will be required to e.g be an expert witness in criminal court during prosecution, manage and supervise the drafting of inspection reports which will later form part of evidence in court during prosecution, Creativity: problem solving. Recommendation: The incumbent will occasionally be required to travel.

DUTIES

: Provide hotline services, receive calls, capture cases and respond to complaints, consult with Department of Environmental Affairs and DMR regional Offices on status of land forming the subject of complaints, facilitate assignment and processing of investigating cases and responses by analysing, capturing and following up on information, compile and consolidate reports, assist to develop capture and maintain database on inspections conducted.

ENQUIRIES

: Mr TI Moloto (012) 444 3939

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria
- FOR ATTENTION** : Ms A West
- CLOSING DATE** : 5 August 2016 @15:45
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recently updated comprehensive CV and certified copies of qualifications, Driver's License and Identity Document. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Please take note that faxed, e-mailed and late applications will not be accepted. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 27/64** : **SENIOR COMMUNICATION OFFICER REF NO: SCO/07/2016**
- SALARY** : R211 194 per annum, Level 07
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : Ideal candidate profile: A seasoned graphic Designer with a three year Degree/National Diploma in Graphic Design/Communication/Journalism/Public Relations (NQF Level 6), practical experience and knowledge of graphic design procedures and software. Especially Photoshop and freehand/, be proficient in use of Apple Mac. Understanding of media liaison and Communication, Including government communication. Good interpersonal. Communication (verbal and Writing); creative and analytical skills, A Valid driver's license.
- DUTIES** : Key performance areas: Design and lay-out the internal newsletter and other print material, Facilitate the production of OPSC Reports and promotional material, Enhance the Corporate Image of the OPSC, Make exhibition arrangement for the OPSC, Manage the updating of the content and the overall maintenance of the PSC Intranet and Internet, write, research and collate articles for the internal newsletter. Edit and proofread articles, Assist with the coordination of OPSC events, e.g. Information Sessions, Assist with the media liaison functions/activities, Participate in the Development of the communication strategy.
- ENQUIRIES** : Mr R Mahlakanya Tel: 012 352 1070

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria. www.dpme.gov.za
- FOR ATTENTION** : Ms J Mchunu
- CLOSING DATE** : 22 July 2016 @ 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by copies of qualification(s), Identity Document (certified in the past 12 months.), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

- POST 27/65** : **OUTCOMES MANAGER: BASIC EDUCATION REF NO 037 /2016**
- SALARY** : R726 276 to R855 516 per annum all inclusive salary package per annum, Level 12
- CENTRE** : Pretoria
- REQUIREMENTS** : A post graduate qualification in education policy analysis with 5 or more years' experience in government/ private in the education field. Experience in planning/research, and monitoring of the basic education sector. Must be able to operate independently and willing to work irregular hours and to travel away from Pretoria to perform duties. Be able to analyze performance information and budgets of National and Provincial Education Departments. Be able to analyze quarterly Outcomes progress reports by incorporating latest research in the education sector. Skilled in writing reports for different audiences. Sound knowledge of the Microsoft Office suite is essential. MS Project experience will serve as an added advantage. Valid driver's license is required. Skills required are: strategic thinking and analytical skills; knowledge of the education sector, research skills; policy analysis skills; negotiation and problem solving; good interpersonal skill; working knowledge of concurrent functions; presentation and facilitation; good report writing skills; adaptability; ability to work in a team and strong human

relations; good communication both verbal and writing skills and client orientation. Knowledge of government policies and M&E processes, concepts and tools will be an added advantage.

DUTIES

: The incumbent of the post will be mainly responsible for conducting sector analysis; providing technical support to The Outcome Facilitator in planning, monitoring and evaluation of basic education related programmes and undertaking other Outcome 1 related activities. This would entail assessing basic education sector departments' annual and strategic plans and budgets; critique, analyse and interpret basic education sector departments' performance information; support the budget review processes of the National Treasury; participate in the MTSF reporting processes and fora; analyse the MTSF quarterly progress reports, draft briefing notes to Cabinet Committees; provide technical support to the departmental evaluations identified through the National Evaluation Plan; initiate, implement and monitor projects. Provide support to political principals on basic education sector specific issues. Conducting research focused on and in support of Outcome 1. Render support to the Outcomes Facilitators in the execution of their duties i.e. represent the department and participate on a standing membership in basic education forums and task teams. Report on implementation of and progress with government programmes.

ENQUIRIES

: In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462 and in connection with the post, Dr T Mabogoane at Tel No (012) 312- 0106

DEPARTMENT OF PUBLIC ENTERPRISES

APPLICATIONS : The Department of Public Enterprises, Private Bag X15, Pretoria, 0028, hand deliver at 1090 Infotech Building, Arcadia & Hilda Street, Hatfield 0028.

FOR ATTENTION : Human Resources

CLOSING DATE : 15 July 2016

NOTE : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. No faxed or e-mailed applications will be considered. This is a re-advertisement, applicants that previously applied need to re-apply.

MANAGEMENT ECHELON

POST 27/66 : **CHIEF FINANCIAL OFFICER REF NO: DPE/ 2015/031**
Chief Directorate: Office of the Chief Financial Officer.

SALARY : R1 042 500–R1 246 449 per annum, all inclusive remuneration package, Level 14

CENTRE : Pretoria

REQUIREMENTS : The position of CFO for the Department of Public Enterprises is available for the person in possession of a 3 year Degree or equivalent Finance related qualification. A post graduate qualification will serve as an advantage. The incumbent must have at least 10 years relevant experience with minimum 5 years in a senior management post in the public service. Envisaged for appointment to this senior-management post is a dynamic, self-motivated individual with the ability to focus on detail, yet think laterally. Knowledge and extensive experience of the Financial Management and Supply Chain Management functions. A track record in preparation and management of strategic plans, business plans and budgeting. Ability to implement internal systems and controls to ensure sound financial management. Broad knowledge of Government development objectives. Proven leadership and strategic management skills as well as project management skills. Advanced policy development and analysis skills. High level negotiation skills. Well-developed financial, analytical and problem solving skills. Good communication (verbal and written) and interpersonal skills. Ability to work under pressure and meet deadlines.

DUTIES : Monitoring the implementation of the Public Finance Management Act, 1999, the Public Service Act, 1994 (as amended) in accordance with the departmental implementation plan. Execute all the responsibilities as CFO for the Department. Advise the Executing Authority, Accounting Officer and Top Management on financial matters and financial consequences of draft policies, including strategic planning issues. Provide timely and accurate financial and operational information necessary for strategic decision making. Ensure the effective management of the Financial Management Act, 1999 and the Public Service Act, 1994 (as amended) by the Department. Develop and maintain an integrated accounting and financial management system, including financial reporting and internal control. Facilitate the implementation of national norms and standards where applicable. Be responsible for exercising proper budgetary control. Participate in EXCO, management meetings and other policy discussions. Manage the Financial and Supply Chain Management functions of the Department.

ENQUIRIES : Ms Nikiwe Magqwashu, Tel: (012) 431-1222 email: recruit.nm@dpe.gov.za

POST 27/67 : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: DPE/ 2015/032**
Directorate: Financial Management in the Office of the Chief Financial Officer.

SALARY : R864 177 per annum, all inclusive remuneration package, Level 13

CENTRE : Pretoria

- REQUIREMENTS** : A 3 year degree or equivalent Finance related qualification. At least 5 years' relevant work experience at middle or senior management level. A sound understanding of Government policies and prescripts. Thorough knowledge of the PFMA and Treasury Regulations. Advanced financial management skills. Experience in budget management and financial reporting. Strategic thinking. Leadership skills. Good interpersonal relations. Excellent presentation and verbal communication skills. Ability to meet deadlines. • Attention to detail. Experience in working with BAS and PERSAL will serve as an advantage.
- DUTIES** : Management of the financial reporting process (Interim financial statements and annual financial statements). Establishing, implementing and monitoring financial management and internal controls to ensure compliance with prescribed legislation in terms of the Public Finance Management Act (PFMA) and Treasury Regulations. Managing the budget of the Department and ensuring compliance to timelines on submission of the Medium Term Expenditure Framework (MTEF), Adjusted Estimates of National Expenditure (AENE) and Estimates of National Expenditure (ENE). Manage monthly bank reconciliations. Management of monthly debtors accounts. Ensure compliance to income tax laws. Manage the departmental payroll. Monitoring Transversal System Controllers. Monitor revenue classification and reconciliation for submission to National Treasury. Consolidation of drawings against the budget and ensure correct drawings on a monthly basis. Development and maintenance of financial management policies. Managing and resolving internal and external audit queries. Management of staff in the financial management unit.
- ENQUIRIES** : Ms Nikiwe Magqwashu, Tel: (012) 431-1222 email: recruit.nm@dpe.gov.za

STATISTICS SOUTH AFRICA

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

- APPLICATIONS** : Head Office, Pretoria: Post to the Recruitment Manager, Statistics SA, Private Bag X44, Pretoria 0001 or hand-deliver at 167 Manaka Heights Building, corner Andries (Thabo Sehume) and Vermeulen (Madiba) Streets, Pretoria.
Gauteng: Post to The Human Resources Officer, Private Bag X7798, Johannesburg, 2000 or hand deliver at 284 Oak Avenue Randburg.
Eastern Cape: Post to the Human Resources Officer, Statistics South Africa, P O Box 7379, Quigney, East London 5211 or hand deliver at 15 Couatts Street, Ocean Terrace Park, Quigney.
North West: Post to the Human Resources Officer, Private Bag 23213, Mafikeng 2745 or hand-deliver at Shop No 55, North Entrance, James Moroka Drive, Mmabatho 2735
Northern Cape: Post to the Human Resources Officer, Private Bag X5053, Kimberley 8300 or hand-deliver at The Old Standard Bank Building, Cnr Lennox & Du Toit Span Road.
Free State: Post to the Human Resource Officer, Statistics SA, Private Bag X20541, Bloemfontein 9300 or hand deliver at Ellen Gaborone Building, Corner Moshoeshoe & George Lubbe Street, Rocklands Bloemfontein, 9300.
Limpopo: Post to the Human Resource Officer, Private Bag X9441, Polokwane, 0700 or hand-deliver at 29 Bodenstein Street, Corporate Park Building Polokwane.
- CLOSING DATE** : 22 July 2016 at 16h00
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department, and must be completed in full. Certified copies of your identity document and qualifications as well as a CV must be attached. Applicants risk being disqualified for failing to submit all the required documents. If you do not hear from us within three months after the closing date, please regard your application as unsuccessful. Correspondence will be entered into with short listed candidates only. Stats SA reserves the right not to make an appointment. Appointment is subject to security clearance, the signing of a performance agreement, verification of the applicant's documents, and reference checking. Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for in your application.

OTHER POSTS

- POST 27/68** : **INFORMATION OFFICER 2 POSTS REF NO: 01/07/16HO**
Directorate: Stakeholder Relations and Marketing Division
- SALARY** : R211 194 per annum
- CENTRE** : Head Office
- REQUIREMENTS** : A three-year tertiary qualification in Marketing/ Communication/Statistics /Economics/ Computer Science and Geography. At least one year experience in a customer relations environment. Exposure to a statistical environment would be an added advantage. Knowledge of the content of Stats SA's products and services. Telephone etiquette training will be an added advantage. Knowledge of MS Office Suite and Super cross. A valid driver's license will be an added advantage. Person Profile: These positions will suit persons with: Good communication, analytical, research and problem-solving skills. Ability to work under pressure. Ability to work independently and as a part of a team.
- DUTIES** : Respond to user requests for statistical information. Refer user requests for statistical information to DM:SIS or subject matter specialist for response. Assist

user with navigation of website. Capture user information and nature of call onto the CRM system.

ENQUIRIES : Mr Collen Mokonyane, Tel no: (012) 310 – 4604

POST 27/69 : **SURVEY OFFICER 2 POSTS REF NO: 02/07/16 GP**
Directorate: Gauteng Provincial Office

SALARY CENTRE REQUIREMENTS : R171 069 per annum
: Ekurhuleni District Office
: A Matric certificate. Experience in conducting surveys and censuses. Knowledge of listing and data collection. Knowledge of MS Office Suite. A valid driver's license will be an added advantage. Person Profile: This position will suit a person with: Good interpersonal, communication, negotiation, organising, map reading and interpretation skills. Ability to pay attention to detail. Ability to work under pressure. Willingness to travel and work long hours.

DUTIES : Conduct publicity in the sample of PSUs and the selected dwelling units. Manually list dwelling units in sampled PSU for the purposes of building the Master Sample. Enumerate all dwelling units in a sampled PSU. Update and maintain the Master sample. Ensure the safe keeping of all materials and conduct reverse logistics.

ENQUIRIES : Ms Clementia Nkomo, Tel no: (011) 781 3495/3506.

POST 27/70 : **SURVEY OFFICER REF NO: 03/07/16NC**
Directorate: Northern Cape Provincial Office

SALARY CENTRE REQUIREMENTS : R171 069 per annum
: Francis Baard District
: A Matric certificate. Experience in conducting surveys and censuses. Knowledge of listing and data collection. Knowledge of MS Office Suite. A valid driver's license will be an added advantage. Person Profile: This position will suit a person with: Good interpersonal, communication, negotiation, organising, map reading and interpretation skills. Ability to pay attention to detail. Ability to work under pressure. Willingness to travel and work long hours.

DUTIES : Conduct publicity in the sample of PSUs and the selected dwelling units. Manually list dwelling units in sampled PSU for the purposes of building the Master Sample. Enumerate all dwelling units in a sampled PSU. Update and maintain the Master sample. Ensure the safe keeping of all materials and conduct reverse logistics.

ENQUIRIES : Ms Vuyisile Hadebe, Tel no: (053) 802 – 6808

POST 27/71 : **SURVEY OFFICER REF NO: 04/07/16EC**
Directorate: Eastern Cape Provincial Office

SALARY CENTRE REQUIREMENTS : R171 069 per annum
: Amathole District
: A Matric certificate. Experience in conducting surveys and censuses. Knowledge of listing and data collection. Knowledge of MS Office Suite. A valid driver's license will be an added advantage. Person Profile: This position will suit a person with: Good interpersonal, communication, negotiation, organising, map reading and interpretation skills. Ability to pay attention to detail. Ability to work under pressure. Willingness to travel and work long hours.

DUTIES : Conduct publicity in the sample of PSUs and the selected dwelling units. Manually list dwelling units in sampled PSU for the purposes of building the Master Sample. Enumerate all dwelling units in a sampled PSU. Update and maintain the Master sample. Ensure the safe keeping of all materials and conduct reverse logistics.

ENQUIRIES : Ms Nozuko Gwabeni, Tel no: (043) 707 – 4900

POST 27/72 : **SURVEY OFFICER REF NO: 05/07/16NW**
Directorate: North West Provincial Office

SALARY CENTRE REQUIREMENTS : R171 069 per annum
: Vryburg District
: A Matric certificate. Experience in conducting surveys and censuses. Knowledge of listing and data collection. Knowledge of MS Office Suite. A valid driver's license will be an added advantage. Person Profile: This position will suit a person with: Good interpersonal, communication, negotiation, organising, map reading and

interpretation skills. Ability to pay attention to detail. Ability to work under pressure. Willingness to travel and work long hours.

DUTIES : Conduct publicity in the sample of PSUs and the selected dwelling units. Manually list dwelling units in sampled PSU for the purposes of building the Master Sample. Enumerate all dwelling units in a sampled PSU. Update and maintain the Master sample. Ensure the safe keeping of all materials and conduct reverse logistics.

ENQUIRIES : Mr Mark Maruping, Tel no: (018) 802 – 6808

POST 27/73 : **SURVEY OFFICER REF NO: 06/07/16FS**
Directorate: Free State Provincial Office

SALARY : R171 069 per annum
CENTRE : Fezile Dabi District
REQUIREMENTS : A Matric certificate. Experience in conducting surveys and censuses. Knowledge of listing and data collection. Knowledge of MS Office Suite. A valid driver's license will be an added advantage. Person Profile: This position will suit a person with: Good interpersonal, communication, negotiation, organising, map reading and interpretation skills. Ability to pay attention to detail. Ability to work under pressure. Willingness to travel and work long hours.

DUTIES : Conduct publicity in the sample of PSUs and the selected dwelling units. Manually list dwelling units in sampled PSU for the purposes of building the Master Sample. Enumerate all dwelling units in a sampled PSU. Update and maintain the Master sample. Ensure the safe keeping of all materials and conduct reverse logistics.

ENQUIRIES : Mr Raymond Matsemela Tel no: (051)412 7500

POST 27/74 : **SURVEY OFFICER 1 POST REF NO: 07/07/16LP**
Directorate: Limpopo Provincial Office

SALARY : R171 069 per annum
CENTRE : Sekhukhune District
REQUIREMENTS : A Matric certificate. Experience in conducting surveys and censuses. Knowledge of listing and data collection. Knowledge of MS Office Suite. A valid driver's license will be an added advantage. Person Profile: This position will suit a person with: Good interpersonal, communication, negotiation, organising, map reading and interpretation skills. Ability to pay attention to detail. Ability to work under pressure. Willingness to travel and work long hours.

DUTIES : Conduct publicity in the sample of PSUs and the selected dwelling units. Manually list dwelling units in sampled PSU for the purposes of building the Master Sample. Enumerate all dwelling units in a sampled PSU. Update and maintain the Master sample. Ensure the safe keeping of all materials and conduct reverse logistics.

ENQUIRIES : Mr Collins Tlaka Tel no: (015) 295 – 3300

POST 27/75 : **ADMINISTRATIVE ASSISTANT REF NO: 08/07/16FS**
Directorate: Free State Provincial Office

SALARY : R142 461 per annum
CENTRE : Free State Provincial Office
REQUIREMENTS : A Matric certificate. A Secretarial Diploma will be an added advantage. Proven experience in general secretarial/administration functions. Knowledge of MS Office Suite. Person Profile: This position will suit a person with: Good organisational, communication and interpersonal skills. Ability to work independently. Ability to work effectively and efficiently under pressure in order to meet deadlines.

DUTIES : Render administrative support services. Ensure filing (high volume) and safekeeping of documents. Provide support regarding meetings/training. Support the office with the administration of the budget. Remain up to date with the relevant Public Service and departmental prescripts/policies and other documents. Liaise with stakeholders.

ENQUIRIES : Mr Raymond Matsemela at (051)412 7500

POST 27/76 : **ADMINISTRATIVE ASSISTANT 1 POST REF NO: 09/07/16GP**
Directorate: Gauteng Provincial Office

SALARY : R142 461 per annum
CENTRE : Gauteng Provincial Office

REQUIREMENTS : A Matric certificate. A Secretarial Diploma will be an added advantage. Proven experience in general secretarial/administration functions. Knowledge of MS Office Suite. Person Profile: This position will suit a person with: Good organisational, communication and interpersonal skills. Ability to work independently. Ability to work effectively and efficiently under pressure in order to meet deadlines.

DUTIES : Render administrative support services. Ensure filing (high volume) and safekeeping of documents. Provide support regarding meetings/training. Support the office with the administration of the budget. Remain up to date with the relevant Public Service and departmental prescripts/policies and other documents. Liaise with stakeholders.

ENQUIRIES : Ms Clementia Nkomo, Tel no: (011) 781 3495/3506.

POST 27/77 : **INFORMATION CLERK 1 POST REF NO: 10/07/16HO**
Directorate: Stakeholder Relations and Marketing Division

SALARY : R142 461 per annum
CENTRE : Head Office
REQUIREMENTS : A Matric certificate. Super cross training, library training and manipulation of large datasets is essential. Experience in statistical methods, analysis and interpretation. Knowledge of MS Office Suite. Person Profile: This position will suit a person with: Good communication, numerical, analytical, conceptual, planning, organising, presentation and interpersonal skills.

DUTIES : Interact with user to establish needs and provide relevant information telephonically. Disseminate information according to Stats SA policy and procedure. Acquire library material to have updated records and information that comply with the National Archives Act. Attend to user requests for service such as sampling and enumerated area. Provide statistical information and products to external clients.

ENQUIRIES : Mr Collen Mokonyane Tel no: (012) 310 4604.

POST 27/78 : **ICT SUPPORTS ASSISTANT 2 POSTS REF NO: 11/07/16HO**
Directorate: ICT Division

SALARY : R142 461 per annum
CENTRE : Head Office
REQUIREMENTS : A three-year tertiary qualification in Information Technology or related field. C.N.A, MCSE and CNE certificates are essential. Working experience in an ICT environment will be an added advantage. Person Profile: This position will suit a person with: Good troubleshooting, interpersonal and communication skills. Ability to work independently.

DUTIES : Provide first line support on hardware support, repair and upgrades. Provide printer installation support. Provide first line support on software support, installation and upgrading. Update ICT asset registers. Participate in the implementation of ICT related projects.

ENQUIRIES : Mr Collen Mokonyane, Tel no: (012) 310 - 4604

POST 27/79 : **SWITCHBOARD OPERATOR REF NO: 12/07/16HO**
Directorate: Stakeholder Relations and Marketing Division

SALARY : R119 154 per annum
CENTRE : Head Office
REQUIREMENTS : A Matric certificate. Relevant working experience. Person Profile: This position will suit a person with: Good communication and problem-solving skills. Ability to work under pressure. Ability to work independently and as a part of a team.

DUTIES : Render switchboard services: attend to incoming and outgoing telephone calls, take messages and convey to relevant staff, print and issue telephone accounts, allocate pin codes when authorised, etc. Maintain switchboard system: identify and report telephone faults to the supervisor, notify the staff if telephones are out of order, record maintenance of the switchboard, bar and activate telephone extensions when authorised.

ENQUIRIES : Mr Collen Mokonyane, Tel no: (012) 310 - 4604

DEPARTMENT OF TOURISM

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

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded for the attention of Mr E Masindi to Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria, 0001
- CLOSING DATE** : 22 July 2016 at 16:30 (E mailed, faxed and late applications will not be considered)
- NOTE** : In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required certified copies of qualifications, Identity Document, proof of citizenship/permanent residence if not an RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment.

OTHER POST

- POST 27/80** : **ASSISTANT DIRECTOR: PERSONNEL PERFORMANCE MANAGEMENT REF NO: NDT17/2016**
- SALARY** : R311 784 per annum (Total inclusive package of R 439 077/conditions apply)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree/ National Diploma (NQF6) and experience in Human Resource Development. Prospective candidates should have proven skills in the following areas: Interpersonal relations, planning and organizing, innovations, computer literacy, presentation, analytical and communication. The candidates must be able to formulate, interpret and implement HR practice, procedures and policies. The candidate must have depth knowledge of Performance Management and Development System and Performance Auditing. The candidates must have good administrative, financial and project management experience.
- DUTIES** : The successful candidate will develop and implement effective performance management system. Manage the submission of Work-Plans and Performance Agreements. Conduct and manage first and final performance assessments. Manage performance incentive scheme. Provide secretariat services during the moderation process. Plan, execute and report on performance auditing. Manage the database and provide accurate and reliable statistics. Act as a consultant to line managers to ensure effective management of individual performance and support the investigations of queries. Ensure the alignment and accuracy of the Performance Agreements / Work-plans to Business Plans and as well as alignment of assessment documents to Performance Agreements / Work-plans. Contribute to the development, review and maintenance of the Performance Management system and processes. Render a human resource advisory service to the management of the Department by investigating, analyzing, benchmarking and interpreting legislation and prescripts and other human resource related issues to promote an effective human resource environment. Conduct information sessions.
- ENQUIRIES** : Ms N Buthelezi, Tel. (012) 444 6149

DEPARTMENT OF TRADITIONAL AFFAIRS

The Department of Traditional Affairs is poised to play a key strategic role - not only in assisting the institution of traditional leadership to transform itself to be a central partner with Government in the development of traditional communities, including the Khoi-San communities - but also in coordinating the traditional affairs activities of this Department and those of other Government departments at National, Provincial and Local Government levels, so as to ensure that the needs of traditional and Khoi-San communities (of development, service delivery, governance, access to indigenous knowledge systems, traditional courts and indigenous law, traditional healers and indigenous languages, etc) are sufficiently met. In addition, the Department must ensure that sufficient resources (human, financial and infrastructural) are provided by the State to transform the landscape in the functional domain of the Department of Traditional Affairs.

- APPLICATIONS** : Please forward your application to PO Box 1305, Rivonia 2128 or hand deliver to 3 Autumn Road, Rivonia or fax to 086 573 1653 or e-mail to: dta@humanjobs.co.za (quoting the relevant reference in the subject line) or apply 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 (using the same reference).
- CLOSING DATE** : 22 July 2016
- NOTE** : The successful candidate's appointment will be subject to a security clearance process and the verification of educational qualification certificates. Applications must be submitted on form Z.83 (application form), obtainable from any Public Service department, and should be accompanied by a comprehensive CV and certified copies of qualifications (certification should not be more than six (6) months). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to attach the signed Z83 form, certified ID and copies of qualifications will result in automatic disqualification. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

OTHER POSTS

- POST 27/81** : **DEPUTY DIRECTOR: INTERNAL AUDIT (SALARY LEVEL 11) REF NO: 128054/1**
(Three year contract)
- SALARY** : An all-inclusive remuneration package of R612 822 per annum. The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines
- CENTRE REQUIREMENTS** : Pretoria
: An appropriate Bachelor's degree or equivalent qualification in Internal Auditing plus 3-5 years' experience in an Internal Auditing environment. Generic competencies: - Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Computer literacy and communication. Technical competencies: Operational and performance audits, Risk management and auditing practices, The Public Finance Management Act, Corporate governance, Development of policies and strategies.
- DUTIES** : The successful candidate will perform the following duties: Manage and implement operational and strategic plans, policies and procedures and internal audit methodology, Perform and manage the audits to ensure that professional standards are maintained in the planning, execution, reporting and monitoring, Manage and prepare draft audit reports and discuss value-adding recommendations with relevant management, Review the main audit findings on the Department and effect corrective action, Examine, evaluate and improve the systems of control and risk management process.
- ENQUIRIES** : Mr JJ Appel, tel. (012) 334-4974

<u>POST 27/82</u>	:	<u>RISK OFFICER: INTERNAL AUDIT (SALARY LEVEL 11) REF NO: 128054/2</u> Three year contract
<u>SALARY</u>	:	An all-inclusive remuneration package of R612 822 per annum. The package includes a basic salary (70% of package) and a flexible portion that may be structured in terms of the applicable guidelines
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification in Risk Management/Internal Auditing plus 3-5 years' appropriate experience in a Risk Management/Internal Auditing environment. Generic competencies: Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, Computer literacy and communication. Technical competencies: Risk management and auditing practices, The Public Finance Management Act, Corporate governance, Development of policies and strategies.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide a risk assessment process and resultant risk profile of the Department, Implement policies, strategies and frameworks on risk management, Align the risk management process to strategic objectives and business plans of the Department, Identify and perform risk management capacity gaps and facilitate/provide risk management training, Monitor and evaluate the status of risk management and adherence to risk management processes within the Department, Develop and implement a fraud prevention plan.
<u>ENQUIRIES</u>	:	Mr JJ Appel, tel. (012) 334-4974
<u>POST 27/83</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT (SALARY LEVEL 9) REF NO: 128054/3</u> Three year contract
<u>SALARY</u>	:	R311 784 per annum, plus 37% in lieu benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree or equivalent qualification in Internal Auditing plus 3-5 years' experience in an Internal Auditing environment. Generic competencies: Service delivery innovation, Problem solving and analysis, Client orientation and customer focus, Computer literacy, Communication. Technical competencies: Operational and performance audits, Risk management and auditing practices, The Public Finance Management Act, Development of policies.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Provide inputs and implement operational, strategic plans, policies, procedures and internal audit methodology, Conduct audits and investigations for the Department as required by the audit standards, Draft and discuss the audit findings with the supervisor and management, Follow-up on internal audits recommended for management actions.
<u>ENQUIRIES</u>	:	Mr JJ Appel, tel. (012) 334-4974

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

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

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.
Erratum: Kindly note that the following posts have been published in PSVC 26 of 2016 without the closing date: Director: Expenditure Management And Reporting Ref No: 001213 POST 26/67, Directorate: Expenditure Management and Reporting, Central Office, Johannesburg and Deputy Director: Admin Ref No: 001331 (POST 26/71), Directorate: Patient Affairs, Logistics and Support Services, Sebokeng Hospital, the closing date should be 15 July 2016

MANAGEMENT ECHELON

POST 27/84 : **HEAD CLINICAL UNIT (DENTAL) GRADE 1 REF NO: 001387**
Directorate: Maxillo Facial and Oral Surgery

SALARY : R1 444 857 per annum (Inclusive remuneration package) Excluding Commuted Overtime

CENTRE : Wits Oral Health Centre

REQUIREMENTS : Registration with the HPCSA as Dental Specialist in Maxillo-Facial and Oral Surgery. A minimum of three years appropriate experience as a Dental Specialist after registration with the HPCSA within the relevant discipline including experience in Clinical Dentistry. Proven record of teaching at under and postgraduate levels. A track record of supervision or co-supervision of postgraduate research projects. Recommendation: Proven research track record including publications in recognised Journals. Proven administrative and management skills. Excellent Interpersonal and communication skills.

DUTIES : To assist the Head of Department (and act in the head's absence) to manage and direct the activities of the department including the education and training of under and post graduates, service rendering for referred cases, to conduct and publish research, and to supervise others in research. ADDITIONAL: The level of the university appointment will be determined on an individual basis. applicable to University criteria.

ENQUIRIES : Dr. RE Rikhotso, Tel No: (011) 717-2130

APPLICATIONS : Wits Oral Health Centre, Private Bag X15 Braamfontein, 2017 or Wits Oral Health Centre @ Charlotte Maxeke JHB Hospital, Area 385 Orange Block, Room 09 & 10, Parktown or apply online at: www.gautengonline.gov.za

CLOSING DATE : 22 July 2016

POST 27/85 : **MEDICAL SPECIALIST REF NO: HRM 45/2016**
Directorate Otorhinolaryngology

SALARY : GRADE 1:R924 378 per annum plus benefits
GRADE 2: R1 056 915 per annum plus benefits
GRADE 3: R1 226 595 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Mmed (ORL) FCS (SA) ORL. Teaching + Training + Research. Service rendering specialized field of Otorhinolaryngology.

DUTIES : Clinical Supervision: Control a clinical care unit. Prepare and supervise implementation of clinical guidelines and protocols. Plans and directs regular clinical audits. Supervise and advises junior doctors in patients care. Participate in

patients care according to the read and duty list. **ACADEMIC TEACHING:** To undertake relevant training of medical personnel at undergraduate, postgraduate and sub-specialist level. To contribute to and participate in training of their health workers where requested to do so. Participate in public education programs concerning health. **Directs Patients Care:** To provide cost effective specialist medical staff in the appropriate treatment of patients. To co-operate with nursing and other professional in the optimal care of hospitalized patients. To refer patients samples to relevant units and departments for diagnostic, intervention. To advise, council patients and families on their health problems. To consult and advise health professionals including primary care workers and medical practitioners on diagnosis, investigation and management of referred patients. **RESEARCH:** To contribute to the development of knowledge and policy obey appropriate research. To do appropriate clinical research that will improve patient care. Liaison with senior and provincial management. **MANAGEMENT:** Reports to HOD. Communicates with medical superintendent and nursing service manager, registrars, medical officers, interns, and nurses. Communicates with patients' families and care givers. Communicates with referring doctors and health professionals. Plan an active role in day-to-day managing of the Department of Ear, Nose and Throat in Steve Biko Academic Hospital. Play an active role in supporting management of academic department of Ear, Nose and Throat at the University of Pretoria.

ENQUIRIES : Prof M Tshifularo Tel: (012) 354 2702
APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
CLOSING DATE : 15 July 2016

OTHER POSTS

POST 27/86 : **NURSING MANAGER LEVEL 3 HOSPITAL & SPECIALISED (PN-A9) REF NO: 001343**
 Directorate: Nursing Services
 This is a re- advertised post and people who applied previously are welcome to re apply again

SALARY : R793 536 per annum (all inclusive package)
CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : Sterkfontein is a Specialized Psychiatric Institution. Interested candidates should have a Basic R425 qualification (Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. A minimum of 10 years appropriate / recognizable experience in Psychiatric Nursing after registration as a Professional Nurse with SANC of which at least 5 years of the period referred to above must be appropriate/recognizable experience at Management Level. Qualification in Nursing Management/Nursing Administration. Demonstrate an in depth understanding of Nursing Legislation and related legal and ethical Nursing practices. Demonstrate basic understanding of Human Resource and Financial Resource Policies and practices. Must have a valid driver's license. Must be computer literate. Good communication skills (written and verbal). Problem analysis and decision making skills.

DUTIES : Develop Policies, guidelines and Nursing standards for Quality Patient Care. Lead change in the Nursing section. Delegate, Supervise and coordinate the provision of effective efficient quality of care. Human Resource Management and Development. Provide guidance and leadership towards the realization of strategic goals and objectives. Advocate and ensure the promotion of nursing ethos and professionalism. Support and promote relevant research.

ENQUIRIES : Mr. M.J. Mapunya, Tel. Nr. (011) 951-8257
APPLICATIONS : Applications must be submitted to HR in the Administration building. Sterkfontein Psychiatric Hospital or apply online at www.gautengonline.gov.za
CLOSING DATE : 22 July 2016

POST 27/87 : **MEDICAL OFFICER GRADE 2 - 3 REF NO: 001354**
Directorate: HAST

SALARY : R784 743-R1 858 063 per annum (all inclusive package)
R910 716-R1 138 605 per annum (all inclusive package))

CENTRE : Pholosong Hospital

REQUIREMENTS : MBCHB. Appropriate qualification that allows registration with the HPCSA as a Medical Practitioner and proof of current registration. A minimum of 5 years' experience working as a Medical Practitioner
Grade 2: A minimum of 5 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years relevant experience after registration as Medical Practitioner with a recognized Foreign Health Professions Council in respect of foreign qualified employees, of whom it may not be required to perform Community Service as required in South Africa.
Grade 3: A minimum of 10 years appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years relevant experience after registration as Medical Practitioner with a recognized Foreign Health Professions Council in respect of foreign qualified employees, of whom it is not may be required to perform Community Service as required in South Africa

DUTIES : Sound knowledge in the management of HIV/ AIDS, Tuberculosis and Communicable deceases. Leadership skills including but not limited to Conflict resolution, teaching, reporting complaints and the ability to Identify trends and manage appropriate interventions. Ensure Optimum efficiency of the unit. Render an efficient and effective service. Maintain the integrity of the unit

ENQUIRIES : Dr. P.S Lobo, Tel No: (011) 812 5000

APPLICATIONS : Applications must be submitted on a Z83 form with a C.V, Certified Copies of I.D and qualifications, certificate registration of relevant council and proof of current registration for 1 April 2016 – 01 March 2017 (where applicable)to be attached. Applications should be submitted or posted to Pholosong Hospital, P.O Box 4, Brakpan, 1540, or be hand delivered to Pholosong Hospital, 1067 Ndaba Street, Tsakane, or apply online at www.gautengonline.gov.za

CLOSING DATE : 22 July 2016

POST 27/88 : **REGISTRAR (MEDICAL) REF NO: HRM 46/2016**
Directorate Otorhinolaryngology

SALARY : R686 322 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : MBChB or equivalent. A valid registration with HPCSA as an independent medical practitioner. Patient care, Service Rendering, Teaching, Research. Clinical work, teaching, administration, Research

DUTIES : Clinical Assessment and Management of Patients. Participation in all the activities of the Ear, Nose and Throat Department in respect of administration, teaching and research. Liaison, Communication and Cooperation with other disciplines in the Steve Biko Academic Hospital Examination and treatment of patients with recognized ENT pathology. Arrange for appropriate and optima treatment and care management. Gather medical/scientific data. Teach medical students, nurses and other health care personnel. Perform necessary tests in OPD ward. Perform professional and middle management tasks in the department of Ear, Nose and Throat. Surgery of a tertiary academic hospital

ENQUIRIES : Prof M Tshifularo Tel: (012) 354 2702

APPLICATIONS : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 15 July 2016

POST 27/89 : **DENTIST REF NO: 001388**
Directorate: Oral Rehabilitation

SALARY : R666 186–R1 138 605 per annum (Inclusive packages) + excluding Commuted Overtime

CENTRE : Wits Oral Health Centre

REQUIREMENTS : Registration with the HPCSA as Dentist in category Independent practice. Two years' experience as a Dentist post Community Service.

DUTIES : Dentists will be responsible for: clinical services, teaching research and participating in all departmental activities and related administration.

ENQUIRIES : Prof DG Howes Tel No: (011) 488-4866

APPLICATIONS : Applications must be send to Wits Oral Health Centre, Private Bag X15 Braamfontein, 2017 or hand delivered at Wits Oral Health Centre c/o Charlotte Maxeke JHB Academic Hospital, Area 385, Block 3 (Orange Block), HR Office Room 09 & 10, Parktown, Johannesburg, or apply online at www.gautengonline.gov.za.

CLOSING DATE : 22 July 2016

POST 27/90 : **CORPORATE MANAGER REF NO: 001370**
Directorate: Administration and Support Services

SALARY : R612 822.per annum (all inclusive packages)

CENTRE : Sterkfontein Hospital, Krugersdorp

REQUIREMENTS : Sterkfontein Hospital is a Specialized Psychiatric Institution. Interested candidates should have a recognized three year Bachelor's Degree or Diploma in Public Management, Public Administration with at least 5 years' experience in Management position, or Grade 12 with at least 10 years' experience in Management position.

DUTIES : Lead, give direction and co-ordinate and manage administration function of the Administration Department with regard to Patient Affairs, Finance, Procurement, Human Resource, Facilities, Information Technology, Logistics and Support Services. Promote the vision, mission and objectives of the Hospital in line with the Gauteng Department of Health. Ensure that systems are put in place to continuously improve the functioning of the Hospital. Pay particular focus on Planning, Implementation and Organizing of all activities and projects of the Corporate Services Department. Monitor and evaluate all planned and unplanned activities and projects of the Hospital. Provide support to Hospital governance with regard to the Management of the Hospital Board and Clients. Ensure sound Labour Management in the Hospital. Provide and assist in promoting the corporate image and identity of the Hospital. Assist in conducting investigations and surveys to improve the Management of the Hospital. Ensure implementation of the National Core Standards and the Six Ministerial Priorities. Be part of the Senior Executive Management Team.

ENQUIRIES : Mr. M.J. Mapunya, Tel No: (011) 951-8257

APPLICATIONS : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Applications should be hand delivered to Sterkfontein Hospital, Krugersdorp or posted to Sterkfontein Hospital, Private Bag X2010, Sterkfontein, 1740 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 22 July 2016

POST 27/91 : **ASSISTANT MANAGER AREA (GENERAL) PNA7 REF NO: TDH 0013/2016**
Directorate: Nursing

SALARY : R465 939 per annum (plus benefits)

CENTRE : Tshwane District Hospital

REQUIREMENTS : Basic R425 qualification in Nursing (Degree/Diploma) or equivalent, General Nursing, Midwifery Community Nursing, Psychiatry) Qualification in Nursing Administration/Management. Nursing Education will be an advantage. A Minimum of 10 years appropriate recognizable experience in nursing after registration as professional nurse with SANC and current SANC receipt. At Least 3 years of the period referred to above must be appropriate or recognizable experience At Management level. Strong leadership skills, good communication and writing skills. Problem Solving, conflict resolution skills, able to work under pressure. Good

interpersonal relationship Understanding of National Core Standards, Nursing Strategy, PFMA, Labour Relations and other Relevant legislative framework. Basic computer skills and valid driver's license.

DUTIES : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through Adequate nursing care, initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with nursing and other stakeholders (i.e inter professional, inter-sectoral and multi –disciplinary teamwork).Participate in the analysis formulation and implementation of nursing guidelines, practices, standards, policies and procedures. Manage effective utilization and supervision of human, financial and material resources. Coordination of provision of effective training and research. Maintain professional growth/ethical standards and development of self and subordinates.

ENQUIRIES : Mrs Motlhaga DS. Tel No :(012) 354 7600
APPLICATIONS : Applications must be submitted on a Z83 form, certified copies of ID and Qualifications to be attached. Applications can be submitted at Tshwane District Hospital: Private Bagx179 Pretoria 0001 or posted to: The HR Manager, Tshwane District Hospital, Private Bag x 179, Pretoria, 0001. Failure to do so will lead to disqualification

CLOSING DATE : 22 July 2016

POST 27/92 : **HEAD OF DEPARTMENT REF NO: 001309**
 Directorate: Administration

SALARY : R446 031 per annum (plus benefits)
CENTRE : SG Lourens Nursing College
REQUIREMENTS : A Diploma/degree in General Nursing and Midwifery. A diploma/degree in Nursing Education and Administration A diploma in Psychiatric Nursing Science. Registration with the South African Nursing Council. A Minimum of nine (9) years appropriate/ recognisable nursing experience after registration with the South African Nursing Council. At least five (5) years of the period referred to above must be appropriate/recognisable experience in Nursing Education. The ability to plan and organise own work and manage training programmes to meet trainings outcomes. Valid driver's licence and the ability to apply computer technology. Good communication, supervisory, report writing and presentations skills.

DUTIES : Participate in daily management of the College. Coordinate and facilitate Nursing Education and Training of students. To perform research work relevant to nursing education and related subjects to enhance the quality of nursing education. . A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of and Practice and Scope of Practice and all relevant regulations affecting psychiatric practice. Knowledge of Human Resources and Finance management. In depth knowledge of Public Service Prescripts; sound communication skills; a valid code 8 Manual Driver's license. Develop and ensure implementation of quality assurance programmes. Manage, orientate, supervise and appraise staff members. Manage and participate in the management of the College Budget. Collaborate with stakeholders and build a sound relationship within the Department. Provide academic support to students.

ENQUIRIES : Ms. L. Lai Wai, Tel No: [012] 319 5620
APPLICATIONS : Applications must be submitted on a Z83 form with a C.V, certified copies of ID document, driver's license and Qualifications attached. Applications should be submitted directly at the SG Lourens Nursing |College, C/O Soutpansbergweg Road an Theodorehove Avenue, Pretoria or posted to Private |Bag x 755, Pretoria, 0001 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 22 July 2016

POST 27/93 : **OPERATIONAL MANAGER NURSING SPECIALTY STREAM REF NO: 001389**
 Directorate: Nursing Division Child and Family Unit (Child Psychiatry)

SALARY : R433 029 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. The post basic nursing qualification of the

duration of 1 year, accredited with SANC in Advanced Psychiatry Nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Advanced Psychiatric Nursing.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts 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 and financial policies. Will be required to do call as required by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. Work effectively and amicably at a 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 service in the unit. Provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Demonstrate an understanding of financial policies and practices.

ENQUIRIES : Mr OC Selebi, Tel. No: (011) 488 3155
APPLICATIONS : Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Park town Room 8. OR apply online at: www.gautengonline.gov.za

CLOSING DATE : 22 July 2016
NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

POST 27/94 : **PROFESSIONAL NURSE GRADE 2 SPECIALITY (PNB-2) REF NO: 001391**
Directorate: Nursing services

SALARY : R390 216 per annum (plus benefits)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : A Basic R425 qualification (i.e. diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse and proof of current registration. A post-basic nursing qualification with duration of at least one year, accredited with the SANC in one of the specialties referred to in the glossary of terms. A minimum of 14 years' appropriate/ recognizable 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/ recognizable experience in the specific specialty after obtaining the one year post-basic qualification in the relevant specialty. (Less one year experience for candidates appointed outside the public service after complying with registration requirements)

DUTIES : To ensure safe and effective clinical nursing practice, ensure effective management of quality Nursing service, mentoring of PN's EN's & ENA's, ensure that the Nursing standards are upheld and maintained. Manage PMDS of the subordinates, ensure effective communication within the health setting, ensure optimal utilization of Human and material resources, demonstrate basic understanding of financial policies; demonstrate basic understanding of the legislative framework governing the public service. Ensure that the national core standards are maintained and upheld.

ENQUIRIES : Mrs. TG Baloyi, Tel No (011)489 0896
APPLICATIONS : Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates, applications without proof of the necessary documents will be disqualified. Forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department. Applicants are requested not to apply on line. The appointed employee will be subject to an OHS medical surveillance as required in the HBA regulations within the OHS acts 85 of 1993. Employment verification is mandatory.

CLOSING DATE : 22 July 2016
NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: please note that employment vetting is mandatory.

POST 27/95 : **CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: HRM 45/2016**
 Directorate: Diagnostic Radiography

SALARY : R385 899 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Diploma/B-Rad/B-Tech in Diagnostic Radiography. At least 11 years experience as a diagnostic production Radiographer. Current registration with the HPCSA. Computer literacy is essential as all the x-ray units are digital.

DUTIES : Provide, co-ordinate and supervise a high quality Radiographic Service. Adhere and ensure compliance with Radiation Control Board and HPCSA legislation. Management and Problem Solving: Radiographic Services, Equipment Maintenance, Health & Safety and PMDS. Provision and management of a 24-Hour Service Delivery. Partake and facilitate staff and student development. Partake and facilitate CPD as required by HPCSA. High level of responsibility. Ability and willingness to deal with crisis or disaster even outside of working hours. Provide & supervise a high standard of patient care, safety and radiation protection. Display of leadership qualities, teamwork/team spirit and reliability.

ENQUIRIES : Mrs. Van Niekerk S Tel: (012) 354 1379
APPLICATIONS : Applications must be submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 15 July 2016

POST 27/96 : **CLINICAL PROGRAMME COORDINATOR REF NO: 001390**
 Directorate: Infection and Prevention Control department

SALARY : R367 815 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Basic R425 qualification (diploma/ degree in nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Diploma or Certificate in Infection Control or 2 years' experience in Infection Control. Computer literacy.

DUTIES : Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts 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 and financial policies. Will be required to do call as required

by the service. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing. Work as part of the multi-disciplinary team on a supervisory level to ensure good nursing care by the nursing team with prevention of infections. Work effectively and amicably at a 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 effective prevention of infections in all clinical areas. Provide support and advice to health and educational institutions within the cluster and catchment areas, specific to prevention aspects and management of patients with infectious diseases. Ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.

**ENQUIRIES
APPLICATIONS**

: Mr W Malebati, Tel. No :(011) 488 4419
 : Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Park town Room 8. OR apply online at: www.gautengonline.gov.za

**CLOSING DATE
NOTE**

: 22 July 2016
 : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test

POST 27/97

: **OPERATIONAL MANAGER NURSING: CARDIOTHORACIC WARD (1 POST)**
REF NO: HRM 47/2016
 Directorate Nursing
 This is a re-advertisement. Candidates who have applied previously do not need to re-apply

**SALARY
CENTRE
REQUIREMENTS**

: PN-A5 R367 815 per annum plus benefits
 : Steve Biko Academic Hospital
 : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse. A minimum of 7 (seven) years appropriate \recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma \degree in Nursing Management will be an added advantage .Service certificates are compulsory .Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate

DUTIES

: Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Co-ordinate and monitor the implementation of the nursing care plan and the evaluation thereof. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Maintain constructive working relationships with nursing and other stake holders i.e. inter-professional, inter-sectorial, and multi-disciplinary teamwork. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resource. Maintain professional growth\ ethical standards and development of self and subordinates

**ENQUIRIES
APPLICATIONS**

: Ms SM Motau Tel: (012) 354 4686
 : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE

: 15 July 2016

POST 27/98 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 001345**
Directorate: Cooperate Services

SALARY : R311 784 per annum plus benefits
CENTRE : Tshwane District Health Service
REQUIREMENTS : Minimum qualification= Grade 12 with 5 years' experience in Labour Relations or Diploma / degree in HRM, Labour Relations / Labour Law with a minimum of 3 years' experience in Labour Relations. Knowledge of prescripts such as the Grievance Procedure, Government Notice R 1012 dated 25 July 2003, Disciplinary Code and Procedure for the Public Service, PSCBC Resolution 1 of 2003, and a sound knowledge of the provisions of the Labour Relations Act, Act No 66 of 1995. Valid driver's license. Computer literacy and proficiency in the MS Office package. Excellent verbal and written communication skills. Ability to work under pressure.

DUTIES : Providing support and advice to facility and hospital managers in the Tshwane District Health Services with regards to ALL aspects of Labour Relations i.e. complaints management, strike management, management of progressive discipline, grievance management. Providing training to facility and hospital managers and employees generally on ALL aspects of Labour Relations. Management of misconduct cases i.e. presiding over cases, investigating cases, representing the employer in the disciplinary hearings and facilitating the appeal process. Management of grievances in accordance with the provisions of the Grievance Procedure. Management of disputes. Representing the employer in consultative structures within the Department. Supervision of Labour Relations Officer. Mentoring and supporting Labour Relations Officers in the Region. Participation and attendance of relevant Labour Relations Forums.

ENQUIRIES : Ms L Fourie, Tel No: (012) 451 9027
APPLICATIONS : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett Streets, Hatfield or post to PO Box 9514, Pretoria 0001 or apply online at www.gautengonline.gov.za

CLOSING DATE : 22 July 2016

POST 27/99 : **SPEECH AND AUDIOLOGIST REF NO: S-001344**
Directorate: Rehabilitation Department

SALARY : Grade 1: R262 020 per annum (plus benefits)
Grade 2: R308 649 per annum (plus benefits)
Grade 3: R363 582 per annum (plus benefits)

CENTRE : Tshwane District Health Services
REQUIREMENTS : Tertiary qualification in Speech and Audiology and registration with HPCSA. Knowledge and experience of community-based rehabilitation and a valid driver's licence. Computer literacy. Communication skills. Problem solving skills. Monitoring and evaluation.
Grade1: None after registration with the HPCSA in Speech and Audiologist in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA in respect of foreign qualified employees.
Grade2: Minimum of 10 years relevant experience after registration with the HPCSA in Speech and Audiologist in respect of RSA qualified employees. Minimum 11 years relevant experience after registration with the HPCSA in Speech and Audiologist in respect of foreign qualified employees.
Grade3: Minimum of 20 years relevant experience after registration with the HPCSA in Speech and Audiologist on respect of RSA qualified employees. N minimum 21 years relevant experience after registration with the HPCSA in Speech and Audiologist in respect of foreign qualifies employees.

DUTIES : The development, rendering of a district level of Speech and Audiology services at clinics and the community. Work in a multi-disciplinary team in the provision of Speech and Audiology services to individuals and groups of clients with physical, mental impairments and disability. Arrange; participate in training of and supervision of junior staff. Perform all allocated management and administrative duties. Review, generate and implement clinical protocols. Promotion and marketing of Speech Therapy and Audiology services. Perform record keeping and data collection.

ENQUIRIES : Mr Peter I Silwimba. Tel (012) 406 0237 or (082) 374 6730

APPLICATIONS : Applications must be delivered to the fields building, 427 Hilda street, corner Hilda and Burnett, Hatfield or Post to P.O Box 9514, Pretoria, 0001 or apply online at:www.gautengonline.gov.za

CLOSING DATE : 22 July 2016

POST 27/100 : **PHYSIOTHERAPIST: GRADE 1 REF NO: 001346**
Directorate: Rehabilitation

SALARY : R262 020 per annum (plus befits)
CENTRE : Tshwane District Health Services
REQUIRMENTS : Tertiary qualification in Physiotherapy. Registration with HPCSA as a Physiotherapist. Current registration as a Physiotherapist. Knowledge and experience of community-based rehabilitation and a valid driver's licence. Computer literacy, Communication skills, Problem solving skills, Monitoring and evaluation. An excellent work ethic. of whom it is not required to perform community service, as required by in South Africa.

DUTIES : Comprehensive knowledge of Physiotherapy ie diagnostic, therapeutic procedure and equipment. The development, rendering of a district level of Physiotherapy services at clinics and the community. Work in a multi-disciplinary team in the provision of Physiotherapy services to individuals and groups of clients with physical, mental impairments and disability. Participate in training of and supervision of junior staff. Perform all allocated management and administrative duties. Knowledge of ethical Code of Conduct, Scope of practice, Patient's Rights and Batho Pele Principles and current Health and Public service Legislation, Regulations and Policies.

ENQUIRIES : Mr Peter I Silwimba: Tel No:(012) 406 0237/ 082 374 6730
APPLICATIONS : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett Streets, Hatfield or post to PO Box 9514, Pretoria 0001 or apply online at www.gautengonline.gov.za

CLOSING DATE : 22 July 2016

POST 27/101 : **LABOUR RELATIONS OFFICER REF NO: TRH11/2016**
Directorate: Human Resources Management

SALARY : R211 194 per annum (plus benefits)
CENTRE : Tshwane Rehabilitation Hospital
REQUIREMENTS : National Diploma/Degree or Grade 12 with 3-5 years' experience in labour relations. Knowledge of relative legislation/directive and policies. Valid driver's licence. computer literacy. Excellent Consultation, verbal and written communication skills.

DUTIES : Initiate and promote training in labour relations for staff. Implement, monitor and evaluate compliance With collective agreements, policies and relevant legislation. Render and advisory service to all institutional Managers and employee regarding labour relations and progressive discipline. Investigations of misconduct Cases and grievances, compiling of database and management of strikes and disputes. Representing the hospital in disciplinary hearings. Promote peace in the work place between management and Labour. Provide information/ advice/ support to top management. Ensure statistics are submitted on time

ENQUIRIES : Mr MG Polo, Tel. No: (012) 354 – 6816
APPLICATIONS : Application must be submitted directly to :Tshwane Rehabilitation Hospital, P O Box 23397,Gezina, 0031 or hand deliver to Cnr Dr Savage and Soutpansberg Road Pretoria 0001.

CLOSING DATE : 15 July 2016

POST 27/102 : **HUMAN RESOURCE OFFICER REF NO: 001372**
Directorate: Human Resource Administration

SALARY : R211 194 per annum (plus benefits)
CENTRE : Sterkfontein Hospital, Krugersdorp
REQUIREMENTS : Degree / National Diploma in Human Resource Management with 3 years experience or Grade 12 with 5 years extensive experience in Human Resource Management. Knowledge of the Public Service prescripts. In-depth knowledge and understanding of the PILIR policy and procedures. Knowledge of PERSAL. Computer skills. Presentation and investigation skills, organizing skills, good

communication skills (written and verbal), good interpersonal relations, report writing skills, problem solving skills, self-driven and a team player with the ability to work under pressure with tight schedules and independently. Supervision, training and development of subordinates. Good leadership skills.

DUTIES : Manage and provide effective Human Resource Information and its processes. Circulate HR Policies and Personnel Circular Minutes and make sure they are implemented. Advise Management and employees on all HR regulations. Manage staff establishment and its movement. Give specialist advice on staff establishment matters and assistance to practitioners. Conduct post establishment audits. Verify the approved organization structure and PERSAL establishment. Analyze monthly staff establishment statistics and give reports. Maintain the Employment Equity reports. Draft advertisement and submit to GDF for publishing in GPG/DPSA vacancy website and media and make follow-ups. Manage PMDS and quarterly reviews and evaluate performance of HR staff. Coordinate and facilitate PILIR meetings and support managers and clients. Identify incapacity risks areas and making follow-ups. Compile monthly PILIR report and write recommendation in capacity reports after the settings. Overall management of Human Resource general administration. Supervision, training and development of subordinates. Manage and address AG findings and manage HR projects and must be able to meet the deadlines. Render any other duties as may be assigned from time to time by the facility Managers

ENQUIRIES : Ms. A.N. de Jager, Tel No: (011) 951-8206

APPLICATIONS : Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Applications should be hand delivered to Sterkfontein Hospital, Krugersdorp or posted to Sterkfontein Hospital, Private Bag X2010, Sterkfontein, 1740 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 22 July 2016

POST 27/103 : **PRINCIPAL NETWORK CONTROLLER REF NO: 001386**
Directorate: Forensic Pathology Services

SALARY : R211 194 per annum (plus benefits)

CENTRE : Head Office – Forensic Pathology Service

REQUIREMENTS : A Senior Certificate plus three year National Diploma/Degree in Information Technology coupled with at least three years relevant working experience. Microsoft qualification would be an advantage. Good knowledge of LAN/WAN devices and management as well as experience on Windows Server 2008 and /2012, Exchange 2010 and Windows /7/8 is essential. Good communication skills. Ability to work under pressure, independently and in a team environment. Knowledge of government transversal systems will be an added advantage. Knowledge and working experience with anti-virus software, backups and Microsoft Active Directory is essential. Knowledge of CISCO devices and their operation as well as VoIP will serve as an added advantage. Understanding of Relation Database Model, JS and JSP will also be advantageous. Advanced trouble shooting and fault findings skills. Must be prepared to travel and work after hours and public holidays and standby when required. A valid driver's license.

DUTIES : The successful candidate will be responsible for administering and configuration of Windows 2008/ and 2012 servers and ensure maximum performance. Perform backups and restores, administer WAN/LAN connections, fix errors and escalate when necessary. Troubleshoot network problems. Assist with implementation and testing of network security measures and Disaster Recovery Plan. Ensure update of anti-virus software. Install, configure and troubleshoot BAS, Persal, or any Government Transversal System. Ensure maximum uptime of network equipment through accurate and early response.

APPLICATIONS : Applications must be forwarded to Forensic Pathology Services, No. 11 Diagonal Street 13th floor, reception area or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

CLOSING DATE : 22 July 2016

NOTE : The successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS Act, 85 of 1993. A security clearance check with the South African Police Service or other relevant State agencies, reference check and verification of qualifications will be conducted.

POST 27/104 : **MATERIAL RECORDING CLERK LEVEL 7 REF NO: 001352**
 Directorate: Supply Chain Management

SALARY : R211 194 per annum plus benefits
CENTRE : Tshwane District Health Service
REQUIREMENTS : A grade 12 certificate or equivalent diploma or degree, 3 to 5 years' experience. Computer skills, Planning and Organisation skills, Language skills, Good verbal and communication skills. Job knowledge, communication, interpersonal relations, flexibility and team work. Knowledge of clerical duties, practice as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment.

DUTIES : Supervision in any of the key areas within Supply chain Management. (Demand management, Acquisition, Logistics and asset management). Compile reports in areas of supervision. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Manage staff and their performance..

ENQUIRIES : Ms Evonne Binang, Tel No (012) 451 9003
APPLICATIONS : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett Streets, Hatfield or post to PO Box 9514, Pretoria 0001 or apply online at www.gautengonline.gov.za

CLOSING DATE : 22 July 2016

POST 27/105 : **FOOD SERVICE MANAGER REF NO: 001392**
 Directorate: Food Service Department

SALARY : R171 069 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : National Diploma (3 years) (HET) in Food Service Management or National Diploma (3 years) in Food & Beverage Management/or B tech degree in FSM or F&B Management and Leadership skills. Good communication skills. Be able to function effectively in a team. Motivational skills. Knowledge of food, basic nutrition, food safety and hygiene, large scale food preparation/production and catering equipment. Knowledge of Acts governing food. Management (4 years). Computer literate. Driver's license.

DUTIES : Control over the effective functioning of the Food Service Supervisors and Food Service Aids in Ward Kitchens, ensuring the effective functioning of all units and quality Food Service delivery to 800+ patients. To monitor the productivity of Food Service Aids and Food Service Supervisors, planning duty rosters and work-schedules, leave, performance evaluation, disciplining, motivation, and training of Food Service staff. To liaise with ward personnel, Nursing staff, Management regarding patient statistics and monitoring of service delivery. Involved with the plate waste studies and patient meal survey in wards and kitchens. Take part in inspections with Accreditation team, OHS and departmental inspections. To monitor the inventory, equipment, maintenance and Hygiene and Safety in ward kitchens. Be involved with Food Service Managers regarding input to food budget planning, food expenditure, and to implement cost effective measures.

ENQUIRIES : Ms. S. Rodrigues. Tel No: 011 488 3833
APPLICATIONS : Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Park town Room 7. OR apply online at: www.gautengonline.gov.za

CLOSING DATE : 22 July 2016
NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

POST 27/106 : **MATERIAL RECORDING CLERK 3 POSTS REF NO: 001350**
 Directorate: Supply Chain Management

SALARY : R171 069 per annum plus benefits
CENTRE : Tshwane District Health Service
REQUIREMENTS : A grade 12 certificate or equivalent, No previous experience required. Computer skills, Planning and Organisation skills, Language skills, Good verbal and communication skills. Job knowledge, communication, interpersonal relations, flexibility and team work. Knowledge of clerical duties, practice as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment.

DUTIES : Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for purchasing of standard office items. Stock control, keep and maintain the asset register.

ENQUIRIES : Ms Evonne Binang, Tel No: (012) 451 9003
APPLICATIONS : Applications must be delivered to The Fields Building, 427 Hilda Street, Cnr Hilda and Burnett Streets, Hatfield or post to PO Box 9514, Pretoria 0001 or apply online at www.gautengonline.gov.za

CLOSING DATE : 22 July 2016

POST 27/107 : **FOOD SERVICE MANAGER REF NO: HRM 43/2016**
 Directorate: Food Service

SALARY : R171 069 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : National Diploma in Food Service Management /Food and Beverage Management or a B.Tech in Food Service Management/Food and Beverage Management. Leadership, managerial, communication, catering, financial, good human relations and problem solving skills. Able to work in a team. Willing to work on weekends. Able to work under pressure. Knowledge and understanding of all Food Service systems and committed to deliver a quality and excellent customer service. Adhere to prescribed guidelines, policies and procedures related to Food Service. Must have a valid driver's license.

DUTIES : Manage food service activities related to human resources, supply chain, production, serving and controlling of patients meals. Fulfill hygiene, quality and safety requirements related to Food Services. Assist with student training in the unit.

ENQUIRIES : Mrs. Dreyer E Tel: (012) 354 2315
APPLICATIONS : Applications must be submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 15 July 2016

POST 27/108 : **ENROLLED NURSE (STAFF NURSE) GRADE 2 REF NO: 001395**
 Directorate: Nursing services

SALARY : R167 823 per annum (plus benefits)
CENTRE : Helen Joseph Hospital
REQUIREMENTS : Qualification that allows registration with the South African Nursing Council (SANC) as a Staff Nurse. Registration with SANC as Enrolled Nurse and proof of current registration. A minimum of 10 years' appropriate/ recognizable experience in nursing after registration with the SANC as 'Staff Nurse. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements).

DUTIES : To ensure safe and effective clinical nursing practice, ensure effective management of quality Nursing Service, Mentoring of Enrolled Nursing Assistants, ensure that the Nursing standards are upheld and maintained, Ensure effective communication within the health setting, ensure optimal utilization of Human and material resources. Demonstrate basic understanding of nursing procedures,

		demonstrate basic understanding of the legislative framework protocols or policies governing the public service. Ensure that the national core standards are maintained and upheld.
<u>ENQUIRIES</u>	:	Mrs. TG Baloyi (011)489 0896
<u>APPLICATIONS</u>	:	Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates, applications without proof of the necessary documents will be disqualified. Forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department. Applicants are requested not to apply on line. The appointed employee will be subject to an OHS medical surveillance as required in the HBA regulations within the OHS acts 85 of 1993. Employment verification is mandatory.
<u>CLOSING DATE</u>	:	22 July 2016
<u>NOTE</u>	:	Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: please note that employment vetting is mandatory.
<u>POST 27/109</u>	:	<u>SECRETARY REF NO: S-001419</u> Directorate: Nursing Services
<u>SALARY</u>	:	R 142 461- R167 814 per annum (plus benefits)
<u>CENTRE</u>	:	Bheki Mlangeni District Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. A secretarial certificate. At least 3 years' experience as a Secretary nursing service. Excellent communication and good interpersonal skills. Computer literacy in Microsoft Office suite. Ability to work independently and under pressure, business writing skills. Proficiency in all secretarial/ office administration duties. Have to be a self –driven individual with flexible approach to work duties. Good time management skills and the ability to juggle multiple responsibilities.
<u>DUTIES</u>	:	Making and receiving telephone calls, typing of letters, memos and taking accurate minutes. Managing the diaries of responsible manager(s). Plan and organize meetings. Plan, organize and manage events. Ensure office is equipped with necessary needs and stationery. Manage student enquiries. Develop and implement an efficient filing system. Writing Reports, Assist other Secretaries when on leave.
<u>ENQUIRIES</u>	:	Mrs. N Ngwenya Tel No. (011) 241 5842
<u>APPLICATIONS</u>	:	Applications must be filled on a z83 accompanied by certified copies of certificates and ID documents. Applications may be submitted to Bheki Mlangeni District Hospital, P.O. Box 731, Jabulani, 1868 or apply online at: www.gautengonline.gov.za
<u>CLOSING DATE</u>	:	22 July 2016
<u>NOTE</u>	:	The Gauteng Department of Health is guided by the principles of Employment Equity; therefore all the appointments will be made in Accordance with The Employment Equity target of the Department. Preference for this position will be given to people with disability.
<u>POST 27/110</u>	:	<u>SECURITY OFFICER REF NO: 001393</u> Directorate: Logistics Department
<u>SALARY</u>	:	R142 461per annum (plus benefits)
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	A senior certificate (Grade 12) or equivalent NQF 4 Certificate. Registration with PSIRA. Successful completion of security officers training grade B. At least 4 years' experience in a security environment. Supervisory experience will serve as a recommendation. Sound knowledge of security legislation such as Criminal Procedures Act, 1997 (Act 51 of 1977). Control of access to Public Premises and vehicles Act 1985, (Act 53 of 1985) and Firearms Control Act of 2000. Good

communication skills, interpersonal and problem solving skills. Computer literacy. Must be prepared to work shifts, weekends and irregular hours.

DUTIES : Provide supervision of security personnel. Ensure that all access and exit control points are manned at all times. Inspect and complete security registers. Organize all resources required by security personnel to perform their duties. Draft monthly security duty roaster. Allocate duties to security personnel. Compile monthly security shift allowance claims. Maintain staff discipline in the unit. Check all security equipment. Manage and control development of security personnel. Handle staff grievances. Investigate and report incidents of security breaches, compile monthly incidents reports. Provide admin support to chief security officer.

ENQUIRIES : Mr. T. Paledi, Tel No: 011 488-3071

APPLICATIONS : Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Park town Room 7. OR apply online at: www.gautengonline.gov.za

CLOSING DATE : 22 July 2016

NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

POST 27/111 : **ADMINISTRATION CLERK REF NO: HRM 46/2016**
Directorate: Diagnostic Radiography

SALARY : R142 461 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Grade 12. Computer Literate. Experience of Medicom and at present working with a computer. Good interpersonal and communication skills. Be able to work independently and under pressure. Be prepared to work flexi hours.

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

ENQUIRIES : Mrs. Van Niekerk S Tel: (012) 354 1379

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

CLOSING DATE : 15 July 2016

POST 27/112 : **ADMIN CLERK 3 POSTS REF NO: 001385**
Directorate: Admin

SALARY : R141 461 per annum (Plus benefits)

CENTRE : Dr Yusuf Dadoo Hospital (Krugersdorp)

REQUIREMENTS : Grade 12 or grade 10 with 5years experience in clerical work. Computer literacy/ computer certificate will be an added advantage. Good Communication and interpersonal skills. Knowledge of PAAB system will be an added advantage. Be prepared to be rotated to other. sections within patient's admin activities. Shift work is compulsory. Knowledge of Batho Pele Principles/patient's rights

DUTIES : Registration and admitting in and out patients by completing relevant forms/registers. Updating and controlling file information per visits and compile statistics thereof. Handling all telephone enquire promptly. Filing all medical records in relevant patient's files. Work as sub cashier .collecting money, issuing receipts and accounts to patients. Process all discharged files from wards. Handling patient's valuables and belongings using relevant documents. Charged with responsibility of handling public funds. Filing of TPH31, GPF4, GPF5 (checklist). Down time register (GPR01). Work in the wards as a ward clerk.

ENQUIRIES APPLICATIONS : Ms Mazibuko G.S Tel No: (011) 951- 6057
 : Must be delivered to the following address: Dr Yusuf Dadoo Hospital Admin Block, HR Department, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740 or apply online at www.gautengonline.gov.za. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.

CLOSING DATE NOTE : 22 July 2016
 : The Gauteng Department of Health is guided by the principle of Employment Equity; therefore all the appointments will be made in Accordance with the Employment Equity target of the Department. Preference for this position will be given to people with disability.

POST 27/113 : **DENTAL ASSISTANT REF NO: 001376**
 Directorate: Poly Clinics

SALARY CENTRE REQUIREMENTS : R138 138 – R162 714 per annum (plus benefits)
 : Wits Oral Health Centre
 : Appropriate qualification that allows registration with HPCSA as a Dental Assistant. Registration with HPCSA as Dental Assistant and proof of current registration. The applicant must have excellent time management, organizational skills, communication skills, Self-motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicate to personnel at various levels in the Organization.

DUTIES : Assist Clinicians during oral health procedure. Preparation of instruments and dental material for dental procedures. Cleaning and sterilization of instruments; Practice and maintain infection control standards; Patient care. Compile statistics of the work done in the facility. Ordering of consumable as needed. Do inventory count of dental instruments. Perform administrative duties. Relieve in other Oral Health facilities. Sign a performance contract on annual basis.

ENQUIRIES APPLICATIONS : Ms. J Ludick. Tel No: (011) 488 3954
 : Applications must be hand delivered at: Wits Oral Health Centre, Area 385 Orange Block in Charlotte Maxeke Johannesburg Academic Hospital Jubilee Road Parktown or posted to: The HR Manager, Wits Oral Health Centre: Private Bag x 17 Braamfontein, or apply online at www.gautengonline.gov.za.

CLOSING DATE : 22 July 2016

POST 27/114 : **SECURITY SUPERVISORY REF NO: 001384**
 Directorate: Security services

SALARY CENTRE REQUIREMENTS : R119 154 per annum (Plus benefits)
 : Dr Yusuf Dadoo Hospital (Krugersdorp)
 : Grade 12. Relevant experience in Security services. Grade B PSIRA certificate. Certificate of CCTV camera monitoring. Minimum 5-10 years' experience. Knowledge of access control to public premises in terms of Act 53 of 1985. Understands security Acts and Regulations that are related to Security services. Knowledge of Minimum Information Security standard (MISS).

DUTIES : Management of complaints related to access control. General supervision of security personnel, their performance management development. Control and management of CCTV camera room. Compilation of duty rosters and allocation of shifts. Ensure full coverage of patrol in the hospital areas. Offer security assistant to units related to security activities and personnel on request. Ensure adherence to security policies and prescripts. Attend Middle Managers meeting and keep management updated on all matters. Reports writing, Knowledge of disciplinary procedure and other added instruction by authority.

ENQUIRIES APPLICATIONS : Ms Mazibuko G.S Tel no :(011) 951-6217
 : Must be delivered to the following address: Dr Yusuf Dadoo Hospital, Admin Block, HR Department, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740 . or apply online at www.gautengonline.gov.za. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.

CLOSING DATE : 22 July 2016

NOTE : The Gauteng Department of Health is guided by the principle of Employment Equity; therefore all the appointments will be made in Accordance with the Employment Equity target of the Department. Preference for this position will be given to people with disability

POST 27/115 : **LAUNDRY SUPERVISORY REF NO: 001382**
Directorate: Support

SALARY : R119 154 per annum (Plus benefits)
CENTRE : Dr Yusuf Dadoo Hospital (Krugersdorp)
REQUIREMENTS : Grade 12 with 3 years' experience in linen and laundry services or Grade 10 with 5 years' experience in laundry services. Good communication skills, problem solving and organizational skills. Must be computer literate. Be prepared to work under pressure. Possess physical strength, be in good health and be able to cope with physical demands of the post.

DUTIES : Supervise the loading and offloading of linen from the service provider. Monitor the distribution, supply, tying and packing of clean and dirty linen to outpatient, inpatient, Theatres and CSSD. Replenish linen in accordance to set standards and inspection of all clinical sections. Record and linen counted, do stock taking and condemning. Compile and provide daily/monthly written reports and statistics to the Manager. Maintain and service equipment used and report faults when necessary. Adhere to National Core Standards. Release where necessary.

ENQUIRIES : Ms A.N.Sibanda, Tel no:(011) 951-6053
APPLICATIONS : Must be delivered to the following address: Dr Yusuf Dadoo Hospital, Admin Block, HR Department, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740 or apply online at www.gautengonline.gov.za. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.

CLOSING DATE : 22 July 2016
NOTE : The Gauteng Department of Health is guided by the principle of Employment Equity; therefore all the appointments will be made in Accordance with the Employment Equity target of the Department. Preference for this position will be given to people with disability.

POST 27/116 : **SECURITY OFFICER REF NO: 001394**
Directorate: Logistics Department

SALARY : R100 545 per annum (plus benefits)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 10 or 11, grade C PRSIRA certificate with 3 years' experience as a security officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit and have no criminal record.

DUTIES : Protection of personnel information and property by doing the following. Access control including traffic and crowd control, patient safety, guarding and patrolling of buildings. Update security registers. Work hand in hand with private security personnel. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to security supervisor and management.

ENQUIRIES : Mr. T. Paledi, Tel No: (011) 488 3071
APPLICATIONS : Applications should be submitted at the Helpdesk in Administration Building at Charlotte Maxeke Johannesburg Academic Hospital. No 17 Jubilee Road, Park town Room 7 or apply online at: www.gautengonline.gov.za

CLOSING DATE : 22 July 2016
NOTE : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.

- POST 27/117** : **SPECIALISED SERVICES AUXILIARY OFFICER 2 POSTS REF NO: HRM 42/2016**
 (This is a re-advertisement. Candidates who have applied previously are encouraged to re-apply)
 Directorate: Clinical Engineering
- SALARY** : R100 545 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Abet Level 1 or equivalent. Experience in the activities of a technical workshop environment. Understanding the workshop environment. In-depth knowledge of the hospital's departments. Communication skills. Good interpersonal relationship. A valid South African driver's license will be an advantage.
- DUTIES** : Ensure cleanliness of workshop and workshop related equipment at all times. Ensure the timely delivery of medical equipment to and from the departments. Assist technicians in related tasks. Repair basic non-life support medical equipment.
- ENQUIRIES** : Dahlen K P Tel: (012) 354 1261
APPLICATIONS : Applications must be submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 15 July 2016
- POST 27/118** : **LAUNDRY WORKER REF NO: 001381**
 Directorate: Laundry Services
- SALARY** : R84 096 per annum (plus benefits)
CENTRE : Dr Yusuf Dadoo Hospital
REQUIREMENTS : Standard 8 (grade 10). Ability to read and write. Good verbal communication and interpersonal skills. Be able to work in a team. Possess physical strength, be in good health and be able to cope with physical demands of the post.
- DUTIES** : Sorting, counting of dirty linen from different areas. Prepare And send dirty linen in bags to service provider. Sluice, wash, Iron and mend torn linen. Stamp all newly acquired linen with the Hospital stamp for identification. Receive clean linen from service Provider and issue to relevant department/wards. Pack clean linen to the shelves. Cleaning of the laundry area. Perform any other duties delegated by the supervisor.
- ENQUIRIES** : Ms Sibanda A.N, Tel No: (011) 951-6053
APPLICATIONS : Must be delivered to the following address: Dr Yusuf Dadoo Hospital, Admin Block, HR Department, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740 or apply online at www.gautengonline.gov.za. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.
- CLOSING DATE** : 22 July 2016
NOTE : The Gauteng Department of Health is guided by the principle of Employment Equity; therefore all the appointments will be made in Accordance with the Employment Equity target of the Department. Preference for this position will be given to people with disability
- POST 27/119** : **FOOD SERVICE AID REF NO: HRM 44/2016**
 Directorate: Food Service
- SALARY** : R84 096 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 10-Grade 12 with minimum 3 years appropriate experience in a formal food service environment. Relevant certificates in cooking/hygiene and safety will be an advantage. Good communication skills and willing to work in a team. Must work shifts (late and early), as well as weekends and Public Holidays. Able to do work of a physical nature.
- DUTIES** : Perform routine tasks in the Food Service unit and operate machinery. Perform general cleaning tasks as assigned to you and maintain hygiene and safety

measures in the unit. Washing of dishes, crockery and cutlery. Dishing up of patients' food according to portion control measures. Loading of food into patient transport trolleys. Can be utilized as a tractor driver transporting food to Oncology block. Preparing of patient's meals, beverages, snacks, fluids and bread. Unpacking and packing provisions into fridges and freezers. Willingness to work as a reliever in the unit.

- ENQUIRIES** : Mrs. Dreyer E Tel: (012) 354 2315/2092
- APPLICATIONS** : Applications must be submitted on with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
- CLOSING DATE** : 15 July 2016
- POST 27/120** : **POTER REF NO: 001383**
Directorate: Support Services
- SALARY** : R84 096 per annum (Plus benefits)
- CENTRE** : Dr Yusuf Dadoo Hospital (Krugersdorp)
- REQUIREMENTS** : Grade 10/12 Good Communication and interpersonal skills. Shift work is compulsory. At least 1-2 years' experience in pottering will be an added advantage. Knowledge of Hospital environment. Shift work is compulsory.
- DUTIES** : Transport Patients from registration points to different clinical areas within the Hospital. Transport corpses from wards to the mortuary. Off-loading of Patients from the ambulance and private cars to the stretchers. Cleaning of wheelchairs and stretchers at all times. Enter Patients data on porters register at emergency area.
- ENQUIRIES** : Ms Mazibuko G.S. Tel No: (011) 951-6217
- APPLICATIONS** : Must be delivered to the following address: Dr Yusuf Dadoo Hospital, Admin Block, HR Department, Cnr Memorial and Hospital Road, Krugersdorp or posted to Dr Yusuf Dadoo Hospital, Private Bag x 2006, Krugersdorp, 1740 or apply online at www.gautengonline.gov.za. Please attach to your application the following: Z83, CV, Certified copies of ID and qualifications. Failure to do so will lead into disqualification of your application.
- CLOSING DATE** : 22 July 2016
- NOTE** : The Gauteng Department of Health is guided by the principle of Employment Equity; therefore all the appointments will be made in Accordance with the Employment Equity target of the Department. Preference for this position will be given to people with disability

PROVINCIAL TREASURY

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



- APPLICATIONS** : Applications must be submitted on a duly signed Z83 form, comprehensive CV, certified copies of ID and all Qualifications to be attached. Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 22 July 2016
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security

clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. All shortlisted SMS candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on implementation of competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools”.

OTHER POSTS

- POST 27/121** : **ASSISTANT DIRECTOR: SENIOR AUDITOR**
Directorate: Risk and Compliance Audit
- SALARY** : R389 145 per annum (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Relevant degree or diploma with 4 years’ experience in Internal Audit experience.
DUTIES : To assist the Deputy Director: Risk and Compliance in the performance of internal audit reviews. Complete audits as per Audit Plan. Determine the resources required for the project and compile a time budget. Supervise a pool of multi-skilled auditors while on the audit. Co-ordinate short term (quarterly) plans. Liaise with team members at the planning, execution and reporting phases of each reviews. Appraise and evaluate the performance of the team members and draw up development plans. Prepare weekly progress report to be submitted to supervisor. Review working papers compiled by the team members. Compiled the audit findings and the report. Conduct interviews with clients when required. Comply with the institute of Internal Auditing (IIA) standards. Maintain accurate time records conduct interviews during recruitment for the cluster. Ensure all projects are closed off on team mate once the project are finalized. Allocate tasks appropriate to subordinates. Monitor time and progress on project and report to Supervisors.
- ENQUIRIES** : Ms. Bulelwa Mtshizana Tel No: (011) 227-9000
NOTE : All shortlisted candidates may be required to write simulation test.
- POST 27/122** : **ASSISTANT DIRECTOR: ENTITY MANATAINANCE**
Directorate: Provincial Supply Chain Management
- SALARY** : R311 784 per annum, (plus benefits)
CENTRE : Johannesburg
REQUIREMENTS : Three year Business qualification or equivalent qualification, Must have relevant experience between 3-5 years in Supplier and catalogue management, and preferably Supplier Verification and registration, Experience in a junior management or supervisor position. Experience and understanding of the South African marketplace and SME sector.
DUTIES : To manage the GPG Sundry Registration process in the Supplier Management sub-unit and to ensure the proper management of the unit. Manage the utilisation and the efficiency of the Sundry registration team in Supplier management development, Provide support for the Sundry-database clean-up process, Validation of sundries in a transparent and equitable manner, Provide assistant for the proper administration of the supplier Helpdesk, Ensuring that the filling system is up to date for ease of retrieval, to successfully maintain a clean supplier data base with up to date information, Ensuring that practitioners in the team are performing according to the standard set out in the relevant job profile and the proper utilisation of the team.
- ENQUIRIES** : Ms Phindile Ngwenya Tel, No: (011) 227-9000
NOTE : All shortlisted candidates may be required to write simulation test.
- POST 27/123** : **ASSISTANT DIRECTOR: TRANSVERSAL SOURCING**
Chief Directorate: Transversal Sourcing
- SALARY** : R311 784 per annum (plus benefits)

CENTRE REQUIREMENTS : Johannesburg
: A three year Tertiary qualification in Supply Chain Management or Advanced Certificate in SCM or equivalent qualification. 2-3 years' experience in SCM (RFP) Request for proposal. Knowledge of Procurement best Practice including Sourcing Strategies. Experience in BBBEE / SMME. Experience and understanding of the South African Market.

DUTIES : To assist Commodity Team Lead: Strategic Sourcing to operational and achieve strategic Procurement objectives. Plan and initiate market research strategies specific to the commodity area. Reviewing of internal research, industry best practices in conjunction with GPG policies and economic objectives. To assist with the development of strategic business partnership and relationships which will achieve overall GPG objectives Responsible for contributing to the development to the development of sourcing and procurement strategies for a specific commodity area, and to support the department objectives and expenditure budgets by ensuring alignment to overall procurement approach and practice Responsible for ensuring that the procuring goods and services meet user requirements and are within agreed departments services levels. Responsible for ensuring compliance to public sector supply chain management policies and procedures.

ENQUIRIES NOTE : Ms. Bulelwa Mtshizana Tel No: (011) 227-9000
: All shortlisted candidates may be required to write simulation test.

POST 27/124 : **ASSISTANT DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT**
Directorate: Provincial Supply Chain Management

SALARY CENTRE REQUIREMENTS : R311 784 per annum (plus benefits)
: Johannesburg
: A National Diploma or Degree or relevant tertiary qualification related to the job content. A qualification in the built environment and or/ Law will be advantageous. 2-3 years' experience in Supply Chain Management, capital procurement and Procurement and or field. Computer literacy (Word, Excel, MS Outlook etc.) A valid driver's license is essential.

DUTIES : Facilitate and consolidate the reporting of Supply Chain information as required by legislation, Analyse Supply Chain Management reports and policies from Departments and municipalities. Set complimentary standards within the Parameters as set by National Treasury and the relevant Supply Chain Management Frameworks. Monitor and report on policy outputs and outcomes. Provide technical assistance and training with regard to Supply Chain Management in municipalities and Provincial departments. Implement the Financial Management capacity maturity Model for Goods and Services.

ENQUIRIES NOTE : Ms. Tshiamo Sokupha Tel No: (011) 227-9000
: All shortlisted candidates may be required to write simulation test.

POST 27/125 : **ASSISTANT DIRECTOR: ENTITY MAINTANANCE**
Directorate: Provincial Supply Chain Management

SALARY CENTRE REQUIREMENTS : R311 784 per annum, (plus benefits)
: Johannesburg
: A three year tertiary Qualification, Must have relevant experience between 3-5 years in Supplier management, Supplier verification and registration, Experience in a junior management or supervisor position will be advantageous. Experience and understanding of the South African marketplace and SME sector.

DUTIES : To manage the GPG Sundry Registration (BAS and SAP) process in the Supplier Management sub-unit and to ensure the proper management of the unit. Manage the utilisation and the efficiency of the Sundry registration team in Supplier management and development, Provide assistance for the proper administration of the Supplier Helpdesk, ensuring that the filing system is up to date for ease of retrieval, to successfully maintain a clean supplier data base with up to date information, Ensuring that practitioners in the team are performing according to the standard set out in the relevant job profile.

ENQUIRIES NOTE : Ms Phindile Ngwenya Tel, No: (011) 227-9000
: All shortlisted candidates may be required to write simulation test.

<u>POST 27/126</u>	:	<u>ASSISTANT DIRECTOR: QUALITY CONTROL SPECIALIST</u> Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R311 784 per annum, (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A relevant Three year Tertiary Qualification in Quality Control. At least 3-5 years quality control experience in Supplier Evaluation. Understanding Governance Regulation and Acts (PPPFA) Exposure to Supplier Pre-qualification, SMME and BEE development in particular. Broad knowledge of procurement and supply chain Management, Knowledge of Occupational Health and safety Act, Understanding of the South African marketplace.
<u>DUTIES</u>	:	Ensuring that the appropriate quality and technical requirements for Commodities procured for GPG end users has been developed, Reviewed an specialised according to the respective standards, Develop and review specification requirements for GPG departments, Ensure full involvement on the specification committee on an advisory capacity, Prepare a detailed scoring sheet based on the evaluation criteria stipulated on the specification(Desktop and site visit) Leading supplier site visit where the bidders capacity is evaluated, To support the bid Evaluation Committee process by the bid Evaluation Committee, Reporting on the consolidated results as per evaluation criteria stipulated in the specification requirements, Identify potential areas of Improvement and advice on corrective and preventative measures for non-conforming products or service, Assist with evaluation of and report on product complaints and / or returns when requested
<u>ENQUIRIES</u>	:	Ms Baleseng Sedibe Tel. No: (011) 227-9000
<u>NOTE</u>	:	All shortlisted candidates may be required to write simulation test.
<u>POST 27/127</u>	:	<u>AUDITOR: COMPUTER AUDIT</u> Directorate: Auditor Risk and Compliance Audit
<u>SALARY</u>	:	R262 272 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	Relevant degree or diploma in related area (BSc, Higher Diploma in Computer Auditing, Internal Audit, Information Technology. 1-2 years' experience in Computer Audit or related area.
<u>DUTIES</u>	:	To execute functions relating to conducting computer audit reviews as per job level, Complete audit as per computer Audit Plan, Properly referenced working papers and audit report, Planning of computer audits, Perform computer audits related area under review, Perform CAAT's using the ACL software, Document fieldwork, Assist in compiling audit reports, Assist in Compiling audit reports, Assist in ensuring effective and efficient audit, Perform required administrative functions. records.
<u>ENQUIRIES</u>	:	Ms Phindile Ngwenya, Tel, No: 011 227-9000
<u>NOTE</u>	:	All shortlisted candidates may be required to write simulation test.
<u>POST 27/128</u>	:	<u>HUMAN RESOURCE DEVELOPMENT PRACTITIONER 2 POSTS</u> Directorate: Human Resources Development
<u>SALARY</u>	:	R211 194 per annum (plus benefits)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Human Resource Management/ Management of Training and or/ any post matric qualification related to HR. A minimum of 1-2 years working experience in the field of Human Resource Development. Good communication skills (verbal and written), report writing skills, data capturing, research and analytic skills. Sound Knowledge of Microsoft Office (Excel, PowerPoint and Word). Exposure to Persal would be advantageous.
<u>DUTIES</u>	:	Assist in compiling WSP/ATR, Conduct Training Need Analysis, Co-ordinate training courses as per training calendar. Check submission of relevant forms (memo's, commitment forms, etc.) when training is required. Facilitate Internship and Learnership programmes. Administration of Bursary Scheme. Assist in Performance Management & Development System. Assist in information management systems of HRD and PMDS. Coordination of Personal Development Plans. Compiling quarterly & monthly HRD reports.
<u>ENQUIRIES</u>	:	Ms. Baleseng Sedibe. Tel No: (011) 227 9000

NOTE : All shortlisted candidates may be required to write simulation test.

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : Applications can be delivered: to Sage Life Building, Ground floor, 41 Simmonds Street, Marshalltown, Johannesburg, 2107.

CLOSING DATE : 22 July 2016

NOTE : Shortlisted candidates will be subject to pre- employment screening (vetting) and will also be required to undergo a functional competency test on the post requirements as part of the short listing and interviews process. An updated CV, certified ID copy & certified qualifications must be attached failing to do so, will lead to your application to be disqualified. Late applications will be disqualified. Your Z83 form must be signed, if not your application will be disqualified. The final placement of successful candidates within the Roads Infrastructure Branch will be based on interest and experience. Errors and omissions Expected. The Department reserves the right not to fill the position (s).

OTHER POSTS

POST 27/129 : **SENIOR PROJECT MANAGER: MODAL INTEGRATION 2 POSTS REF NO: 001378**

Chief Directorate: Transport Services
Directorate: Modal Integration and Special Projects

SALARY : R612 822 per annum (all-inclusive package), Level 11
CENTRE : Johannesburg

REQUIREMENTS : An appropriate 3 year tertiary qualification or equivalent NQF level 6/ NQF level 7 qualification relevant to the post with 5 years middle management experience. Extensive experience and knowledge of project management, contract management, financial management, general building and roads infrastructure management. Knowledge and understanding of the Government regulatory frameworks and policies as well as the use of draughting using universal standard. Software Autocad will be an added advantage. Good communication (verbal and written); computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point. A valid driver's license.

DUTIES : To support technical civil engineering services and support in the delivery of public transport infrastructure by the Department. The technical services to be rendered will include: project planning, tender documentation and evaluation, construction supervision of civil and building works, budgeting and production of typical designs and technical specifications as and when required. Provide support in the development of effective Quality and Documentation management systems to assist with the management of information sources and material which includes inter alia departmental, directorate and project reports and quality control documentation, payments, filing, communication, etc. Provide up to date reports for the Directorate and projects. Supervise staff and perform other administrative duties within the Directorate.

ENQUIRIES : Ms Simphiwe Maphumulo Tel no: (011) 227-8357

POST 27/130 : **SENIOR PROJECT MANAGER: SPECIAL PROJECTS 3 POSTS REF NO: 001379**

Chief Directorate: Transport Services
Directorate: Modal Integration and Special Projects

SALARY : R612 822 per annum (all-inclusive package), Level 11
CENTRE : Johannesburg

REQUIREMENTS : An appropriate 3 year tertiary qualification or equivalent NQF level 6/ NQF level 7 qualification relevant to the post with 5 years middle management experience. Extensive experience and knowledge of project management with a special understanding and experience of Automatic Fare Collection Systems, Public Transport Information Management Systems, contract management, financial management, and general understanding of the business processes associated with AFC and APTMS. Knowledge and understanding of the Government regulatory frameworks and policies as well as the use and understanding of International Standards. Knowledge of Autocad software systems will be an added

		<p>advantage. Good communication (verbal and written); computer literacy with emphasis on Excel, MS Word, MS Projects and Power Point. A valid driver's license.</p>
<u>DUTIES</u>	:	<p>To provide technical ICT engineering services and support in the delivery of public transport systems infrastructure by the Department. The technical services to be rendered will include: project planning, tender documentation and evaluation, contract supervision of ICT operations, budgeting and production of typical designs and technical specifications as and when required. To develop business operating procedures working closely with other departments and affected stakeholders. Provide support in the development of effective Quality and Documentation management systems to assist with the management of information sources and material which includes inter alia departmental, directorate and project reports and quality control documentation, payments, filing, communication, etc. Provide up to date reports for the Directorate and projects. Supervise staff and perform other administrative duties within the Directorate.</p>
<u>ENQUIRIES</u>	:	<p>Ms Simphiwe Maphumulo Tel no: (011) 227-8357</p>
<u>POST 27/131</u>	:	<p><u>ENGINEERING TECHNOLOGIST PRODUCTION GRADE A 2 POSTS-OSD REF NO: 001157</u> Chief Directorate: Design and Engineering Services Directorate: Design Services</p>
<u>SALARY</u>	:	<p>R301 266 – R369 408 per annum (all-inclusive remuneration package: The department will determine the final salary offer based on proven years of experience post qualification.)</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Johannesburg</p>
	:	<p>Bachelor of Technology in Engineering (B Tech) with three (3) years post qualification Engineering Technologist experience required. Compulsory registration with ECSA as an Engineering Technologist. Sound knowledge of programme and project management. Knowledge of technical design and analysis. Knowledge of legal compliance and computer-aided engineering applications. Technical report writing. Networking and professional judgement. A valid driver's license.</p>
<u>DUTIES</u>	:	<p>Project manage consulting engineering rehabilitation designs. Maintain road pavement management system. Implement tender processes, project and contract management functions. Quality control of road structures and drawings standards. Provide In-house road structures and storm water in the design Centre. Provide wayleave support services. Ensure standards, specifications and treatment of materials.</p>
<u>ENQUIRIES</u>	:	<p>Mr. E. Mashaba Tel no: (011) 355-7050/060 546 7449</p>
<u>POST 27/132</u>	:	<p><u>ENGINEERING TECHNOLOGIST PRODUCTION GRADE A: GEOMETRICS- (OSD) REF NO: 001154</u> Chief Directorate: Design and Engineering Services Directorate: Design Services</p>
<u>SALARY</u>	:	<p>R301 266 – R369 408 per annum (all-inclusive remuneration package: The department will determine the final salary offer based on proven years of experience post qualification.)</p>
<u>CENTRE REQUIREMENTS</u>	:	<p>Johannesburg</p>
	:	<p>Bachelor of Technology in Engineering (B Tech) with three (3) years post qualification Engineering Technologist experience required. Compulsory registration with ECSA as an Engineering Technologist. Sound knowledge of programme and project management. Knowledge of technical design and analysis. Knowledge of legal compliance and computer-aided engineering applications. Technical report writing. Networking and professional judgement. A valid driver's license.</p>
<u>DUTIES</u>	:	<p>Executive departmental geometric design for roads infrastructure. Project manage consulting engineering geometric design for roads infrastructure. Compile and maintain geometrics design standards, codes of procedure and manuals. Maintain infrastructure design management system. Implement tender processes, project and contract management functions. Quality control of roads designs and drawings standards. Evaluate, recommend and approve section 7 as per GTIA. Provide</p>

support services to sub- directorate Plan room. Provide in- house design in the design centre. Provide wayleave support services.

ENQUIRIES : Mr. E. Mashaba Tel no: (011) 355-7050/060 546 7449

POST 27/133 : **ENGINEERING TECHNOLOGIST PRODUCTION GRADE A: STRUCTURES- (OSD) REF NO: 001156**
Chief Directorate: Design and Engineering Services
Directorate: Design Services

SALARY : R301 266 – R369 408 per annum (all-inclusive remuneration package: The department will determine the final salary offer based on proven years of experience post qualification.)

CENTRE REQUIREMENTS : Johannesburg
: Bachelor of Technology in Engineering (B Tech) with three (3) years post qualification Engineering Technologist experience required. Compulsory registration with ECSA as an Engineering Technologist. Sound knowledge of programme and project management. Knowledge of technical design and analysis. Knowledge of legal compliance and computer-aided engineering applications. Technical report writing. Networking and professional judgement. A valid driver's license.

DUTIES : Project manage consulting engineering rehabilitation of road structures. Maintain bridge management system. Implement tender processes, project and contract management functions. Compile and maintain structural and storm water design standards, codes of procedure and manuals. Quality control of road structures and drawings standards. Provide support services to sub-directorate Plan room. Provide In-house road structures and storm water in the design Centre. Provide wayleave support services.

ENQUIRIES : Mr. E. Mashaba Tel no: (011) 355-7050/060 546 7449

**PROVINCIAL ADMINISTRATION: LIMPOPO
OFFICE OF THE PREMIER**

The Office of the Premier is an affirmative action employer. Suitable women and the people with disability remain the target group and are encouraged to apply in line with the Employment Equity Act No. 55 of 1998. The Office of the Premier would like to invite suitably qualified candidates who are creative, energetic, self driven and hardworking and have a passion for improving the standard of living of citizens of Limpopo, to apply for positions as they appear below.

- APPLICATIONS** : Applications accompanied by certified copies of educational qualifications, identity document, and a comprehensive curriculum vitae, should be submitted on Z83 forms obtainable from all government departments. Applications should be addressed to, The Director General, Office of the Premier, Private Bag X9483, Polokwane, 0700 OR delivered personally @ 40 Hans Van Rensburg Street, Mowaneng Building, Office No. A013, Registry Office, Ground floor. Late applications, emails or faxed applications will not be considered.
- CLOSING DATE** : 1st August 2016 @ 16h00.
- NOTE** : The successful candidates must be willing to sign an oath of secrecy with the organisation also expected to sign a performance agreement. All appointments are subjected to the personnel suitability check (criminal records, credit record check, and verification of educational qualifications, previous experience, citizenship, reference checks and security vetting). All the shortlisted candidates for SMS posts will be subjected to a technical exercise that intent to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The Office reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Office. Failure to comply with the above requirements will result in the disqualification of the application. Please accept that your application has not been successful if you do not hear from this Office three (3) months after the closing date.

MANAGEMENT ECHELON

- POST 27/134** : **DIRECTOR: DEVELOPMENT PLANNING REF NO: OTP/07/16/01**
Division: Directorate: Development Planning
- SALARY CENTRE REQUIREMENTS** : R864 177–R1 017 972 per annum, Level 13
: Head Office: Polokwane
: NQF 7 (Relevant Bachelor's Degree requiring a minimum period of study of three years or equivalent qualification). At least ten (10) years experience in Development Planning of which five (5) years must have been in Middle Management Services (MMS) position. A valid vehicle driver's license. Competencies: Negotiation skills, people management financial solving and problem solving. Planning & organizing, time management and strategic planning. Policy analysis and development. Group dynamics, diversity management, facilitate skills and co-ordination skills, Leadership skills, change and knowledge management, Planning and organization skills, Good communication and report writing skills and the ability to work under pressure, Computer literate.
- DUTIES** : Key Responsibilities: The successful candidate will be required to: Ensure that there is efficient and effective implementation of the integrated provincial planning cycle as outlined in the Provincial Integrated Planning Framework; Ensure that integrated development planning is well coordinated among the three spheres of government; Ensure that provincial departments and municipalities receive support in their Strategic Planning Sessions; Ensure the review of both the Five Year Strategic Plans (SPs) and Annual Performance Plans (Apps) of Provincial Departments; Ensure that the APPs of provincial departments are aligned to the National Development Plan (NDP), Limpopo Development Plan (LDP) and Medium Term Strategic Framework (MTSF); Ensure the Inclusion of programmes from

State of Nation Address (SONA), State of the Province Address (SOPA) and Executive Council (EXCO) Decisions into the strategic planning documents of provincial departments; Ensure proper coordination of the quarterly Provincial Development Planning Forum (PDPF); Ensure and coordinate the submission of draft APPs by provincial departments to Office of the Premier and the Department of Performance and Monitoring and Evaluation (DPME). Ensure and coordination of the analysis of 1st & 2nd draft APPs of provincial departments and the production of the report on the finding thereon. Formulate and manage the component's budget against its Operation Plan (OP).

ENQUIRIES : Ms. Portia Ntladi / Ms. Elizabeth Moyaba / Ms. Cecilia Mamabolo / Ms. Pienkie Kekana at telephone numbers 015 – 287 6441, 6027, 6066 and 6293 respectively.

POST 27/135 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: OTP/07/16/02**
Division: Supply Chain Management

SALARY : R864 177-R1 017 972 per annum, Level 13
CENTRE : Head Office: Polokwane
REQUIREMENTS : NQF 7 or relevant Bachelor's Degree requiring a minimum period of study of three years in Accounting / Financial Management / Supply Chain Management or equivalent as recognized by SAQA. At least ten (10) years experience in Supply Chain Management / Financial Management or related field of which five (5) years must have been in Middle Management Services (MMS) position. A valid driver's license. COMPETENCIES: Knowledge: Extensive knowledge of PPPFA, BBBEE and PFMA, ability to apply Treasury Regulations, SCM instruction/practice notes, Managerial functions, Finance, Human Resource matters, Planning and organising, Compilation of reports, Research/analysing, Computer literacy, Technical/standards/procedures applicable to the directorate, Needs and priorities of the Department, Public Service Regulations, Public Service Act and DPSA directives. Skills: Ability to interpret and apply policy, analytical and innovative thinking, Research, Report writing; Workshop presentation and facilitation; ability to operate computer; Leadership, organising, Project Management, Conflict Management, Financial Management and Strategic Management.

DUTIES : Key Responsibilities: Manage the Supply Chain Management directorate of the Office including resources and performance information. Manage and advise on the Office's demand and acquisition process and ensure adherence to applicable prescripts. Manage the process leading to the advertisement of bids. Manage the receiving, evaluation and adjudication of bids. Manage Transport Management Services. Manage Logistics Management Services. Manage Asset Management Services.

ENQUIRIES : Ms. Portia Ntladi / Ms. Elizabeth Moyaba / Ms. Cecilia Mamabolo / Ms. Pienkie Kekana at telephone numbers 015 – 287 6441, 6027, 6066 and 6293 respectively.

OTHER POSTS

POST 27/136 : **APPOINTMENT SECRETARY REF NO: OTP/07/16/03**
Division: Directorate: Premier Administrative Support Service

SALARY : R612 822–R721 878 per annum, Level 11
CENTRE : Head Office: Polokwane
REQUIREMENTS : NQF 6 (National Diploma or Bachelor's Degree requiring a minimum period of study of three years or equivalent qualification). At least five (5) to ten (10) years experience in the Public Service. A valid vehicle driver's license. COMPETENCIES: Negotiation skills, people management financial solving and problem solving. Planning & organizing, time management and strategic planning. Policy analysis and development. Group dynamics, diversity management, facilitate skills and co-ordination skills. Leadership skills, change and knowledge management. Planning and organization skills. Good communication and report writing skills and the ability to work under pressure. Computer literate.

DUTIES : Key Responsibilities: The successful candidate will be required to: Ensure all appointments correspondence is responded to daily. Confirm the Premier's schedule and amend as required. Brief close protectors on the Premier's schedule. Check that speeches are available as per schedule. Brief the Premier on the following day's appointments. Process all incoming correspondence related to appointments requests. Ensure that the Premier's visitors are properly received.

Update the chief of staff and Admin secretary on the Premier's schedule. Ensure that step-by-step programmes are available for events as per schedule.

ENQUIRIES : Ms. Portia Ntladi / Ms. Elizabeth Moyaba / Ms. Cecilia Mamabolo / Ms. Pienkie Kekana at telephone numbers 015 – 287 6441, 6027, 6066 and 6293 respectively.

POST 27/137 : **PARLIAMENTARY OFFICER REF NO: OTP/07/16/04**

SALARY : R612 822–R721 878 per annum, Level 11
CENTRE : Head Office: Polokwane
REQUIREMENTS : NQF 6 (National Diploma or Bachelor's Degree requiring a minimum period of study of three years or equivalent qualification). At least five (5) to ten (10) years experience in the Public Service. A valid vehicle driver's license. Competencies: Negotiation skills, people management financial solving and problem solving. Planning & organizing, time management and strategic planning. Policy analysis and development. Group dynamics, diversity management, facilitate skills and co-ordination skills. Leadership skills, change and knowledge management. Planning and organization skills. Good communication and report writing skills and the ability to work under pressure. Computer literate.

DUTIES : Key Responsibilities: The successful candidate will be required to: Handle all parliamentary/legislative matters. Monitor and Analyze database in parliament. Attend administrative meetings in the Legislature. Response to portfolio committee meetings request. Compile quarterly reports on section 76 Bills received from the NCOP. Facilitate passage of legislation. Handle matters of the legislative committees and study groups. Liaison between the Premier and Stakeholders.

ENQUIRIES : Ms. Portia Ntladi / Ms. Elizabeth Moyaba / Ms. Cecilia Mamabolo / Ms. Pienkie Kekana at telephone numbers 015 – 287 6441, 6027, 6066 and 6293 respectively.

**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.

OTHER POSTS

POST 27/138 : **PSYCHOLOGIST (FORENSIC) GRADE 1 TO 3**
(Chief Directorate: General Specialist and Emergency Services)

SALARY : Grade 1: R 590 589 per annum,
Grade 2: R 695 682 per annum,
Grade 3: R 807 372 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Valkenberg Hospital (The incumbent will be jointly appointed to the Department of Health and the Department of Psychiatry and Mental Health, University of Cape Town)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health professional Council of South Africa (HPCSA). Registration with a professional council: Registration with the HPCSA as a Clinical Psychologist.
Experience: Grade 1: None after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. 1 Year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Services, as required in South Africa.
Grade 2: Minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
Grade 3: Minimum of 16 years relevant experience after registration with HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. Minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. .Inherent requirement of the job: Valid (Code B/EB) driver's licence.
Competencies (knowledge/skills): Ability to connect with people and communicate about emotional issues. Ability to communicate in at least two of the three official languages of the Western Cape. Basic computer literacy skills. Knowledge of legislation applicable to Clinical Psychology, eg the Mental Health Care Act and the Child Care Act. Note: No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application / on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)".

DUTIES : Key result areas/outputs: Contribute to assessments of defendants referred by the courts for observation, which may include writing reports and testifying in court. Develop, manage and provide evidence-based psychological services to state patients in the forensic mental health service. Contribute a psychological perspective to the work of the multi-disciplinary team. Train and supervise clinical psychology interns. Perform administrative tasks associated with the clinical work and internship programme. Adhere to Continuous Professional Development

(CPD) requirements as stipulated by the HPCSA. Adhere to the ethical Code of Conduct as upheld by the Professional Board for Psychology in South Africa. Participate in the teaching, research and other activities of the Department of Psychiatry and Mental Health, University of Cape Town.

ENQUIRIES : Prof S Kleintjes, tel. no. (021) 440-3117
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow 7500.
CLOSING DATE : 22 July 2016

POST 27/139 : **CLINICAL PSYCHOLOGIST GRADE 1 TO 3**
(Chief Directorate: General Specialist and Emergency Services)

SALARY : Grade 1: R 590 589 per annum,
Grade 2: R 695 682 per annum,
Grade 3: R 807 372 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Valkenberg Hospital (The incumbent will be jointly appointed to the Department of Health and the Department of Psychiatry and Mental Health, University of Cape Town).

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in Clinical Psychology. Registration with a professional council: Registration with the HPCSA as Psychologist in Clinical Psychology.
Experience: Grade 1: None after registration with the HPCSA as Psychologist in respect of RSA qualified employees. One year relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa.
Grade 2: Minimum of 8 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa.
Grade 3: Minimum of 16 years relevant experience after registration with the HPCSA as Psychologist in respect of RSA qualified employees. Minimum of 17 years relevant experience after registration with the HPCSA as Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Ability to connect with people and communicate about emotional issues. Ability to communicate in at least two of the three official languages of the Western Cape. Basic computer literacy skills. Knowledge of legislation applicable to Clinical Psychology, e.g. the Mental Health Care Act and the Child Care Act. A minimum of 3 years experience as a Clinical Psychologist is required in order to train and supervise Clinical Psychologist Interns. Note: No payment of any kind is required when applying for this post.

DUTIES : Key result areas/outputs: Develop, manage and provide evidence-based individual, group- and family-based psychological services within the in- and outpatient acute service platform of the hospital. Contribute a psychological perspective to the work of the multi-disciplinary team. Train and supervise Clinical Psychology interns. Perform administrative tasks associated with the clinical work and internship programme. Adhere to Continuous Professional Development (CPD) requirements as stipulated by the HPCSA. Adhere to the ethical Code of Conduct as upheld by the Professional Board for Psychology in South Africa.

ENQUIRIES : Prof S Kleintjes, tel. no. (021) 440-3117
APPLICATIONS : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.
FOR ATTENTION : Ms R Hattingsh
CLOSING DATE : 22 July 2016