



PUBLIC SERVICE VACANCY CIRCULAR

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1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

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CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered to 217 Pretorius Street, Van Erkom. Arcade Building 7th floor, Pretoria at the Reception.
- CLOSING DATE** : 28 September 2018
- NOTE** : Applications must be submitted on the prescribed application form Z83 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 comprehensive Curriculum Vitae, certified copies of all educational qualifications and supporting documents, such as identity documents, driver's license, etc. Persons who retired from the Public Service by taking severance packages, early retirement or for medical reasons, as well as persons with previous convictions, are excluded. Faxed or e-mailed applications will not be considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Former employees who left the public service earlier on condition that they would not accept or seek re-appointment; or due to ill health and cannot provide sufficient evidence of recovery should not apply.

OTHER POST

- POST 37/01** : **MONITORING AND EVALUATION ASSISTANTS REF NO: CSP/12/2018 (X10 POSTS)**
(Five Months Contract)
- SALARY** : R163 563 per annum (plus 37% in lieu of benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12 or relevant qualification. Extensive experience of working with the Microsoft Windows suite of software. Experience in data collection and processing. A high degree of computer literacy (MS Word, Excel, Outlook, etc). Analytical, project management and interpersonal skills. A valid Driver's license and ability to drive. Job related skills: Team Leadership, Customer Service Orientation, Communication, Interpersonal Interaction, Change Orientation, Personal Commitment, Planning and Organizing and Problem Analysis and Decision-Making.
- DUTIES** : Collect data at police stations and relevant places. Capture data in the database. Handle the controlling of computerised source documents and assist the information Analyst in compiling progress reports. Develop and maintain an integrated schedules. Administer source documents, computerise information from source documents. Control computerised source documents.
- ENQUIRIES** : Mr S Matsapola / Ms N Sefiti Tel No: (012) 393 4359

DEPARTMENT OF ENERGY

- APPLICATIONS** : The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)
- FOR ATTENTION** : Mr. D Mbhokota/ Mr. T Kekana
- CLOSING DATE** : 28 September 2018
- 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. NB email or fax applications will not be accepted.

OTHER POST

- POST 37/02** : **SECURITY OFFICER**
- SALARY** : R165 563 per annum (Level 05)
- CENTRE** : Northern Cape (Kimberly)
- REQUIREMENTS** : A Senior certificate and Grade C PSIRA certificate with a minimum of 1 year experience in security operation and administration PLUS the following key competencies: Knowledge of: Security legislation, policies and procedures, Access control procedures, Safety precautions, Security Registers. Thinking Demand: Innovative and pro-active thinking, Analytical thinking. Skills: Problem solving skills, Communication skills (verbal and written). Personal Attributes: Discipline, Self-confidence, High level of integrity, Tact and interpersonal relation.
- DUTIES** : Conduct access control and monitor movements within the building. Monitor the movements of private and GG vehicles in the parking area and safeguard the parking area itself. Undertake building/premises patrols. Investigate and report breaches of security. Escort visitors to relevant employees or venues when required. Prohibit the unauthorized removal of equipment, documents and stores from building or premises.
- ENQUIRIES** : Ms. M Ratikane ☎053 853 4000

GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM

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

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X 745, Pretoria 0001, or hand deliver to Tshedimoseiso House, 1035 Cnr Francis Baard & Festival streets, Hatfield, Pretoria
- FOR ATTENTION** : Mr S Matshageng
- CLOSING DATE** : 28 September 2018
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. The certification must be within three (3) months. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). "The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top secret security clearance". All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competency assessment. (Criminal record, citizenship, credit record checks, qualification verification and employment verification).

OTHER POST

- POST 37/03** : **RADIO PRODUCER REF NO: 3/1/5/1/18/27**
Directorate: Commutation Service Agency
- SALARY** : Commencing salary of R356 289 per annum (Level 09)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Radio Production or equivalent related qualification. The candidate must have at least three years' experience in radio production, of which one year should be experience at salary level 7 or 8/ Supervisory level. Think creatively, work under pressure & meet deadlines, work independently as well as part of a team candidates must be in possession of a valid driver's license. Good radio presenter skills will be an added advantage. Job Knowledge: Candidates must have detailed knowledge of radio production, both from a technical aspect and from a content perspective.
- DUTIES** : The successful candidate will be required to initiate, plan, write and produce radio adverts for GCIS and Government. Prepare and conduct live radio shows. Facilitate the live transmission of government events. Write and produce radio news bulletins. Engage with radio stations and GCIS clients. Complete all administrative work with regard to radio production. Provide support to the Deputy Director in the management of the unit. Supervise any junior staff within the radio section. Assist with training of students on internship. The incumbent will be expected to work after hours and travel extensively.
- ENQUIRIES** : Mr L Klaas Tel No: 012 473 0149

NOTE

: Preference will be given to Coloured male/female, Indian male/female and White male/female.

GOVERNMENT PENSIONS ADMINISTRATION AGENCY (GPAA)

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, Government Pensions Administration Agency, 34 Hamilton Street, or Private Bag X63, Arcadia, Pretoria, 0001
- FOR ATTENTION** : Mr Tumisho Manaka– Recruitment
- CLOSING DATE** : 28 September 2018 12H00 No late applications will be considered.
- NOTE** : Requirement of applications. Applications must be submitted on form Z83, obtainable on the internet at <http://www.gpaa.gov.za> (Originally signed). The relevant reference number must be quoted on all applications. Application should consist of a comprehensive CV (specifying all experience and duties, indicating the respective dates MM/YY as well as indicating references with full contact details), original certified copies of all qualifications (including matriculation), Identity document, valid driver's license (where driving/travelling is an inherent requirement of the job) and proof of citizenship if not RSA Citizen. Copies of certified documents will not be accepted – all copies must be originally certified in the past 3 months. Failure to submit the above information will result in the application not considered and deemed a regret. The candidate must agree to the following: Shortlisted candidates must be available for interviews at a date and time determined by GPAA. Applicants must note that pre-employments checks and references will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include but not limited to: security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The candidate must take note of: It is intended to promote representativeness through the filling of these posts and the candidature of persons whose promotion/ appointment will promote representativeness, will receive preference. Disabled persons are encouraged to apply. For salary levels 11 – 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 GPAA reserves the right to utilize practical exercises/tests/competency assessments 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 GPAA reserves the right to cancel the filling/not to fill a vacancy that was advertised during any stage of the recruitment process. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

OTHER POST

- POST 37/04** : **ASSISTANT MANAGER: HUMAN RESOURCES DEVELOPMENT REF NO: (ASM/HRD/2018/09-1P)**
- SALARY** : R356 289 per annum (basic salary)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : A Recognized three-year qualification (360 credits/NQF6) in Human Resources Management/Human Resources Development with at least 4 years' experience in Human Resources Training and Development field of which at least two years involved supervising or management of staff. Computer literacy that would include a good working knowledge of Microsoft Office (MS Excel, MS Word, MS PowerPoint and MS Outlook). A valid driver's licence is mandatory of at least 2

years old (certified copy must be attached). Knowledge of training and development. Knowledge of Skills Development Act and related legislation. Knowledge of PFMA. Good customer relations skills. Good problem solving skills. Good communications skills both verbal and written. Good interpersonal relations. Ability to work independently. Deadline driven. Strategic planning. Good analytical skills. Good negotiation skills. Good facilitation skills. Good report writing skills. Outgoing personality. Ability to work in a team.

DUTIES

: The successful incumbent of this position will be responsible for assisting the Manager in providing timely, accurate and relevant management information which includes the following, but not limited to: Implement the Workplace Skills Plan in line with the Human Resources Development Strategy: Develop a training schedule and ensure that the schedule supports the requirements of the Skills Development Strategy and Workplace Skills Plan. Prioritize training delivery in line with GPAA strategy. Appoint the relevant training/service providers in line with SCM. Ensure quality training is provided to ensure performance improvement. Ensure adherence of external service providers to the Service Level Agreements (SLAs). Provide advisory services on issues pertaining training. Consult and negotiate with employee, management, unions and social partners. Development of Workplace Skills Plan and the Annual Training Report in line with legislative requirements: Conduct training needs analysis. Consolidate data to inform the Workplace Skills Plan. Compilation of monthly, quarterly and annual training report to the relevant stakeholders. Present to stakeholder groups and coordinate approval of the WSP/ATR for timeous submission to the relevant SETA. Management and alignment of training opportunities and individual requirements with bursary opportunities: Identify opportunities to be aligned to the bursary scheme. Make opportunities available to employees and external learners. Manage the administration of bursaries and report back to the relevant stakeholders. Ensure measurement of the Return on Investment (RoI). Review policies/processes when there is a need to. Development and implementation of the HRD Strategy: Development and monitor implementation of the HRD policies. Facilitate the process of development and review of HRD Strategy. Develop and submit annual HRD strategy implementation plan. Implement the HRD strategy. Develop and submit HRD strategy, annual implementation plan and monitoring report. Prepare and present quarterly reports to management. Monitor and evaluate implementation of the HRD strategy. Manage compliance in line with the education and training prescripts that support the training and development environment: Ensure compliance to the quality system as prescribed in the training and development prescripts. Compliance to support training and development initiatives. Develop and manage a Management Information System for training and development in the GPAA. Ensure training and development activities are aligned to other human resources processes and systems. Manage the implementation of the mentorship and coaching projects in the GPAA that includes internships, Learnership, In-service training, Talent and Succession Management, Recognition of Prior Learning etc: Ensure that development programmes are implemented effectively. Support the line managers and recipients of mentoring and coaching. Monitor the progress of the programmes and measure RoI. Address all challenges emanating from the implementation of the programmes. Manage implementation of other training and development interventions in line with the legislation, directives and resolutions taken (ABET and RPL): Manage the ABET and RPL projects. Manage the implementation of the directives and resolutions. Conduct knowledge assessment for placement of learners. Coordinate and facilitate ABET classes. Research and implement directives, resolutions and new training interventions. Ensure that GPAA employees are informed of such before implementation. Component Management: Effective management of staff and unit performance. Effective management of staff development and training according to PDP. Effective management of risks. Effective management of audit findings. Management of customer satisfaction levels.

ENQUIRIES
NOTE

: Mr Tumisho Manaka Tel No: 012 319 1075
: One position of an Assistant Manager: Human Resources Development in the Human Resources section is available at the Government Pensions Administration Agency. This position will be filled as a permanent position. Employment Equity

target for the post is Indian males/females or Coloured males/females and people with disabilities. Candidates of the specified groups are encouraged to apply.

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

- APPLICATIONS** : Applications must be e-mailed timeously to recruit@gtac.gov.za or hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria. Applications e-mailed should not exceed size limit of 4MB. Numerous e-mails can be sent with attachments. Please visit the GTAC website at www.gtac.gov.za for more information.
- CLOSING DATE** : 28 September 2018 at 12h00
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. Qualification checks and security screening will be conducted on recommended candidates. Recommended candidates may be subjected to competency assessments. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

- POST 37/05** : **FINANCIAL ASSISTANT: JOBS FUND (GTAC) – REF NO: G017/2018**
Term: 3 Year Fixed Term Contract
- SALARY CENTRE REQUIREMENTS** : R299 709 – R353 043 per annum plus 37% in lieu of benefits (Level 08)
Pretoria
Completed National Diploma or BCom Degree. At least 5+ years' financial and administrative experience. Knowledge of public sector finance, including the standard chart of accounts, government budgeting processes, the PFMA and Treasury Regulations. Experience in public sector finance and budgeting processes, accounting practices and financial legislation, compliance with the policies governing the expenditure of voted and donor funds, experience in working with consultants and good communications skills in both verbal and written language.
- DUTIES** : Assist with all operational finances including; receipt of invoices and supporting documentation for processing, check invoices for correctness, follow up on outstanding documents, ensuring that payments to service providers and consultants are processed within the shortest possible time against internal procedures of GTAC, ensuring accurate and complete database of invoices / supporting documentation / deliverables are received, all relevant spreadsheets are updated with information derived from expenses, processing S&T travel claims and advances for officials / consultants against the relevant budgets and appropriate policies, compilation of monthly travel and subsistence reconciliation for the unit, ensuring that cost recovery invoice to GTAC is processed timeously. Planning and Budgeting; Compilation and submission of monthly in-year monitoring reports (IYM), assisting with compilation of annual budget, medium term expenditure framework, adjustment budgets, rollovers, ensuring timeous request of transfer of funds from the National Treasury for quarterly disbursements. Grant payments; preparation of request for grant payments, ensure that quarterly grant disbursements are captured timeously and accurately on grant management system, ensure that projects bank accounts are captured accurately and well maintained, ensuring that proof of grant payments are circulated to the project teams. Procurement; Development and implementation of a procurement plan, assisting with procurement of goods and services for unit. Effective Project administration; Ensure that the proof of grant payments and financial documents

are filed and maintained accordingly and in line with the filing structure, ensure that all financial documents are accessible (hard and soft copy) and that accurate records are kept of all expenditure for audit purposes, assisting with compilation of ad hoc reports including terms of reference for the project audit and deliverables from external auditors and provide communication support with service providers (contract management).

ENQUIRIES

:

Kaizer Malakoane Tel No: (012) 315 5442

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(VHEMBE TVET COLLEGE)**

- APPLICATIONS** : Chief Executive Officer, Vhembe TVET College, Private bag X2136, SIBASA, 0970. Alternatively, applications may be hand delivered to the HR Manager at central office, stand No 203. Unit A, SIBASA.
- CLOSING DATE** : 28 September 2018 at 12:00
- NOTE** : Applications must be submitted accompanied by Z83 form obtainable from any public service Departments. Comprehensive CV, including at least three contactable references. Certified copies of qualifications, ID document with original certification stamp quoting the relevant reference number. Applications received after closing date will not be considered. If no contact is made within three months after closing date of this advertisement, please accept that it was unsuccessful. Take note that all travel expenses shall be borne by applicant. Communications will be done only with the successful candidates. The College reserve the rights to withdraw any position at any time.

OTHER POSTS

- POST 37/06** : **CAMPUS MANAGER (X3 POSTS)**
- SALARY CENTRE** : R453 246 (Level 05)
: Vhembe TVET College Ref No: VTVET 57/2018, Ref No: VTVET 58/2018, Ref No: VTVET 59/2018
- REQUIREMENTS** : A recognised 3-year Diploma / Bachelor's Degree or an equivalent qualification, including a professional qualification in education coupled with a minimum of 7 years' actual and appropriate experience of which 3 years must be a managerial experience. Management experience working at a TVET College in the teaching and learning discipline will be an added advantage. Ability to analyse, interpret policies and develop guidelines to support students on the campus. A sound knowledge of Continuing Education and Training Act 16 of 2006 (As Amended). Knowledge of national examination and assessment policies. Good communication and writing skills. Computer literacy skills with specific reference to MS Word, Excel and PowerPoint. An ability to work in teams and under pressure. Strategic, project, financial and time management skills. A driver's licence and registration with SACE.
- DUTIES** : Responsible for general and administration of the campus academic curriculum development. Manage the overall operations of the campus and ensure the smooth that the campus teaching and learning take place. Manage students' academic performance and that of the lecturers and the administrative staff at the campus. Responsible for managing the Human Resource, Finance and Infrastructure activities of the campus. Responsible for effective implementation of DHET policies of plans ETC to realize the objective TVET. Provide support, guidance and mentorship to all managers of staff under their span control. To coordinate and oversee student activities as well as organize events. To provide superlative customer care and service catering to customer needs. To create positive and enthusiastic team spirit and maintain motivation and staff rapport effectively. To coordinate cordial and transparent communication between the campus, client, service providers and Central Office. To liaise with divisions daily, both informally and at scheduled meeting and communicate courteously to divisional heads and understanding their needs and expectations and cooperating with them at all times. To control the expenses budget, deal with petty cash according to Central Office procedures and maintain accurate accounting record and receipts.
- ENQUIRIES NOTE** : All enquiries should be directed to Ms Makungo F at 015 963 3156/7043
: The positions are at Makwarela Campus, Thengwe Campus and Shingwedzi Campus, however, one may be required to work at any of the Campuses as may reasonably be required by the College. Vhembe TVET College campuses are situated around Vhembe District municipality.

<u>POST 37/07</u>	:	<u>HEAD OF DEPARTMENT PL 3 (X2 POSTS)</u>
<u>SALARY</u>	:	R367 773 per annum
<u>CENTRE</u>	:	Mavhoi Campus (Engineering report 191) Ref No: VTJET 56/2018 Makwabela (Life Orientation English) Ref No: VTJET 55/2018
<u>REQUIREMENTS</u>	:	A recognised 3-year Diploma / Bachelor's Degree or an equivalent qualification, including a relevant professional qualification in education coupled with a minimum of 5 years' actual and appropriate experience. Management experience working at a TVET College in the teaching and learning discipline will be an added advantage. Ability to analyse, interpret policies and develop guidelines to support students on the campus. A sound knowledge of Continuing Education and Training Act 16 of 2006 (As Amended). Knowledge of national examination and assessment policies. Good communication and writing skills. Computer literacy skills with specific reference to MS Word, Excel and PowerPoint. An ability to work in teams and under pressure. Strategic, project, financial and time management skills. A driver's licence and registration with SACE.
<u>DUTIES</u>	:	Ensure implementation of the campus curriculum in the specific section. Coordinate teaching and learning in the section. Manage all the academic activities within the section including the management of the time table, attendance, monitoring and evaluation. Ensure effective and efficient utilization of resources within the section. Provide professional support to lecturing staff and students. Keep the management abreast of all aspects of administration and academic services in the section. Prepare and manage plans and report on all activities in the section. Manage and supervise assessment and examination process in the section including timeous marking of question papers. Ensure adherence to policy on the attendance of classes and all other applicable policies.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms Makungo F at 015 963 3156/7043
<u>POST 37/08</u>	:	<u>HEAD OF DEPARTMENTS PRIMARY AGRICULTURE (PL 3) REF NO: VTJET 54/2018</u> Re-advertisement
<u>SALARY</u>	:	R367 773
<u>CENTRE</u>	:	Mashamba
<u>REQUIREMENTS</u>	:	A recognised 3-year Diploma / Bachelor's Degree in the field of agriculture including a relevant professional qualification in education coupled with a minimum of 5 years' actual and appropriate experience. Management experience working at a TVET College in the teaching and learning discipline will be an added advantage. Ability to analyse, interpret policies and develop guidelines to support students on the campus. A sound knowledge of Continuing Education and Training Act 16 of 2006 (As Amended). Knowledge of national examination and assessment policies. Good communication and writing skills. Computer literacy skills with specific reference to MS Word, Excel and PowerPoint. An ability to work in teams and under pressure. Strategic, project, financial and time management skills. A driver's licence and registration with SACE.
<u>DUTIES</u>	:	Manage and control activities of the Department of primary agriculture. Ensure implementation of the campus curriculum in the specific faculty. Coordinate teaching and learning in the faculty. Manage all academic activities within the faculty including the management of timetable, attendance, monitoring and evaluation. Ensure effective utilization of resources within the faculty. Provide professional support to lecturing staff and students. Keep the campus manager abreast of all aspects of administration and academic services in the faculty. Prepare and manage plans and report on all activities in the faculty. Manage and supervise assessment and examination process in the faculty including the timeous processing of all ISAT and ICASS activities and marks. Organise student support activities and registration. Supervision of all lecturers within the faculty.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms Makungo F at 015 963 3156/7043
<u>POST 37/09</u>	:	<u>PROJECT MANAGER REF NO: VTJET 81/2018</u> College Council 3 years fixed term contract
<u>SALARY</u>	:	R367 773 per annum (SL 9)

<u>CENTRE</u>	:	Central office
<u>REQUIREMENTS</u>	:	an appropriate Bachelor's degree/ national Diploma (NQF level 6/7) or equivalent qualification specializing in construction. At least 3 years' experience in managing construction projects. A post graduate qualification will serve as an added advantage. Drivers licence is a prerequisite. Position requires individual with conceptual understanding of the rules and standards governing project administration and management and to ensure that the requirements of each project are spelt out by the job packaging/ statutory requirements. Risk management experience in project management. Good communication, written, spoken skills. Proficiency in analysing and solving problems related to projects. Outstanding human relation skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan. Strong ability to give attention to details as well as tested organisational skills. Strong knowledge and expertise in using modern information and communication technologies to project. Adhere to project specification, as well as to the regulatory body guidelines for the project (NIAMMS etc.). Knowledge of procurement processes.
<u>DUTIES</u>	:	the incumbent will be responsible to supervise different task in completing construction or repairs and maintenance projects. Responsible for the flow of information from the college level project supervisor (the organisational point where the service/ project is requested) to the team regarding the project in the Department of Higher Education and Training (Department). Make arrangement for projects documentation on the recommendation and specification of the department and ensure that appropriate specifications are met. Meet the project owner, ensure that appropriate specifications are set, or meet a higher standard. Update information on the project management tools. Make arrangement of the project completion based on specifications of the project owner. Put a proficient team together to achieve the purpose of work in a changing circumstances and fixed circumstance, and in a responsive circumstance using leadership management expertise. Plan, commence, execute, supervise, and roundup assigned projects.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms Makungo F at 015 963 3156/7043
<u>POST 37/10</u>	:	<u>ADMINISTRATION OFFICER (EXAMINATION) REF NO: VTVET 77/2018</u>
<u>SALARY</u>	:	R242 475 per annum (SL 7)
<u>CENTRE</u>	:	Tshisimani
<u>REQUIREMENTS</u>	:	A relevant 3-year Diploma or Bachelor degree qualification coupled with at least 3 years' experience in examination related duties. Experience working in examination related duties at a TVET College will be an added advantage.
<u>DUTIES</u>	:	Manage examination venues and results for students; manage mark sheets and examination time table, Co-ordinate the preparations and submission of examination entries to the department. Co-ordinate and manage invigilation of examinations. Ensure that all stationery and materials are provided for during examinations. Receive examination results and certificates, and ensure that they are appropriately distributed. Keep up to date with all the relevant policies and procedures that govern the smooth running of examination as laid down by the Department and other examination bodies.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms Makungo F at 015 963 3156/7043
<u>POST 37/11</u>	:	<u>LECTURER PL 1 (X20 POSTS)</u>
<u>SALARY</u>	:	R185 769 – R414 432
<u>CENTRE</u>	:	Mashamba Campus: (Maths & Mathematics Literacy) Ref No: VTVET63/2018 Tshisimani Campus: (Maths & Mathematics Literacy Ref No: VTVET64/2018 (Contract) Shingwedzi Campus: Financial Accounting Ref No: VTVET65/2018 (X2 Posts) Shingwedzi Campus: (Entrepreneurship & Business Management) Ref No: VTVET66/2018 (X2 Posts) Shingwedzi Campus: (Cost management & Accounting) Ref No: VTVET 67/2018 Shingwedzi Campus: (Management Communication) Ref No: VTVET 68/2018 Shingwedzi Campus: (Computer Practice) Ref No: VTVET69/2018 (X2 Posts)

		Shingwedzi Campus: (Computerised Financial System) Ref No: VTVET70/2018
		Shingwedzi Campus: (Information Processing) Ref No: VTVET71/2018 (X2 Posts)
		Shingwedzi Campus: (Office Practice) Ref No: VTVET72/2018 (X2 Posts)
		Shingwedzi Campus: (Communication) Ref No: VTVET73/2018
		Makwarela Campus: (Income tax) Ref No: VTVET74/2018
		Tshisimani Campus: (English) Ref No: VTVET80/2018
		Makwarela Campus: (Office data processing) Ref No: VTVET75/2018
		Tshisimani Campus: Electrical Engineering Ref No: VTVET76/2018 (Contract)
<u>REQUIREMENTS</u>	:	A recognised 3-year relevant National Diploma / Bachelor's Degree, including a relevant professional qualification in education coupled with a minimum of 1-year appropriate experience. Experience working at a TVET College in the teaching and learning discipline will be an added advantage. Registration with SACE.
<u>DUTIES</u>	:	The successful candidate's responsibilities will be required to teach N4- N6 and NCV. To manage students and keep administrative records, ensure quality education and training, assess students performance and support student's development.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms Makungo F at 015 963 3156/7043
<u>POST 37/12</u>	:	<u>ADMINISTRATION CLERK (EXAMINATION) REF NO: VTVET 78/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	R163 563 (SL5)
<u>CENTRE</u>	:	Tshisimani
<u>REQUIREMENTS</u>	:	A relevant 3-year Diploma or Bachelor degree qualification coupled with at least one-year experience in examination / Grade 12 with 3 years' experience in examination related duties. Experience working in examination related duties at a TVET College will be an added advantage.
<u>DUTIES</u>	:	administration of examination venues, administration of students results, mark sheets and examination time table, assist in Co-ordination, preparations and submission of examination entries to the department. Assist in Co-ordination of invigilation of examinations. Ensure that all stationery and materials are provided for during examinations. Receive examination results and certificates, and ensure that they are appropriately distributed. Keep up to date with all the relevant policies and procedures that govern the smooth running of examination as laid down by the Department and other examination bodies.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms Makungo F at 015 963 3156/7043
<u>POST 37/13</u>	:	<u>ADMINISTRATION CLERK (MARKETING & BRANDING) REF NO: VTVET79/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	R163 563 (SL5)
<u>CENTRE</u>	:	Central office
<u>REQUIREMENTS</u>	:	An appropriate 3-year Diploma or Bachelor's degree in Marketing Management coupled with at least one years' experience in marketing/ Grade 12 coupled with three years marketing experiences. Computer literacy skills with specific reference to MS Word, Excel, office and PowerPoint and an ability to work under pressure. Communication skills, well organised with customer-oriented approach.
<u>DUTIES</u>	:	undertake daily administration task to ensure functionality and coordination of marketing section activities, assist in organising various projects, employ marketing analytics techniques to gather important data (social media, web analytics, rankings,) update spread sheet, database and inventories with statistical, financial and non-financial information. Assist in organising promotional events. Prepare and deliver promotional presentations, communicate directly with clients and encourage trusting relationship.
<u>ENQUIRIES</u>	:	All enquiries should be directed to Ms Makungo F at 015 963 3156/7043

DEPARTMENT OF HUMAN SETTLEMENTS

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

- APPLICATIONS** : The Director-General, Department of Human Settlements, Private Bag X644, Pretoria, 0001 or Hand delivery 260 Justice Mohammed Street, Govan Mbeki House, Sunnyside, Pretoria, 0001.
- FOR ATTENTION** : Ms N Nortman, Tel No: 012 444 9115
- CLOSING DATE** : 28 September 2018
- NOTE** : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV, together with certified copies of qualification certificates and your ID/Passport. All copies must be certified in the past 12 months. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment.

OTHER POST

- POST 37/14** : **DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: DOHS/36/2018**
3 Year Contract
Chief Directorate: Human Resources
Directorate: Human Resource Provisioning
- SALARY** : R697 011 per annum (all inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate recognised Bachelor's degree/ National Diploma in Human Resource Management, with a minimum of three years managerial experience; Knowledge of Public Service Human Resources processes and systems, the PERSAL System. Understanding and application of legislation frameworks that are governing the Human Resource in the Public Service and other employment legislations. Good interpersonal, communication skills; display professional conduct as required from Human Resource Managers in the Public Service, leadership and team player, understanding of PILIR policy and procedure, ability to understand and implement an integrated approach towards human resources; Management Capabilities; and Computer literacy.
- DUTIES** : Coordinate recruitment, selection, appointment and other life cycle events of employees. Manage compensation and implementation of conditions of service of employees. Manage HR personnel records. Manage Persal and post establishment. Manage SLAs with recruitment agencies, SAQA and SOMA. Manage resources allocated to the Sub-directorate: HRP
- ENQUIRIES** : Mr MC Ramalepe Tel No: (012) 444 9113
- NOTE** : Male candidates and people with disabilities are encouraged to apply

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 : 12 October 2018

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, 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 and competency assessment. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. The foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. Reasonable accommodation shall be applied for People with Disabilities including where drivers licence is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 37/15 : **CHIEF DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: 18/66/ISM**
(3 Years Contract Appointment)

SALARY : R1 189 338 – R1 422 012 per annum (All inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Pretoria

REQUIREMENTS : Degree in Information Systems/ Computer Science or equivalent qualification at NQF Level 7, 10 years working experience of which 5 years' experience should be at a senior managerial level in ICT Infrastructure; Relevant enterprise architecture certificate(s) and experience will be an added advantage. Skills and Competencies: Communication skills (written and verbal); Ability to formulate and express ideas clearly, effectively and efficiently; Problem solving skills; Collaborative and excellent people skills; Creative and analytical; Ability to work independently and under pressure; Attention to detail and accuracy.

DUTIES : Provide overall strategic leadership to the ICT infrastructure Management component; Develop and manage the implementation of the ICT Infrastructure strategy and implementation roadmap; Develop, manage and implement ICT Infrastructure policies, standards and procedures; Lead and manage ICT Central Support Services, Regional Support Services, ICT Security Support Services and Infrastructure Projects teams; Manage key stakeholders relevant to the ICT Infrastructure component; Contribute to the development of the overall ICT strategy; Provide effective people and financial management.

ENQUIRIES : Mrs S. Bezuidenhout Tel No: (012) 315 1090

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.

NOTE : People with disabilities are encouraged to apply.

<u>POST 37/16</u>	:	<u>DIRECTOR: FINANCE REF NO: 18/30/KZN</u>
<u>SALARY</u>	:	R1 005 063 – R1 183 932 per annum (All inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Regional Office, Durban An undergraduate qualification (NQF level 7) in Finance/B.Com in Public Finance or Auditing recognized by SAQA; Five (5) years' experience at middle/senior managerial level; Experience in revenue & debt management and financial reporting; Knowledge of Public Financial Management Act (PFMA), Treasury Regulations, Generally Accepted Accounting Practice other (GAAP) and Public Services Regulations; A valid driver's licence. Skills and Competencies: Strategic capabilities and leadership; Project management; Planning and organizing; Financial management and change management; Research and knowledge management; Service delivery innovation; Analytical and problem solving; People management and empowerment; Client orientation and customer focus; Communication skills; Computer skills (Ms Office) presentation and facilitation.
<u>DUTIES</u>	:	Manage the design, implementation and maintenance of the Regions strategic plans; Ensure that sound internal controls and reporting systems are in place for the attainment of strategic goals; Ensure effective management of accounts receivables as well as the implementation and maintenance of debt risk management systems; Manage the compilation of accounts receivable financial reports and all clients are timely billed; Manage compilation of financial reports and GAAP accounting of leases; Provide management support to the line manager with compilation of annual financial statements and collate all the regions sub-directorate financial reports; Oversee timely resolution of audit queries and facilitate capacity building initiatives.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J.N. Mdaka Tel No: (031) 372 3000 Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
<u>POST 37/17</u>	:	<u>DIRECTOR: CENTRAL SUPPORT SERVICES REF NO: 18/70/ISM</u> (3 Years Contract Appointment)
<u>SALARY</u>	:	R1 005 063 – R1 183 932 per annum (All inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	National Office, Pretoria Degree in Information Systems/Computer Science or equivalent qualification at NQF7; 5 years' experience at middle/senior managerial level; 5 years relevant experience which includes at least 3 years management experience in ICT infrastructure operations management or related ICT discipline; Relevant technical certifications will be an added advantage (e.g. MCSE, N+, Security+); A valid driver's license. Skills and Competencies: Strategic Financial Management skills; Strategic Leadership capability; Communication skills (verbal & written); Computer literacy; Project Management skills; Research and Resource Management skills; Strategic Change and risk management; Presentation and facilitation skills.
<u>DUTIES</u>	:	Oversee and manage the ICT Central Support Services (Data Centre, WAN, Software Platforms and Licenses, IT Security etc) component in line with related policies, standards and procedures; Ensure alignment of the ICT Central Support with the business and service needs of the Department; Manage, monitor and maintain a stable ICT Central Support Service and operating environment; Develop, maintain, support and optimize key functional areas e.g. Data Centre, network infrastructure, security, server infrastructure, platforms, software licences and data communications etc.; Manage and implement the necessary infrastructure management monitoring systems and tools (e.g. networks, systems (servers), storage, back-ups); Manage the scheduling and directing of activities to resolve ICT Central Support Services related incidents and problems timeously and accurately; Manage deliverables from vendor/suppliers and other organizational delivery entities; Implement projects and initiatives in support of ICT disaster and service continuity including maintenance thereof; Contribute to the formulation of the overall ICT strategy, infrastructure architecture strategy,

roadmaps and operational plans; Provide effective people and financial management.

ENQUIRIES : Ms. E Zeekoei Tel No: (012) 315 1436
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.

OTHER POSTS

POST 37/18 : **FAMILY COUNSELLOR MANAGER REF NO: 23/18/NC**

SALARY : R755 598 – R1 045 935 per annum. (Salary will be in accordance with the OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Family Advocate, Kimberley
REQUIREMENTS : Bachelor's Degree in Social Work or equivalent qualification; A minimum of 10 years appropriate experience in Social Work after registration as Social Worker with the in SA Council for Social Service Professions (SACSSP); Experience in management in the field of Child Care and Protection or related environment will be added advantage; Registration with SACSSP as Social Worker; Knowledge and understanding of legislation and treaties relevant to domestic and international Child protection, the PFMA and Treasury Regulations; Experience in statutory social work and in being an expert witness in court; Knowledge of integrated approach in provision of services to families and children in civil legal disputes in accordance with domestic law and international treaties as well as expert knowledge of Child Care and Protection services; Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Project management; Mediation skills; Planning and organizational skills; Forensic report writing; Knowledge on the assessment of children; Strategic management capability; Leadership.

DUTIES : Implement and monitor family counsellor service – and other relevant policies and procedures; Implementation and monitoring of family counsellor profession related programmes, including norms and national uniform standards; Manage, monitor and quality assure the institutional performance of family counsellor profession including Family Counsellor Supervision Services; Manage and monitor Family Counsellor output and capture monthly, quarterly and annual performance information accurately in respect of the work of Family Counsellors in the Province; Co-ordinate Reg 6 requests to and from Provinces; Provide expert guidance to Family Counsellors and Supervisors on the implementation of Child Protection, domestic and international legislation policies; Strengthen partnerships with relevant government Departments, NGOs and the SACSSP; Keep up to date with new developments in the social work and management fields and advice the Principal Family Advocate and the Department on all relevant matters within the Social Work Field.

ENQUIRIES : Adv. P.M. Molokwane Tel No: (053) 838 4567
APPLICATIONS : Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

POST 37/19 : **STATE LAW ADVISER LP7 - LP8 REF NO: 18/64/SLA (X5 POSTS)**

SALARY : R725 487 – R1 203 570 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Office of the Chief State Law Adviser: Cape Town (X4 Posts)
Pretoria (X1 Post)

REQUIREMENTS : LLB or 4 year recognized legal qualification; At least 5 years appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; Knowledge in Constitutional Law, Administrative Law and International Law;. Skills

- and Competencies: Legal Research and Drafting; Litigatory skills; Dispute Resolution; Interpretation and presentation skills; Problem solving and decision making skills; Communication skills (written and verbal); Motivated and ability to meet deadlines; Computer literacy; Ability to work independently and as part of a team; Ability to work under pressure and long hours.
- DUTIES** : Scrutinize, redraft and certify Draft Bills of all national departments with regard to their constitutionality, quality and drafting form and style for approval and introduction; Appear before both houses of parliament, provide legal and legislative drafting services; Write legal opinions for all departments of state in the national, provincial and local sphere of government and other organs of state; Scrutinize and provide opinions on all draft international agreements and subordinate legislation referred to the office; Draft legal documents and advise on the drafting of legal documents that provide clear motivation/justification; Perform any function assigned to the office by the national executive.
- ENQUIRIES** : Ms P Leshilo Tel No: (012) 357 – 8240
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The 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. Separate applications must be made quoting each centre.
- POST 37/20** : **FAMILY ADVOCATE LP 7 (X2 POSTS)**
- SALARY** : R725 487 – R781 551 per annum (Salary will be in accordance with OSD determination). (The successful candidate will be required to sign a performance agreement).
- CENTRE** : Family Advocate, Cape Town: Ref No: 86/18/FA/WC
Family Advocate, Johannesburg: Ref No: 2018/40/GP
- REQUIREMENTS** : An LLB Degree or recognized four (4) year legal qualification; At least five (5) years appropriate post qualification, litigation/ legal experience; Admitted as an Advocate or qualify to be admitted as an Advocate of the High Court; The right of appearance in the High Court of South Africa; A valid driver's licence. Skills and Competencies: Litigation; Advocacy; Legal research and drafting; Dispute resolution; Case flow management.
- DUTIES** : Execute the mandate of the Office of the Family Advocate; Perform all functions and duties of the Family Advocate in accordance with relevant legislation; Endorse settlement agreements or commenting thereon; Institute enquires to ascertain the best interest of the minor child by means of ADR procedures and evaluation; Attend to Hague matters when delegated to do so; Attend to relevant circuit courts within the province.
- ENQUIRIES** : Advocate N Britz Tel No: (021) 426 1216 (Cape Town)
Ms R Moabelo Tel No: (011) 332 9000 (Johannesburg)
- APPLICATIONS** : **Cape Town:** Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
Gauteng: quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 or Physical address: 7th floor, Regional Office Gauteng, Department of Justice and Constitutional Development, Schreiner Chambers, Cnr Pritchard and Kruis Street, Johannesburg, 2000
- NOTE** : separate applications must be made quoting the relevant reference number.
- POST 37/21** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 18/32/KZN**
- SALARY** : R697 011 – R821 052 per annum (All inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Regional Office, Durban
- REQUIREMENTS** : An appropriate Degree/ Diploma in Commerce, Accounting or Economics or equivalent qualification; Five (5) years working experience in the Supply Chain Management environment, with at least a minimum of three (3) years' experience at a managerial level; Knowledge and understanding of Procurement Policy Framework Act, BBBEE and PFMA; Knowledge of Supply Chain Management

		Framework and Asset Management; A valid driver's licence. Skills and Competencies: People management skills; Research and analytical skills; Policy development and analysis skills; Project management skills; Financial management skills; Client orientation and customer focus skill; Presentation and facilitation skills; Communication (written and verbal) skills.
<u>DUTIES</u>	:	Manage and maintain the Regional demand management planning; Manage the establishment and maintenance of Regional supplier database; Ensure the effective functioning of the ad-hoc specification committee; Facilitate the Regional participation in SITA new and existing transversal term contracts; Manage Regional Supply Chain Management function; Facilitate monthly, quarterly and annual reporting on SCM related matters and Regional procurement statistics; Ensure effective management, control over the safekeeping, utilization and maintenance of all Regional assets including all leased assets; Assist in the development, implementation of disposal management strategy, policies and procedures; Develop and maintain a Regional acquisition, maintenance and disposal plan for asset; Provide effective people management.
<u>ENQUIRIES</u>	:	Mr J.N. Mdaka Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
<u>POST 37/22</u>	:	<u>DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 18/33/KZN</u>
<u>SALARY</u>	:	R697 011 – R821 052 per annum (All inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Regional Office, Durban
<u>REQUIREMENTS</u>	:	A Degree or 3 years National Diploma in Public Management / Administration or equivalent qualification; Minimum of 3 years' experience in either Building Management / Maintenance or Project Management; Three (3) years practical experience in Facilities Planning and Management including space audit; Practical experience in managing external service providers; Knowledge and understanding of Fixed Asset Management, PFMA and GIAMA; Knowledge and understanding of Government procurement process relating to procurement of assets; A valid driver's license. Skills and Competencies: Project Management; Financial management skills; Managerial skills; Communication skills (including writing) with the ability to motivate and direct people; Strategic and conceptual orientation; Team orientated and results driven; Interpersonal relations and customer orientation; Creative and analytical skills; problem solving and conflict management skills; Continual learning and information search; Computer literate.
<u>DUTIES</u>	:	Manage overall space of the Region; Monitor and report on all major projects undertaken in the region; Monitor proper implementation of Departmental Maintenance Plan as well as day to day Maintenance; Form part of the planning processes and Liaise with DPW for acquisition of land for the construction of new facilities; Prepare and manage Provincial maintenance, Property plans and budget; Assist in identifying and compiling submissions for inclusion of offices in RAMP projects; Provide facilities management services including procurement of leased accommodation, planned and unplanned maintenance and capital works projects identification and support; Provide office support services (including information, document management, technology and transport management).
<u>ENQUIRIES</u>	:	Mr J.N. Mdaka Tel No: (031) 372 3000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban
<u>POST 37/23</u>	:	<u>DEPUTY DIRECTOR: REMUNERATION AND MISCELLANEOUS PAYMENT REF NO: 18/76/CFO</u>
<u>SALARY</u>	:	R697 011 – R821 052 per annum (All inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	National Office: Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or National Diploma (NQF level 6) in Financial Accounting qualification; 5 years financial management experience of which 3 years should be

at supervisory; Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations, BAS (Basic Accounting System) and Persal; A valid driver's licence. Skills and Competencies: Communication skills; Computer literacy (Ms Word, Ms Excel & PowerPoint); Sound report writing and analytical skills; Ability to work under pressure; Analytical and problem solving skills.

DUTIES : Manage the payment of salaries and allowances as well as the implementation of salary deduction; Manage miscellaneous transport, subsistence claims and advances payments; Oversee the distribution and reconciliation of salary pay-sheets, telephone database and interface, Oversee the clearing/reconciliation of suspense/control accounts; Implementation of internal control measures; Ensure document and records management; Provide effective people management.

ENQUIRIES : Ms E. Zeekoei Tel No: (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.

NOTE : People with disability are encouraged to apply.

POST 37/24 : **COURT MANAGER (X4 POSTS)**

SALARY : R444 693 – R523 818 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE : Magistrate's Offices, Hlanganani Ref No: 18/34C/KZN

Magistrate Office, George Ref No: 56/18/WC

Magistrate's Courts: Koster Ref No: 18/VA10/NW Ganyesa

REQUIREMENTS : A 3 year qualification in Administration and/or a National Diploma in Service Management (NQF Level 5) plus module in Case Flow Management or equivalent qualification; At least 3 year's managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; Experience in the Court environment will be an added advantage; A valid driver's license. Skills and Competencies: Strong leadership and management capabilities; Strategic capabilities; Good communication (written and verbal); Computer literacy.

DUTIES : Oversee places of sitting within the sub cluster; Co-ordinate and manage the financial, human resources, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; strategies; Lead and manage the transformation of the office; Manage the projects intended to improve court Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvement management; Manage service level agreements.

ENQUIRIES : KwaZulu-Natal: Mr J.N. Mdaka Tel No: (031) 372 3000

North West: Ms L Shoai Tel No: (018) 397 7054

Cape Town: Mr G Maggott Tel No: (021) 469 4000

APPLICATIONS : **KwaZulu-Natal:** Quoting the relevant reference number, direct your Application to: The Regional Head, Private Bag X54372, Durban, 4000 or Physical address: Recruitment Section, First Floor Reception, 2 Devonshire Place, Durban

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

Cape Town: Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.

FOR ATTENTION : Cape Town: Mr M Ketelo

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

POST 37/25 : **ASSISTANT DIRECTOR: FINANCE (MISCELLANEOUS PAYMENTS) REF NO: 18/77/CFO**

SALARY : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Pretoria
: A Bachelor's Degree or National Diploma in Finance or equivalent qualification; 3 years financial management experience covering the processing of miscellaneous payments, clearing and reconciliation of salary related suspense/ control accounts, management of departmental debt as well as the reconciliation of income tax; 2 years supervisory experience; Knowledge of PFMA, Treasury Regulations, Basic Accounting System (BAS), Persal, Public Service Act and Regulations; A valid driver's licence. Skills and Competencies: Communication skills (written and verbal); Computer literate (Ms Word, Ms Excel & PowerPoint); Sound report writing and analytical skills; Ability to work under pressure, goal oriented & target oriented; Problem solving skills.

DUTIES : Manage miscellaneous payments and the clearing of suspense/control accounts, manage transfer payments, resolve creditor queries and ensure compliance with payment period, Respond to audit findings and implement corrective measures; Implement internal control measures and ensure document and records management, Provide effective people management.

ENQUIRIES APPLICATIONS : Ms S. Bezuidenhout Tel No: (012) 315 1090
: Quoting the relevant reference number, direct your application to: Postal Address: The 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 Building, Pretoria, 0001.

NOTE : People with disabilities are encouraged to apply.

POST 37/26 : **ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT (NORTHERN CAPE) REF NO: 29/18/NC**

SALARY : R356 289 – R430 389 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Regional Office, Northern Cape
: B Degree or National Diploma Security Management / Risk Management or relevant equivalent qualification. PSIRA Grade B; At least 3 years supervisory experience in security management; NIA Security Managers' Course will be an added advantage; Knowledge of PFMA and OHSA Act will be an added advantage. Thorough knowledge of the MISS 1998; Control of Access to Public premises and Vehicle Act, 1985 (Act No.53 of 1985); The successful candidate will be required to travel extensively; A valid driver's licence. Skills and Competencies: Good communication skills (verbal and written); Computer literacy (MS Word and Excel); Project management skills; Presentation skills; Ability to work under pressure; Administrative and organizational skills; Sound interpersonal relations; Accuracy and attention to detail; Investigation skills.

DUTIES : Perform a variety of duties related to the core functions of the security and risk management unit: Ensure and monitor adherence to departmental security systems and policies; Manage security at sub-offices in the region including resources, security personnel, contract security and physical security infrastructure; Ensure Implementation of security measures at courts in consultation with the court managers; (Physical, Personnel, document and Information security); Promote and facilitate security awareness and education programmes; Conduct security threats and risk audits; Ensure compliance with MISS and departmental security policy; Roll out of contingency plan and OHSA compliance at sub-offices within the region; Ensure the safety of all persons in the court environment.

ENQUIRIES APPLICATIONS : Ms. S. Segopa Tel No: (053) 802 1300
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates

Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.

- POST 37/27** : **COURT INTERMEDIARY REF NO: 18/20/ FS**
(Re-advertisements)
- SALARY** : R299 709 - R353 043 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate's Offices: Phuthaditjhaba
- REQUIREMENTS** : The persons or category of persons who may be appointed as Intermediaries and the requirements for such persons or category of persons in terms of Government Notice R1374 in Government Gazette 15024 of 30 July 1993 as amended by GN R360 in GG 17882 of 28 February 1997, GN R597 in GG 22435 of 2 July 2001 and as amended by GN R663 in GG 10737 of 14 July 2017 are the following: Medical Practitioners who are registered as such under the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act 56 of 1974), and against whose names the specialty Paediatrics or Psychiatry is also registered; or, Clinical Counsellors or Educational Psychologist who are registered in terms of section 17 of the Health Professionals Act 1974(Act nr 56 of 1974)Family Counsellors who are appointed as such under section 3 of the Mediation in Certain Divorce Matters Act, 1987 (Act 24 of 1987), and who are or Clinical Counsellors or Educational Psychologist as determined above or Social Workers as determined below or Educators as determined below or Child and Youth Care Workers as determined below. Social Workers who are registered as in terms of section 17 of the Social Service Professions Act, 1978, and who have two years' experience in social work and persons who obtained a Master's Degree in Social Work and who have two years' experience in social work; Educators as defined in section 1 of the South African School Act, 1996 (Act no 84 of 1996) who have obtained a minimum post Matriculation teacher's education qualification of three years at a recognized tertiary educational institution and have at least three years' experience in teaching, and are registered in terms of section 21 of the South African council for Educators Act 2000(Act no. 31 of 2000) and include former or retired educators, who comply with above and whose name have not been removed from the register in terms of section 23(1) of the South African Council for Educators Act, 2000. Child care workers who have obtained a minimum post Matriculation three years at a recognized tertiary educational institution in child and youth care and have at least three years' experience in child and youth care, Previous experience as a Court Intermediaries exposed to court procedure, court etiquette, legal terms and terminology and functions of courts will be an added advantage; Experience in working with children affected by trauma and people with disabilities will be an added advantage. Knowledge of the relevant legal and regulatory framework (Constitution of the RSA, 1996; Criminal Procedure Act, 1977 (Act 51 of 1997), particularly sections 153, 158, 162 to 167 and 170A of the Act; Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act 32 of 2007); Children's Act, 2005 (Act 38 of 2005) and Domestic Violence Act, 1998 (Act 116 of 1998). Applicants must please indicate their language proficiency level in English, Afrikaans and any other indigenous language. (Complete section D of Z83) language proficiency testing will be conducted during the interviews; Skills and Competencies: Communication and empathetic skills (with children, persons with disabilities and other traumatized witnesses). Trauma and basic counselling skills; Interpersonal relations skills; Customer focus and responsiveness; Administrative skills; Computer literacy (MS Word, PowerPoint, Outlook, Excel); Problem solving and decision making skills.
- DUTIES** : Provide intermediary services to children, persons with mental disabilities and other traumatized witnesses; Provide specialized child language and disability services; Assist children to testify with the aid of anatomically-detailed dolls; Maintain intermediary room by ensuring that the equipment of the private testifying room is always in good order; Provide support services to witnesses and make appropriate referrals, where necessary; Compile and submit registers, statistics and reports; Render administration support service in court.
- ENQUIRIES** : Ms. NM Dywili Tel No: (051) 407 1800

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, OR hands deliver @ Colonial Building, 53 Charlotte Maxeke Street, Bloemfontein, 9301.
- POST 37/28** : **ADMINISTRATIVE OFFICER REF NO: 18/21/FS**
(This is a Re-advertisement and candidates who previously applied are encouraged to re-apply).
- SALARY** : R299 709 – R353 043 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Office of Chief Magistrate, Welkom
: A three year Bachelor's Degree /National Diploma in Administration or equivalent qualification; Three (3) year's Administrative experience; The following will be an added advantage: Knowledge of Judicial system within the Court environment; Legal background; A valid driver's license; Supervisory experience; Skill and Competencies: Excellent communication (verbal and written), Computer literacy (MS Office), Creative and analytical thinking, Minutes taking, Time management, Research management, Project Management and good report writing.
- DUTIES** : Compile statistical data and reports for court and case flow management; Provide secretarial and general administrative support to the Office of the Chief Magistrate; Manage the control and flow of documents; Provide logistical support services; Mmanage resources in the Office of the Chief Magistrate (human, financial and assets); Conduct legal research for the Chief Magistrate and Magistrates.
- ENQUIRIES APPLICATIONS** : Ms. NM Dywili at (051) 407 1800.
: Please direct your application to: The Regional Head, Private Bag X20578, Bloemfontein, 9300, or hand delivers at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.
- POST 37/29** : **ADMINISTRATIVE OFFICER REF NO: 27/18/NC**
- SALARY** : R299 709 –R353 043 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office Williston
: A three (3) year National Diploma / Degree in Public Administration / Management or relevant equivalent qualification; Two (2) years relevant experience in Office and District Administration and Departmental Financial Management systems; Experience in Vote and Trust Account will be an added advantage; Valid driver's license. Skills and Competencies: Supervisory skills; Computer literacy (MS Office, Ms Excel); Excellent communication skills (written and verbal); Good interpersonal relations; Accuracy and attention to detail; Ability to work under pressure.
- DUTIES** : Control documents; Draft correspondence with members of the public, other organizations and other state departments; Render advice/assistance on a wide spectrum of matters within occupational class context, e.g. the interpreting of statutes/provisions, budgeting, maintenance, legal advice, planning actions and special projects; Facilitate training and development of clerical personnel; Custody of reserve stock.
- ENQUIRIES APPLICATIONS** : Mr J. Tope Tel No: (053) 8021300
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- POST 37/30** : **SOCIAL WORKER/ FAMILY COUNSELLOR (GRADE 1) (X12 POSTS)**
- SALARY** : R242 553 – R281 181 per annum. (Salary will be in accordance with OSD determination). (The successful candidate will be required to sign a performance agreement)
- CENTRE** : Office of the Family Advocates Cape Town Ref No: 82/18/FA/WC (X5 Posts)
: Office of the Family Advocates Ref No: 83/18/FA/WC George' (X1 Post)
: Office of the Family Advocates Ref No: 84/18/FA/WC Mitchells Plain (X1 Post)
: Office of the Family Advocates Ref No: 85/18/FA/WC Worcester (X1 Post)

- REQUIREMENTS** : Office of the Family Advocates Ref No: 2018/39/GP Johannesburg (X4 Posts)
Bachelor Degree in Social Work or equivalent qualification which allows for professional registration with the SACSSP; A minimum of three (3) years appropriate experience; Knowledge and experience in Mediation; Court Experience in rendering expert Evidence; Knowledge and application of Family Law, including Mediation in certain Divorce Matters Act, Children's Act, Maintenance Act and Domestic Violence Act (inclusive of Hague Convention on International Child Abduction); A valid drivers' licence. Skills and Competencies: Computer literacy; Communication (written and verbal) skills; Mediation, Interviewing, conflict resolution, evaluation and report writing skills; Diversity and conflict management; Attention to detail.
- DUTIES** : Conduct mediation and/or inquiries as part of a multi- disciplinary team in custody, access, guardianship, child abduction and related family law disputes; Evaluate information and compile forensic court reports and make recommendations to the best interest of children in family law disputes; Act as expert witness for the Family Advocate in Court; Network and conduct awareness campaigns regarding the functions and role of the Office of the Family Advocate; Travel to townships and rural areas to conduct inquiries and interview parties and source references in family law disputes. Report on performance to the head of office.
- ENQUIRIES** : Cape Town, Mitchells Plain and Worcester: Adv. N Britz at Tel No: (021) 426 1216
George - Advocate J Gerber at Tel No: (044) 802 4200
Gauteng: Ms R Moabelo Tel No: (011) 332 9000
- APPLICATIONS** : Please forward your application to: Regional Head: Private Bag X 9171 Cape Town 8000 or physical address: 8 Riebeeck Street, 5th Floor Norton Rose House, Cape Town.
Gauteng: quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg, 2000 or Physical address: 7th floor, Regional Office Gauteng, Department of Justice and Constitutional Development, Schreiner Chambers, Cnr Pritchard and Kruis Street, Johannesburg, 2000
- FOR ATTENTION NOTE** : Mr M Ketelo
: Candidates whose name appears on Part B of the child Protection Register as mandated by the Section 123 (5) of the Children's Act, 2005 need not apply. Applicants are required to attach proof of registration with SACSSP and Service certificates of appropriate experience in Social work after registration as Social Worker with SACSSP. Separate applications must be made quoting the relevant reference number.
- POST 37/31** : **SENIOR COURT INTERPRETER REF NO: 24/18/NC**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Magistrate Office Springbok
: Grade 12/ NQF Level 4; National Diploma: Legal Interpreting at NQF Level 5 or any other relevant tertiary; qualification at NQF Level 5; Three (3) years' practical experience as a Court Interpreter; Knowledge of Policies, prescripts, legislation, court proceedings and cultural diversity; Drivers' license will be an added advantage. Language Requirements: isiXhosa, Tswana, English, Afrikaans are compulsory; Sotho, Sepedi, Xitsonga, Tshivenda and isiZulu will be an added advantage; Skills and Competencies: Computer literacy (MS Office); Good communication(written and verbal); Administration and organizational skills; Ability to maintain interpersonal relations; Accuracy and attention to detail.
- DUTIES** : ender interpreting services; Translate Legal Document and Exhibits; Develop Terminology; Assist with the reconstruction of Court Records; Perform Specific Line And Administrative Support Functions; Control and Supervision of Interpreters.
- ENQUIRIES APPLICATIONS** : Mr R. Muller Tel No: (053) 802 1300
: Quoting the relevant reference number, direct your application to: Postal address: The Regional Head: Justice and Constitutional Development, Private Bag X6106, Kimberley, 8300. OR hand delivers at the New Public Buildings, (Magistrates Court) of Knight and Stead Streets, 7th floor, Kimberley, 8301. Email or faxed applications will not be considered.
- NOTE** : Applicants will be subjected to a Language test

- POST 37/32** : **MAINTENANCE INVESTIGATOR REF NO: 18/VA11/NW**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Stillfontein Magistrate Court
- REQUIREMENTS** : A Grade 12 or equivalent qualification; A valid Driver's Licence; Experience in Family Law and Knowledge of the Maintenance Act (Act 99 of 1998); Skills and competencies: Good communication skills(verbal and written); Computer literacy (MS Office); Good interpersonal relations; Ability to work under pressure and to solve problems; Customer service; Documents management and filing.
- DUTIES** : Perform the following variety of duties related to the maintenance Act and Family Law: Work the public in a professional and emphatic manner; Testify in court under the supervision of the Maintenance Prosecutors; Render administrative support to the office; Explain the legal terminology and process in simple languages; Manage time effectively and demonstrate good facilitation skills; Trace person liable to pay maintenance and maintenance; Gather and secure information related to maintenance enquiries and defaulters.
- ENQUIRIES** : Ms L Shoai at (018) 397 7054
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X 2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- POST 37/33** : **MAINTENANCE OFFICER (MR1- MR5) (X5 POSTS)**
- SALARY** : R186 828 – R475 773 per annum. (Salary will be determined in accordance with experience as per OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office Barberton: Ref No: 2018/17/ MP
Magistrate Office Emalahleni: Ref No: 2018/19/MP
Magistrate Office Nsikazi: Ref No: 2018/16 / MP
Magistrate Office Evander Ref No: 2018/15/MP
Magistrate Office Mdotjuna Ref No: 2018/18/MP
- REQUIREMENTS** : LLB degree or recognized 4 year legal qualification. Skills and Competencies: Basic knowledge and understanding of legal research principles; Basic understanding of drafting legal documents that provides Clear motivation; Knowledge of legal proceedings relevant to mediation, arbitration and conciliation; Languages skills (oral & written); Motivational skills; Loyalty, honesty, Ability to work under pressure etc; Driving skills; Communication skills; Planning and organizing; Good interpersonal relations; Attention to detail; Customer care; Computer literacy.
- DUTIES** : Conduct preliminary interviews; Conduct informal maintenance enquires; Conduct formal maintenance enquires; Render administrative support.
- ENQUIRIES** : Ms NC Maseko Tel No: (013) 753 9300 Ext. 224
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X11249, Nelspruit, 1200 OR Physical address: Application Box, Fourth Floor Room 4.26, 24 Brown Street, Nedbank Centre, Nelspruit.
- NOTE** : Separate applications must be made quoting the relevant reference number.
- POST 37/34** : **MAINTENANCE OFFICER (MR1-MR4) REF NO: 18/VA15/NW**
- SALARY** : R186 828 - R332 823 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Rustenburg Magistrate Court
- REQUIREMENTS** : LLB Degree or recognised 4 year legal qualification; Extensive knowledge of the maintenance system and family law matters; Proficiency in at least two official languages; Knowledge of Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; A valid driver's licence. Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy(MS Office); Numeracy Skills; Communication skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in

- simple language skills; Good interpersonal relations; Innovatively and work under pressurized environment.
- DUTIES** : Perform the powers, duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Guide Maintenance Investigators in the performance of their functions; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Supervision of the Family Law Section; Mentoring and Coaching; Ensure compliance with disciplinary code; Manage performance of subordinate.
- ENQUIRIES APPLICATIONS** : Ms. L. Shoai Tel No: (018) 397 7054
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- POST 37/35** : **COURT INTERPRETERS REF NO: 18/VA07/NW (X2 POSTS)**
- SALARY** : R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Molopo Magistrate Court
: A Grade 12 or equivalent qualification; A minimum of 3 months relevant experience will serve as an advantage; Applicants will be subjected to a language test; Language Proficiency; Setswana English, Isizulu or Isixhosa; Afrikaans, Sesotho Tshivhenda and Xitsonga will be added an added advantage; Ability to interpret in sign language and or foreign language will serve as an added advantage. Skills and Competencies: Good communication skills(verbal and written); Computer literacy(MS Office); Good interpersonal relations; Ability to work under pressure and to solve problems; Customer service; Documents management and filling.
- DUTIES** : Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Interpret in criminal court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors.
- ENQUIRIES APPLICATIONS** : Ms. L Shoai at (018) 397 7054
: Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, Mafikeng.
- NOTE** : All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply.
- POST 37/36** : **COURT INTERPRETER REF NO: 18/VA08/NW**
- SALARY** : R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Atamelang Magistrate Court
: A Grade 12 or equivalent qualification; A minimum of 3 months relevant experience will serve as an advantage; Applicants will be subjected to a language test ; Language Proficiency; Setswana ,English, IsiZulu or IsiXhosa; Afrikaans, Sesotho ,Tshivenda and Xitsonga will be added an added advantage; Ability to interpret in sign language and or foreign language will serve as an added advantage; Skills and competencies: Good communication skills(verbal and written); Computer literacy(MS Office); Good interpersonal relations; Ability to work under pressure and to solve problems; Customer service; Documents management and filling.
- DUTIES** : Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions; Interpret in criminal court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors.
- ENQUIRIES** : Ms. L Shoai at (018) 397 7054

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, and Mafikeng.
- NOTE** : All former contract workers and Casual Interpreters of the Department of Justice and Constitutional Development are encouraged to apply
- POST 37/37** : **COURT INTERPRETER: REF NO: 18/VA09/NW**
- SALARY** : R163 563 – R192 666 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Moretele Magistrate Court
- REQUIREMENTS** : A Grade 12 or equivalent qualification; A minimum of 3 months relevant experience will serve as an advantage; Applicants will be subjected to a language test. Language Proficiency: Setswana, English, IsiZulu and Sepedi; Sesotho, Tshivenda and Xitsonga will be added an added advantage; Ability to interpret in sign language and or foreign language will serve as an added advantage. Skills and competencies: Good communication skills(verbal and written); Computer literacy(MS Office); Good interpersonal relations; Ability to work under pressure and to solve problems; Customer service; Documents management and filling.
- DUTIES** : Perform a variety of routine administrative duties related to the activities of the core functions of the Department in the following sessions: Interpret in criminal court, Civil Court, Labour Court and Quasi Proceedings; Interpret during consultation; Translate legal documents and exhibits; Record cases in criminal record book; Draw case records on request of Magistrate Prosecutors; Make arrangements for foreign language interpreters in consultation with the prosecutors.
- ENQUIRIES** : Ms L Shoai at (018) 397 7054
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X2033, Mmabatho, 2735 or hand deliver it at 22 Molopo Road, Ayob Gardens, and Mafikeng.

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** : 01 October 2018 at 16:00
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document. [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification (including Senior Certificate), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Certified copy of a copy will not be accepted. Applicants, who do not comply with the above-mentioned requirements / instructions as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

- POST 37/38** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/1/208**
- SALARY CENTRE REQUIREMENTS** : R826 053 per annum (All inclusive)
: Labour Centre: Queenstown
: Three year relevant tertiary qualification in Business / Public Administration / Public /Business Management/ Operations Management / Project Management. Two (2) years management experience. Three (3) years functional experience in business/organisational operations/services. A valid drivers Licence. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer literacy, Conflict Management, Presentation, Interpersonal, Report writing, Leadership, Project management.
- DUTIES** : Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.
- ENQUIRIES APPLICATIONS** : Adv. EM Yawa, Tel No: (043) 701 3128
: Chief Director Provincial Operations: Eastern Cape Provincial Office: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London

FOR ATTENTION : Sub-directorate: Human Resources Management: Provincial Office: East London

POST 37/39 : **DEPUTY DIRECTOR: RISK MANAGEMENT, FRAUD AND ANTI CORRUPTION**
REF NO: HR4/10/101

SALARY : R697 011 per annum (All inclusive)
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three (3) year tertiary qualification in Risk Management/ Internal Auditing/ Accounting/ Economics. Two (2) years Management experience. Three (3) years functional experience in Risk management/ Internal auditing services. Knowledge: Public sector Risk Management Framework, COSO Framework, King Report on Corporate Governance, Treasury Regulations, Treasury Regulations, Anti Fraud and corruption policies, Criminal and Commercial Law, Labour Relations, legislation, policies and procedures. Skills: Analytical, Strategic management, Financial Management, Facilitation, Investigation, Interviewing, People management, Computer literacy, Time management, Communication, Interpersonal, Presentation, Planning and organising.

DUTIES : Develop and ensure implementation of Risk Management and Anti-Fraud strategy. Develop plans for risk assessments and conduct awareness campaigns. Monitor and implement controls to combat fraud and corruption. Conduct risk research and analysis. Manage all resources within the unit.

ENQUIRIES : Ms. Z Maimane, Tel No: (021) 441 8125
APPLICATIONS : Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 Or hand deliver at Cnr Riebeeck and Long Street

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 37/40 : **COUNSELLOR (X2 POSTS)**

SALARY : R547 917 (OSD)
CENTRE : Labour Centre: Fort Beaufort Ref No: HR 4/4/1/179 (X1 Post)
Labour Centre: Oudtshoorn Ref No: HR 4/4/10/104 (X1 Post)

REQUIREMENTS : Four (4) year B Psych qualification or a 4 year B Psych equivalent Qualification. Valid Drivers licence. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: Knowledge of Employment Services Act, ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Counselling, Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.

ENQUIRIES : Ms. Z Maimane, Tel No: (021) 441 8125
Ms. N Tetyana, Tel No: (046) 645 4686

APPLICATIONS : Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 Or hand deliver at Cnr Riebeeck and Long Street. For Attention: Sub-directorate: Human Resources Management, Western Cape
Chief Director Provincial Operations: Eastern Cape Provincial Office: Private Bag X 9005, East London, 5200 or hand delivered at No. 3 Hill Street, East London. For Attention: Sub-directorate: Human Resources Management: Provincial Office: East London

POST 37/41 : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/4/04/24**

SALARY : R444 693 per annum
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three (3) years qualification Labour Relations Management/BCOM Law/LLB. Two (2) years supervisory experience. Two (2) years functional experience in Labour/Inspections Enforcement Services. Valid Drivers license (B). Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Finance

- Management Act Public Service Regulations, Employment Equity Act, COIDA.
Skills: Planning and Organising, Computer literacy Communication, Problem Research Solving, Interviewing, listening and observation, Presentation, Research, Project Management, Analytical, Innovative.
- DUTIES** : Ensure the implementation of programmes, work plans and policies for Employment Equity Act (EEA) and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Employment Equity Act and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Equity Act matters.
- ENQUIRIES** : Adv. M Msiza, Tel No: (012) 309 5253
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Gauteng
- POST 37/42** : **PRINCIPAL COID: EMPLOYERS AUDITOR (X2 POSTS)**
- SALARY** : R444 693 per annum
- CENTRE** : Provincial Office: Mpumalanga-Ref No: HR4/4/7/62(X1 Post)
Provincial Office: KwaZulu-Natal-Ref No: HR4/4/5/68(X1 Post)
- REQUIREMENTS** : Three (3) years tertiary qualification in Financial Accounting / BCOM Accounting / BCOM Law / BCOM Commerce / LLB. Two (2) years functional experience in compliance / Inspection and Enforcement Environment. Two (2) years supervisory experience. Valid drivers licence. Knowledge: Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), OHS act and Regulations, Public Service Regulation, Public Financial Management Act (PFMA). Skills: Facilitation, Planning and Organizing, Communication written and verbal, Computer Literacy, Research, Interpersonal, Innovative and creative.
- DUTIES** : Manage the implementation of SOP'S and COIDA employer audit service enforcement strategy. Manage the inspection and audits of the employers in relation to COIDA. Manage and coordinate advocacy campaigns on COIDA. Manage resources of the section.
- ENQUIRIES** : Mr. EM Khambula, Tel No: (031) 366 2203
Ms. NL Njwambe, Tel No: (013) 655 8775
- APPLICATIONS** : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hands deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban. For Attention: Human Resources Management, KwaZulu-Natal.
Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank. For Attention: Sub-directorate: Human Resources Management, Emalahleni
- POST 37/43** : **ASSISTANT DIRECTOR: SUPPLY AND DEMAND (PERFORMANCE INFORMATION MANAGEMENT) REF NO: HR 4/4/08/06**
- SALARY** : R444 693 per annum
- CENTRE** : Provincial Office: Gauteng
- REQUIREMENTS** : Three (3) years relevant tertiary qualification in Social Science/ Economics/ Statistics. Two (2) years functional experience in Labour market data processing/ statistics. Two (2) years supervisory experience. Valid drivers licence (B). Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act, Public Service Regulations and relevant prescripts, Statistics and Database software packages, Functioning of DOL Labour Centres and Business Units, Labour legislation. Skills: Research, Communication, Computer Literacy, Innovative, Interpersonal relation, Analytical, General management, Project management, Data analysis, Leadership.
- DUTIES** : Manage performance information of the provinces in the Department of Labour, in order to insure that the pre-determined plans and objectives of the organization are provincially monitored and successfully achieved in line with applicable government prescripts. Promote accountability and transparency by providing Government and the public with timely, accessible, accurate and quality assured provincial performance information. Monitor and evaluate implementation of

Service Delivery Improvement Plans. Assist in consolidating and analyzing trends recorded through quarterly performance reports against. Manage all the resources of the division.

ENQUIRIES : Mr. D Kgwele, Tel No: (011) 853 0300
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein
FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng

POST 37/44 : **ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR 4/4/08/08**

SALARY : R356 289 per annum
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : LLB Degree/ Four (4) years legal tertiary qualification. Admission as an attorney or advocate. Two (2) years functional experience in legal environment. A valid driver's license. Knowledge: Public Service transformation and management issues, Public Service Act, Ability to convert policy into action, Treasury Regulations, Departmental policies and procedures, Accounting system and Internal Control, Corporate governance, Enforcement Manual, Batho Pele principles. Skills: Computer literacy, Verbal and written communication, Good interpersonal relations, Problem solving, Facilitating, Presenting, Conflict management, Research, Litigation.

DUTIES : Implement statutory processes with respect to all Labour Legislation and IES policies. Implement advocacy programmes on compliance and enforcement. Develop and implement a Labour Centre monitoring program for enforcement files. Oversee administration for statutory services in the Province.

ENQUIRIES : Adv. M Msiza, Tel No: (012) 309 5253
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein
FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng

POST 37/45 : **ASSISTANT DIRECTOR: IT ADMINISTRATION AND OFFICE SERVICES REF NO: HR4/ 4/4/07/08**

SALARY : R356 289 per annum
CENTRE : Provincial Office: Braamfontein (Gauteng)
REQUIREMENTS : Three (3) year relevant tertiary qualification in Business/ Public Administration/ Management/ Information Management. Two (2) years Supervisory experience. Two (2) years functional experience in the Administration Services. Knowledge: Relevant Departmental policies and procedures, Basic Condition of Employment Act, Batho Pele Principles, Minimum Information Security Standard, Archives Records, National Archives and Record Service, Safety and Security, Accommodation procedures, Damage and Loss control. Skills: Communication Interpersonal relations, Decision –making, Problem-solving, Presentation, Conflict management, Computer Literacy.

DUTIES : Manage the accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province. Manage and monitor effective registry services in the Province. Monitor and ensure that all ITC equipment is operational. Supervise all resources within the section (Weekly).

ENQUIRIES : Mr. NS Mthethwa, Tel No: (011) 853 0300
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001, or hands deliver at 77 Korte Street, Braamfontein
FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng

POST 37/46 : **ASSISTANT DIRECTOR: COID STATUTORY SERVICES (X2 POSTS)**

SALARY : R356 289 per annum
CENTRE : Provincial Office: Western Cape-Ref No: HR4/4/10/197(X1 Post)
Provincial Office: Limpopo-Ref No: HR4/6/6/01(X1 Post)
REQUIREMENTS : BPROC / LLB. Admission as an Attorney or Advocate. Two (2) year functional experience in compliance or legal services environment. Valid driver's licence. Knowledge: Public service transformation and management issues, Public Service

Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative Analytical, Verbal and written communication.

DUTIES : Appear in court for enforcement of COID and OHS. Manage the implementation of COIDS and OHS enforcement processes. Manage the advocacy strategy for COID and OHS-IES in the province. Manage and facilitate the implementation of capacity development programmes for the inspectors in the province. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.

ENQUIRIES : Ms. T Maluleke, Tel No: (015) 290 1662
Ms. Z Maimane, Tel No: (021) 441 8125

APPLICATIONS : Chief Director: Provincial Operations: P O Box 872 Cape Town, 8000 Or hand deliver at Cnr Riebeek and Long Street, For Attention: Sub-directorate: Human Resources Management, Western Cape
Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700, For Attention: Sub-directorate: Human Resources Management, Limpopo

POST 37/47 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/9/298**

SALARY : R299 709 per annum

CENTRE : Labour Centre: Christiana

REQUIREMENTS : Three (3) year relevant tertiary qualification in Business Administration/Business Management and/ or Public Administration/ Public Management /Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele principles, Public Service Act, Public Services Regulations, Departmental Policies, Procedures and Guidelines. Skills: Problem solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation.

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

ENQUIRIES : Ms. F Diokana, Tel No: (018) 387 8132

APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 2040, Mmabatho, 2735, Physical address 2nd Floor, Provident House, University Drive, Mmabatho

FOR ATTENTION : Human Resources Operations

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.
- FOR ATTENTION** : Ms N Maseko/ Ms T Sibutha
- CLOSING DATE** : 28 September 2018
- NOTE** : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. 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). Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore criterion for shortlisting will depend on the proficiency of the applications received. 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 POST

- POST 37/48** : **SECURITY RISK OFFICER REF NO: DMR/18/0047**
- SALARY** : R163 563 per annum (Level 05)
- CENTRE** : Western Cape Regional Office, Cape Town
- REQUIREMENTS** : An appropriate Grade 12 or equivalent, Grade C PSIRA Certificate coupled with relevant experience PLUS the following key competencies: Knowledge: Access control procedure, Safety precautions, Security Registers; Skills: Problem solving skills; Communication: Communication skills (verbal and written).
- DUTIES** : Perform access control. Perform security patrols and escort duties and Operate CCTV equipment's.
- NOTE** : Coloureds, Indians as well as people with disabilities are encouraged to apply.
- ENQUIRIES** : Mr MC Mabena ☎012 444 3633

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria, Website: www.dpme.gov.za
- FOR ATTENTION** : Ms J Mchunu
- CLOSING DATE** : 28 September 2018 @ 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 originally signed Z.83 accompanied by original certified copies of qualification(s), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POST

- POST 37/49** : **OUTCOME ASSISTANT REF NO: 078/2018**
Contract ending 31 March 2019
Outcome: Education & Skills
- SALARY** : R444 693 – R523 818 per annum (level 10) plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year tertiary qualification (NQF 6) in the area of Public Administration, Education and skills, M&E or equivalent with at least 5 years appropriate experience of which 3 years must be in M&E and 2 years in the area of Education. Should possess high level skills in: report writing, project management, sound knowledge of the Microsoft Office suite (including excel and power point). Competencies / Skills: Should produce good quality of work, be reliable and take

initiative. Should have good Interpersonal relations and communication skills, should be flexible and have the ability to work with the team. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. The incumbent must be able to exercise professional judgement.

DUTIES

: The successful candidate will be responsible in providing administrative and technical support on outcomes planning monitoring and evaluation improvement initiatives. This entails supporting the outcomes team in the planning, development and review of the MTSF chapter on the outcome. Provide support in conducting quantitative and qualitative outcomes research and policy analysis focused on monitoring performance and evaluation of outcome 1 and 5. Provide improved and accurate range of evidence and data for effective monitoring and assessing of sector department performance. Support on-site investigation and verification where required and report accordingly, then compile detailed reports and presentations for evidence. Render administrative support to the Outcomes Team in the execution of their duties. Support and form part of Presidential and Executive M&E interventions teams, undertaken by the Special Projects. Contribute towards the compilation of monthly outcomes reports. Provide continuous interaction with outcomes relevant departments and entities initiatives. Support the Outcomes Team in advocating for timely use of monitoring and evaluation information to drive service delivery.

ENQUIRIES

: Ms Jabulile Mchunu, Tel No: (012) 312-0462

DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

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

- APPLICATIONS** : Online applications can be submitted on <https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx>. Kindly note that technical support is available from Graylink, Monday to Friday from 8:30 to 17.00 @ 086 137 0202 should you experience any difficulties with your online application.
- CLOSING DATE** : 28 September 2018 at 16:00
- NOTE** : DRDLR has a dual applications system where applicants can apply online via the e-Recruitment System or manually submit a Z83 obtainable from any Public Service department that should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 12 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can only upload/attach those course certificates applicable to the post that you apply for. Failure to submit the requested documents may result in your application not being considered. If you manually apply for more than one post in the DRDLR, please submit a separate manual application form for each post. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.

MANAGEMENT ECHELON

- POST 37/50** : **DIRECTOR: MAPPING SERVICES REF NO: 3/2/1/2018/284**
Chief Directorate: National Geo-Spatial Information
- SALARY** : R1 005 063 per annum (Level 13) (All-inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Western Cape (Cape Town/Mowbray)
- REQUIREMENTS** : Bachelor's Degree in Cartography/Geospatial Information Science/Surveying/Geomatics (NQF Level 7). Appropriate post qualification experience in Cartography/Geomatics. Compulsory registration with South African Geomatics Council. 5 years of middle or senior management experience. Job related knowledge: Geo-spatial information management; Topographic framework information; Cartography; Map design; Map production; Digital photogrammetry; Performance management and monitoring; Government systems and structures, Government decision making processes; Programme setting process; Understanding of the management information and formal reporting system; Ability to deal with Misconduct; Public financial management; Internal control and risk management; Project management principles and tools and the political landscape of South Africa. Job related skills: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Customer focus and responsiveness; Communication; Computer literacy; People management; Planning and organising; Conflict management; Negotiation; Change management; Data and information management; Data search; Facilitation; Project management and Interpersonal relations; Analytical; Time management; Contract management. A valid driver's licence.
- DUTIES** : Manage the processing of earth imagery. Manage the ortho-rectification of imagery in accordance with standards and the annual production plan. Manage the determination of image positions and orientation through photogrammetric

methods, ongoing. Manage the collection of elevation data and computation of digital elevation models in accordance with standards and the annual production plan. Provide map production service. Manage the production of orthophoto maps in accordance with standards and the annual production plan. Manage the production of medium and small scale maps in accordance with standards and the annual production plan. Manage the production of land cover maps and land use maps in accordance with standards and the annual production plan. Manage the design and production of customised maps. Archive and retrieve survey and mapping records, in accordance with archive and security standards at all times. Provide professional and technical support and client services to all spheres of government including Rural Development and Land Reform programmes and other organs of state. Render advisory services, as required. Manage the provision of cartographic services to the Department of Basic Education, as required. Manage the production of aeronautical charts on behalf of South African Civil Aviation authority, as required. Render cartographic services based on user need, as required. Participate in development projects in Africa, as approved. Plan and execute projects in accordance with best practice for project management, as required.

APPLICATIONS : Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.

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

POST 37/51 : **DEPUTY REGISTRAR OF DEEDS REF NO: 3/2/1/2018/290**

SALARY : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Office of the Registrar of Deeds: Bloemfontein

REQUIREMENTS : A law degree on NQF 7 or any other law related diploma with an additional qualification on NQF 7. 5 years' experience as Assistant Registrar of Deeds or Deeds Law Lecturer or, 5 year experience as a practicing Conveyancer. Job related knowledge: Examination of Deeds; Interpretation of statutes; Research and information analysis; Project management principles and tools. Job related skills: Computer literacy; Communication; Judgement and assertiveness; Ability to convey knowledge to others; Organisational skills; Problem solving abilities. A valid driver's licence.

DUTIES : Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Sectional Titles Act of 1986 as well as common, statutory and case law, also in compliance with recognised practices and procedures and Chief Registrar of Deeds directives. Manage the practice committee/Examiner Forum and issue circulars. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide Rural Development Support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills regarding land registration and related matters. Manage the archiving of deeds/documents. Deliver registered deeds and documents. Maintain the updating of the deeds registration register. Update the land register. Manage the provision of information to clients. Provide deeds related information and copies. Manage presidential/departmental inquiries and compile a report. Manage the corporate support services. Collect debts. Pay creditors. Manage budget process. Manage supply chain processes. Verify and submit financial reports. Manage

recruitment processes. Manage service benefits. Manage performance management and development. Manage labour relations. Manage records management. Manage information technology services. Manage deeds training and development.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Corner Pretorius and Bosman Street, For attention HRM.

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

POST 37/52 : **DEPUTY REGISTRAR OF DEEDS REF NO: 3/2/1/2018/291**
Office of the Registrar of Deeds
(This is a re-advertisement, applicants who applied previously must reapply)

SALARY : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)

CENTRE : Cape Town
REQUIREMENTS : A law degree on NQF 7 or any other law related diploma with an additional qualification on NQF 7. 5 years' experience as Assistant Registrar of Deeds or Deeds Law Lecturer or, 5 year experience as a practicing Conveyancer. Job related knowledge: Examination of Deeds; Interpretation of statutes; Research and information analysis; Project management principles and tools. Job related skills: Computer literacy; Communication; Judgement and assertiveness; Ability to convey knowledge to others; Organisational skills; Problem solving abilities. A valid driver's licence.

DUTIES : Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Sectional Titles Act of 1986 as well as common, statutory and case law, also in compliance with recognised practices and procedures and Chief Registrar of Deeds directives. Manage the practice committee/Examiner Forum and issue circulars. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide Rural Development Support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills regarding land registration and related matters. Manage the archiving of deeds/documents. Deliver registered deeds and documents. Maintain the updating of the deeds registration register. Update the land register. Manage the provision of information to clients. Provide deeds related information and copies. Manage presidential/departmental inquiries and compile a report. Manage the corporate support services. Collect debts. Pay creditors. Manage budget process. Manage supply chain processes. Verify and submit financial reports. Manage recruitment processes. Manage service benefits. Manage performance management and development. Manage labour relations. Manage records management. Manage information technology services. Manage deeds training and development.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Corner Pretorius and Bosman Street, For attention HRM.

NOTE : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a

generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

- POST 37/53** : **DEPUTY REGISTRAR OF DEEDS REF NO: 3/2/1/2018/292**
Office of the Registrar of Deeds
(This is a re-advertisement, applicants who applied previously must reapply)
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Kimberley
- REQUIREMENTS** : A law degree on NQF 7 or any other law related diploma with an additional qualification on NQF 7. 5 years' experience as Assistant Registrar of Deeds or Deeds Law Lecturer or, 5 year experience as a practicing Conveyancer. Job related knowledge: Examination of Deeds; Interpretation of statutes; Research and information analysis; Project management principles and tools. Job related skills: Computer literacy; Communication; Judgement and assertiveness; Ability to convey knowledge to others; Organisational skills; Problem solving abilities. A valid driver's licence.
- DUTIES** : Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Sectional Titles Act of 1986 as well as common, statutory and case law, also in compliance with recognised practices and procedures and Chief Registrar of Deeds directives. Manage the practice committee/Examiner Forum and issue circulars. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide Rural Development Support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills regarding land registration and related matters. Manage the archiving of deeds/documents. Deliver registered deeds and documents. Maintain the updating of the deeds registration register. Update the land register. Manage the provision of information to clients. Provide deeds related information and copies. Manage presidential/departmental inquiries and compile a report. Manage the corporate support services. Collect debts. Pay creditors. Manage budget process. Manage supply chain processes. Verify and submit financial reports. Manage recruitment processes. Manage service benefits. Manage performance management and development. Manage labour relations. Manage records management. Manage information technology services. Manage deeds training and development.
- APPLICATIONS** : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Corner Pretorius and Bosman Street, For attention HRM.
- NOTE** : Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The job will require of the official to work irregular and extended hours. The successful candidate will have to make provision for this.

OTHER POSTS

- POST 37/54** : **LAW LECTURER REF NO: 3/2/1/2018/296**
Office of the Chief Registrar of Deeds
- SALARY** : R826 0531 per annum (Level 12) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma in Deeds Registration/BUris/BProc/LLB. 4 years of experience as Senior Examiner/ Deeds Registration Assistant Law Lecturer. Knowledge on registration of Deeds. Interpretation of statutes. Examination of Deeds. Human Resource prescripts. Court procedure. Research and information analysis, Legislation governing the Deeds Registry. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Supervisory skills. Policy analysis and development. Good judgment and assertive skills. Time management. Analytical skills. Financial Management skills. Project Management skills. Facilitation and presentation skills.
- DUTIES** : Determine training needs and requirements of the Chief Directorate. Determine training needs and requirements on a quarterly basis. Accumulate statistics pertaining to training matters. Plan and make arrangements in respect of deeds training as and when required. Present training as and when determined. Conduct research and develop study material. Determine the purpose of the research. Determine the techniques to be used when conducting research. Research on the topic. Analyse information gathered during research. Develop new study material on an on-going basis. Co-ordinate all aspect in respect of deeds training. Assist management with the Personnel Administration Section with all administrative matters pertaining to training, enrolment of students and nomination of attendees for courses at all times Present training on newly developed material to deeds registries. Monitor the standards examination regularly. Initiate rectifying measures in consultation with supervisors as and when determined. Present training on newly developed material to deeds registries. Develop training materials and submit for comments. Develop schedules for training. Provide feedback on training presented. Draft Registrars Circulars and Notices. Assist Registrars in drafting training related circulars and notice. Research on information needed for the notices. Oversee the management of the library. Manage the library on a daily basis.
- APPLICATIONS** : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.
- NOTE** : Preference would be given to Coloured, Indian and White Males, African, Coloured and Indian Females, and people with disabilities.
- POST 37/55** : **CONTROL GISc TECHNOLOGIST REF NO: 3/2/1/2018/286**
Directorate: Spatial Planning and Land Use Management Services
- SALARY** : R714 393 per annum (Salary in accordance with OSD for Engineers)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : 3 - 4 years GIS degree or related Bachelor Degree. 6 years post qualification GISc Technologist experience. Compulsory registration with PLATO in the category of GISc Technologist. Job related knowledge: Programme and project management; Legal and operational compliance; Systems maintenance; Geo-database design and analysis knowledge; Research and development; Creating high performance organisational culture; Technical report writing; Accountability. Job related skills: Organisational; Process knowledge skill; System maintenance; GIS mobile devices operating; Advanced computer literacy; Interaction skills; Communication. A valid driver's licence.
- DUTIES** : Design, plan and perform advanced GISc analysis to address organisations strategic objective. Undertake spatial modeling. Facilitate the collection and capturing of spatial data from various formats and sources. Ensure the publishing of metadata. Coordinate the design, development and creation of geospatial databases. Conduct analysis and visualisation of data to meet the stated requirements. Manage and implement image processes and procedures.

Undertake operational and project requirement. Maintain GISc unit effectiveness. Develop and manage spatial information applications within organisational process. Provide access to spatial information and geographical information services to all clients in the department. Develop training manual end users on skills regarding GISc at all times. Ensure interoperability between system to maximise efficiency. Publish data into a web based GISc system to provide geographical information through the internet. Ensure easy access to spatial information at all times. Documents GISc processes. Provide stakeholder management services. Manage and implement knowledge sharing initiative e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between and operations and individuals to ensure effective knowledge management according to the departmental objectives. Provide GIS implementation support. Support GIS and technical systems audit. Support the systems requirements analysis. Participate in cost benefit analysis exercises. Facilitate the development of the process models and workflow diagrams. Ensure implementation of GIS standards. Support draft terms of reference for GIS projects. Manage maps production and customise to meet clients' needs accordingly. Conduct research. Research, investigate and advice on new GIS technologies. Advise on research viability and feasibility. Recommend and compile appropriate plan to respond to the research problem. Develop new methods/technologies for solving spatial data problems. Research and implement new GIS standards.

- APPLICATIONS** : Applications can also be submitted by post Private Bag X9552, Polokwane, 0700 or hand it delivered to: 61 Biccard Street, Polokwane 0700.
- NOTE** : Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- POST 37/56** : **ANALYST/DEVELOPER (NET DEVELOPER) REF NO: 3/2/1/2018/289**
Directorate: ICT Solutions Development
- SALARY** : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma in Information Technology/Software Development/Bsc Computer Science. Extensive working experience in C#, .Net 4.0, ASP.Net, JQuery, Microsoft BI, HTML, CSS, SQL Server 2008 environment and other MS related technologies. Minimum of 6 years experience on C# and other MS related technologies especially Sharepoint. Practical experience in Microsoft technologies especially C#. Solid understanding of Object-oriented programming (OOP) and N-tier architecture. Experience in Software Development Life Cycle (SDLC) - Both Agile and Waterfall methodologies. Experience in unit testing. Job related knowledge: CRM work flows; Share point 2010 or 2013; Team Foundation Server (TFS). Job related skills: Very good verbal communication; Good working knowledge with MS SQL along with Stored Procedures, Views, Triggers etc; Passionate about building high-quality systems. Ability to work independently as well as part of the team. Ability to mentor junior employee and interns to deliver quality solutions on time.
- DUTIES** : Perform hands-on software design and development using C#,.Net 4.0, ASP.Net, JQuery, Microsoft BI, HTML, CSS, SQL Server 2008 and other MS related technologies especially Sharepoint. Develop object-oriented applications that span across multiple platforms. Responsible for coding, debugging and implementing new applications. Design and develop databases and reports. Produce system as built document and other required documents as per SDLC. Provide inputs to other deliverables as per SDLC. Execute unit tests for product components. Perform unit tests. Work with QA to ensure high quality of delivered product. Maintain and enhance existing applications to meet business requirements. Perform maintenance, enhancement and support on existing applications. Provide expertise on technical aspects of Microsoft products such as application performance issues, integration requirements, application security and a new

		solution required in line with application development. Conduct research into new trends in line with the application development environment.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X833, Pretoria, 0001 or hand it delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 37/57</u>	:	<u>ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2018/293</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R697 011 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	B Uris/B Proc/LLB Degree or National Diploma in Deeds Registration. 4 years' experience as Senior Examiner/Deeds Registration Assistant Law Lecturer. Knowledge of Registration of Deeds. Knowledge of Interpretation of Statutes. Knowledge of Examination of Deeds. Knowledge of Human Resources Prescripts. Knowledge of Court procedures. Knowledge of Research and information analysis. Knowledge of legislation governing the Deeds Registry. Computer Skills. Communication Skills. Organising Skills. Problem Solving Skills. Interpersonal Skills. Report Writing Skills. Supervisory skills. Policy Analyses and Development Skills. Good Judgement and assertive Skills. Time Management Skills. Analytical Skills. Financial Management Skills. Project Management skills.
<u>DUTIES</u>	:	Managing examination team. Give inputs for the update of the Deeds Practice manual and legislation. Verifying the drafting and the correctness of deeds and documents and ensure all interdicts and other reference have been checked. Check notes raised for validity and registrability of deeds and documents. Grant hearing to conveyancers and make ruling and provide guidance to all clients. Execute deeds. Ensure that appointed appearer signs execution clause/request for registration. Check clearance certificates for validity. Sign all deeds and endorsements. Report problems with regard to execution of deeds, to Assistant Registrar of Deeds/Deputy Registrar of Deeds in charge of execution. Draft court reports. Peruse notices of motion, research the facts therein. Advice the court by drafting report and submit to Deputy Registrar. Manage execution room. Attend to requests for late and expedited executions and arrange for final black-booking. Attend to simultaneous execution. Notify conveyancers regarding problems encountered on deeds and give guidance.
<u>APPLICATIONS</u>	:	Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.
<u>NOTE</u>	:	Preference would be given to African and Indian Males, Indian and White Females, and people with disabilities.
<u>POST 37/58</u>	:	<u>ASSISTANT REGISTRAR OF DEEDS REF NO: 3/2/1/2018/294 (X2 POSTS)</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R697 011 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	B Uris/B Proc/LLB Degree or National Diploma in Deeds Registration. 4 years' experience as Senior Examiner/Deeds Registration Assistant Law Lecturer. Knowledge of Registration of Deeds. Knowledge of Interpretation of Statutes. Knowledge of Examination of Deeds. Knowledge of Human Resources Prescripts. Knowledge of Court procedures. Knowledge of Research and information analysis. Knowledge of legislation governing the Deeds Registry. Computer Skills. Communication Skills. Organising Skills. Problem Solving Skills. Interpersonal Skills. Report Writing Skills. Supervisory skills. Policy Analyses and Development Skills. Good Judgement and assertive Skills. Time Management Skills. Analytical Skills. Financial Management Skills. Project Management skills.
<u>DUTIES</u>	:	Managing examination team. Give inputs for the update of the Deeds Practice manual and legislation. Verifying the drafting and the correctness of deeds and

documents and ensure all interdicts and other reference have been checked. Check notes raised for validity and registrability of deeds and documents. Grant hearing to conveyancers and make ruling and provide guidance to all clients. Execute deeds. Ensure that appointed appearer signs execution clause/request for registration. Check clearance certificates for validity. Sign all deeds and endorsements. Report problems with regard to execution of deeds, to Assistant Registrar of Deeds/Deputy Registrar of Deeds in charge of execution. Draft court reports. Peruse notices of motion, research the facts therein. Advise the court by drafting report and submit to Deputy Registrar. Manage execution room. Attend to requests for late and expedited executions and arrange for final black-booking. Attend to simultaneous execution. Notify conveyancers regarding problems encountered on deeds and give guidance.

- APPLICATIONS** : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.
- NOTE** : Preference would be given to Coloured and Indian Males, African and Coloured Females, and people with disabilities.
- POST 37/59** : **PROJECT COORDINATOR: LAND ACQUISITION REF NO: 3/2/1/2018/285**
Directorate: Strategic Land Acquisition
- SALARY CENTRE REQUIREMENTS** : R444 693 per annum (Level 10)
: KwaZulu-Natal (Vryheid)
: Bachelor's Degree/National Diploma in Economics/Natural Sciences, Development Studies. 3-5 years relevant working experience. Job related knowledge: Understanding of the value added development of communities; Understanding and interpretation of budget management; Public management; Departmental land reform programmes, legislation and procedures. Job related skills: Financial management; People management; Performance management; Conflict resolution; Facilitation; Capacity building; Good negotiation; Good skills in map reading, analysis and interpretation. A valid driver's licence. Willing to travel and work irregular hours.
- DUTIES** : Identify potential projects within area of responsibility to facilitate planning and budgeting. Acknowledge receipt of project files from regional manager/Deputy Director: Land Acquisition. Make arrangements with the farm/land owner for farm assessment. Conduct farmer assessment in conjunction with Department of Agriculture Forestry and fisheries (DAFF), Gauteng Department of Agriculture and Rural Development (GDARD) and municipalities (stakeholders). Prepare presentation for the district screening committee for approval of planning funds. Conduct farm visits to locate the property and to confirm Land Claim status. Implement land acquisition project procedures within relevant policy and programme guidelines Recapitalisation and Development Programme (RADP) and Proactive Land Acquisition Strategy (PLAS). Facilitate the appointment of service providers to conduct relevant studies. Engage in the land price negotiation process. Prepare submission for approval by relevant committees. Liaise with relevant role players/stakeholders with regards to land acquisition project support requirements. Consult with land acquisition and warehousing to assess the valuation reports and give a mandate for land price negotiations. Investigate and respond to the enquiries and ministerial tasks and queries. Consult with the office of the public protector to investigate and respond the query within 7 to 14 days. Liaise with the bank (Land Bank) to investigate and determine the settlement amount for rescue purposes. Conduct investigation of mineral rights with the Department of Minerals. Consult with Eskom on electricity related matters. Facilitate project financial administration process. Obtain approval of planning funds for implementation of projects. Develop terms of reference for procurement of service provider. Facilitate the appointment of service providers through adjudication process. Compile monthly and quarterly projections for expenditure of approved funds. Ensure payment of invoices for service rendered within stipulated time. Provide support to management of the region. Coordinate regional project implementation. Manage day to day operations of the Senior Project Officers. Check and correct submissions of Senior Project Officers prior to

	:	submission to the regional manager. Provide input into the strategic direction of the region/unit.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<u>NOTE</u>	:	Coloured and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>POST 37/60</u>	:	<u>ASSISTANT LAW LECTURER REF NO: 3/2/1/2018/297</u> Office of the Chief Registrar of Deeds
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Deeds Registration/BUris/BProc/LLB. 3 years as Junior Examiner. Knowledge in the interpretation and application of the Deeds Registries Act. Knowledge in the interpretation and application of the Sectional Titles Act. Knowledge in the interpretation and application of other acts, ordinances, proclamations, directives, case law and common law pertaining to registration of deeds. Knowledge of deeds registration practice and procedures. Computer software skills. Good written and verbal communication skills. Good judgment and assertiveness skills. Analytical and problem solving abilities. Organisational skills. Problem solving abilities. Presentation skills.
<u>DUTIES</u>	:	Provide training functions. Assist with the determining of training needs and requirements. Provide and assist with the providing of functional training. Provide legal support to Branches and external clients. Active participation in all structures, which have relevance to the functions of the Chief Directorate. Provide and comment on articles for SADJ. Assist with the administration pertaining to training matters. Assist with coordination of decentralized training. Provide support in monitoring and evaluating uniformity in practices and procedures. Submit and assist/comment on inputs on curricula and re-curriculate existing courses/subjects. Comment and assist with the developing, drafting, updating and comment on study material. Present the training on newly developed materials. Prepare and present lectures on selected topic. Comment on legislation, and ancillary matters.
<u>APPLICATIONS</u>	:	Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.
<u>NOTE</u>	:	Preference would be given to African, Coloured and Indian Males, African, Coloured, Indian and White Females and people with disabilities.
<u>POST 37/61</u>	:	<u>SENIOR EXAMINER REF NO: 3/2/1/2018/298 (X2 POSTS)</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	B Proc/B Uris/LLB Degree or National Diploma in Deeds Registration. 3 Years' experience as Junior Examiner. Knowledge on registration of deeds. Knowledge of interpretation of statutes. Knowledge of examination of deeds. Knowledge of human resource prescripts. Knowledge of Project Management. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Supervisory skills. Policy analysis and development skills.
<u>DUTIES</u>	:	Prepare for second level examination. Collect, count deeds and sign distribution list. Put examiner's name on the deeds. Ensure that first level examination duties have been performed legal compliances. Initiate correct measures where necessary. Perform second level examination of deeds and documents as required. Examine the drafting and correctness of deeds and documents. Advise conveyancers about non-compliance with practice procedures and legislations. Determine the registrability of the deeds and documents. Pass or reject deeds. Research and advice on deeds registration matters. Return deeds to distribution for monitoring purposes. Count the deeds. Prepare deeds for submission to distribution. Submit the deeds.
<u>APPLICATIONS</u>	:	Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.

NOTE : Preference would be given to Coloured and Indian Males, Coloured and Indian Females and people with disabilities.

POST 37/62 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 3/2/1/2018/299**
Office of the Registrar of Deeds

SALARY CENTRE REQUIREMENTS : R356 289 per annum (Level 09)
: King Williams Town
: Relevant 3 year Degree/ Diploma in Human Resource Management. 3 years supervisory level in Human Resource Management Environment. Good Knowledge of Labour Relations Act. Knowledge of the Basic Conditions of Employment Act. Knowledge of Human Resource Policies and Procedures. Understanding of recruitment and Selection processes. Knowledge of Performance Management Systems (PMS). Computer literacy. Good interpersonal skills. Good written and verbal communication skills. Problem solving and decision making skills. Conflict management skills. Time management skills. Computer software skills. Ability to work with people of diverse cultures and to communicate and interact at various levels.

DUTIES : Manage the Human Capital. Oversee compilation and implementation of recruitment plan. Check draft advertisement, memorandum and submit for approval. Oversee recruitment and selection process. Monitor termination of service process. Check the compiled statistical reports. Maintain establishment. Facilitate drafting of and monitor implementation of office Employment Equity plan. Manage service benefits. Oversee the drafting of and implementation of office leave plan and take corrective measures. Oversee recording of leave, analyse trends and take remedial action. Monitor leaves register, analyse trends and submit report to management. Manage housing/rental benefits and monitor register. Conduct exit interviews. Provide guidance on service benefits. Facilitate employee wellness process. Monitor submission of bursary applications and administration. Manage employee performance management. Manage implementation of EPMS. Facilitate reviewing of generic performance agreements. Manage compilation and implementation of the training plan. Conduct audit on quality assured PAs, PRDs, and PADs and provide report. Manage DAC and MC processes. Manage the implementation process of MC outcomes. Manage compliance of reconciliation of probation reports with PRDs. Manage labour relations. Facilitate/conduct the investigations and implement the recommendations. Facilitate/conduct disciplinary hearings, conciliations and arbitrations. Facilitate/draft submissions of outcomes and submit and deal with appeal. Update statistics and submit. Manage records management. Oversee the handling of mail and monitor registers. Manage the disposal of records. Monitor filling of documents and administer filling plan. Liaise with clients relating to records management.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.

NOTE : Preference would be given to Coloured and Indian Males, African, Coloured and Indian Females, and people with disabilities.

POST 37/63 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: 3/2/1/2018/300**
Office of the Chief Registrar of Deeds

SALARY CENTRE REQUIREMENTS : R356 289 per annum (Level 09)
: Pretoria
: National Diploma in Information Management/Records Management/Public Administration. 3 years of experience in records environment. National Archives. Information Management. Understanding of most prevalent system (Database management Systems, Transaction Processing Systems, Document Management Systems). PFMA, Treasury Regulations. Knowledge of relevant standards, statutory and regulatory framework. Computer Literacy. Archiving Skills. Program and Project Management. Inter-personal skills. Communication skills (Written and Verbal). Organising skills. Supervisory Skills.

- DUTIES** : Facilitate implementation of records management policies and guidelines. Maintain the filing system for the branch. Advise and coordinate the use of approved File Plan by staff. Reduce the duplication of records to improve information sharing. Liaise with the departmental records manager on additions and amendments of the file plan. Provide postal and courier services. Provide reprographic services. Implement records preservation strategies on vital records. Implement systematic disposal of inactive records. Monitor and evaluate records management practices for compliance to sound records management practices. Manage capturing process on the projects undertaken by the business units. Provide management information on projects. Facilitate access to information and records. Facilitate users' access to the database system. Provide and coordinate training on records administration. Undertake regular reviews and analysis of records management training needs. Provide a professional development programme for records management staff. Raise awareness on records management and information practices. Participate in the IRMF Forum. Administer and maintain database. Conduct regular registry inspections/audit. Provide compliance report on records management in the branch. Provide reports on the records management implementation programme. Manage the provision of support to meetings for the Chief Registrar of Deeds. Coordinate the arrangements of refreshments for the meetings. Manage the provision of the venue for the meetings.
- APPLICATIONS** : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.
- NOTE** : Preference would be given to Coloured and Indian Males, Coloured, Indian and White Females and people with disabilities.
- POST 37/64** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 3/2/1/2018/301**
Office of the Chief Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** : R356 289 per annum (Level 09)
: Pretoria
: National Diploma or Bachelor's Degree in Financial Management/Logistics/Purchasing Management/Supply Chain Management. 3 year's supervisory experience working in the Demand Management environment. Job related knowledge of The Constitution of the Republic of South Africa, Public Service Act, Public Finance Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations, Public Service Regulations, Preferential Procurement Regulations, Constitution Industry Development board (CIBD) Act, CIBD Standard for Uniformity in Construction Procurement and Best Practice Guidelines, Broad-Based Black Economic Empowerment with its codes of good practice, National Treasury SCM Guidelines for Accounting Officers, National Treasury Instruction Notes and Circulars. Computer literacy skills. Problem solving skills. Communication (verbal and written) skills. Organising skills. Interpersonal skills. Ability to work under pressure. Team work. Know and apply legislation, policies and procedures. Good governance and Batho Pele Principles. Project Management skills. Valid drivers licence.
- DUTIES** : Administer Demand Management Plan (DMP) and Procurement Plan (PP). Facilitate and prepare Branch communiqué for submission of Demand Management Plan. Analyse, advise and verify development of Demand Management Plan for all operational units/ offices. Facilitate approval of operational units/ offices' Demand Management Plans. Consolidate Demand Management and submit for approval. Analyse consolidated Demand Management Plan and develop the procurement plan. Facilitate approval of the Procurement Plan. Submit verified and approved consolidated Demand Management Plan and Procurement Plan. Monitor and report on the implementation of the approved Procurement Plan. Provide support and guidance to clients. Conduct market/ industry analysis and develop credible sourcing strategies. Facilitate the market/industry analysis. Analyse availability of Central Supplier Database suppliers versus commodities projected on the approved Demand Management Plan and Procurement Plan. Identify, initiate and implement sourcing strategies (term contracts, transversal contracts, bulk procurement and

direct sourcing) for commodities projected on the approved on the approved Demand Management Plan/ Procurement Plan. Provide support and guidance to clients. Facilitate the development and review of specifications. Provide advice in the development of specifications. Provide advice in the nomination of bid specification and evaluation committee members. Facilitate approval of Bid Specifications and Evaluation Committees. Facilitate and coordinate bi specification meetings. Align specifications/term of reference, pricing schedule, minutes and submit for approval and publishing. Provide guidance and support to clients. Provide management response for audit request/queries and submit to supervisor. Review and implement risk register. Implement internal and external audit action plan. Manage procurement deviation registers, documents and Code of Conduct for SCM Practitioners and role players. Maintain procurement deviation registers. Obtain, analyse and safeguard relevant supporting documents for all procurement deviations. Advise clients on proper procurement deviation processes. Communicate and obtain signed Code of Conduct from all SCM Practitioners and role players.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.

NOTE : Preference would be given to Coloured and Indian Males, Coloured, Indian and White Females and people with disabilities.

POST 37/65 : **SENIOR PROJECT OFFICER: PRE-SETTLEMENT REF NO: 3/2/1/2018/287**
Directorate: Operational Management

SALARY CENTRE REQUIREMENTS : R299 709 per annum (Level 08)
: Eastern Cape (East London)
: Bachelor's Degree in Social Science or Development Studies or Humanities. 2 years' experience in a related field. Job related knowledge: Development management including strategic management; Research methods and techniques; Community facilitation; Understanding and interpret business plan; Land reform and development related issues; At least three local African languages will be an added advantage. Job related skills: Project management; Negotiating; Contract management; Leadership; Computer literacy; Communication; Ability to draft terms of reference for service providers. A valid driver's licence. Willingness to travel, to spend extended period in the field and work irregular hours.

DUTIES : Research, validate and verify the restitution claims to determine compliance with Restitution Act. Prepare terms of reference for property valuation and prepare the offer on the recommendations of the OVG. Ensure that restitution projects are included in municipalities integrated development programmes and align priorities and financial resources. Obtain verbal evidence regarding the background and circumstances of removal and the land claim. Establish the validity of land claims. Prepare and package S42D memorandum for presentation and approval at QCC. Facilitate community meetings and mediate conflict. Liaise with stakeholders and community. Facilitate community participation in projects and write reports for submissions. Assess availability documents and decide what documents are still needed. Find documents required for further research, including archival research. Manage, monitor, implement and evaluate projects. Contribute towards the budget of the team. Draw up detailed business plan. Complete the necessary administrative tasks related to implementation of projects. Prepare negotiations and settlement of land claims. Facilitate the appointment of valuers. Draft valuation analysis. Prepare offers to be authorised by the RLCC. Prepare signed offers to land owners and claimants. Draft S42D's. Facilitate the signing of sale and settlement agreement. Facilitate finalisation of settled land claims. Facilitate hand over and transfer of land.

APPLICATIONS : Applications can also be submitted by post P.O.Box 1716, East London, 5201 or hand it delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.

NOTE : Coloured, Indian and White males and Indian and White females and Persons with disabilities are encouraged to apply.

<u>POST 37/66</u>	:	<u>SENIOR SUPPLY CHAIN PRACTITIONER: ASSETS MANAGEMENT REF NO: 3/2/1/2018/302</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Vryburg
<u>REQUIREMENTS</u>	:	3 Year National Diploma/Degree in Supply Chain Management or related field or Senior Certificate with 6-10 years experience. 2-3years working experience in asset management. Knowledge of the following: Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Departmental SCM and Asset management procedures and policy. Computer literacy. Interpersonal skills. Administration skills. Written and verbal communication skills. Supervisory skills. Team work. Working under pressure.
<u>DUTIES</u>	:	Ensure that the asset register is compiled according to departmental procedures. All assets of the department must be recorded in the asset register. Relevant fields are updated and monitor the utilization of the asset. Checking that asset management systems are operating. Assist with compilation of comprehensive asset management plan. Maintain and update the asset register with additions, movements and disposal of assets. Allocate new barcode to newly procured assets. Movement of assets is properly maintained. Monitor barcode on the asset register. Reviewing all asset movement forms. Reconcile the asset register against general ledger. Check asset clearing account. Monitor all asset related account on Accpac system. Provide information and supporting documents on asset transactions to be journalized. Identify assets which must be re-evaluated. Ensure that annual asset verification is conducted. Compile asset verification plan. Conduct spot check. Conduct asset verification at all deeds offices. Asset verification reports are scrutinized and reconciled against the asset register. Asset verification findings are updated in the asset register. Check that asset verification reports are signed off and filed. Coordinate disposal of redundant, obsolete and unserviceable. Identify redundant, obsolete and unserviceable for disposal. Draft disposal memorandum. Impaired and disposal assets are updated in the asset register. Monitor all asset transfer within the deeds office and other beneficiary. Compile and consolidate asset requirement plan. Compile asset additions report. Draft maintenance and warranty register. Consolidate asset verification and disposal reports.
<u>APPLICATIONS</u>	:	Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.
<u>NOTE</u>	:	Preference would be given to African, Coloured, Indian and White Males, Coloured and White Females, and people with disabilities.
<u>POST 37/67</u>	:	<u>SENIOR DEEDS REGISTRATION OFFICER: DATA REF NO: 3/2/1/2018/303 (X2 POSTS)</u> Office of the Registrar of Deeds
<u>SALARY</u>	:	R299 709 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12. 3 years' experience at a level of Control Deeds Registration Clerk or 8 years' experience at a level of Chief Deeds Registration Clerk. Knowledge of the Deeds office functions will be an added advantage. Appropriate knowledge on registration of deeds. Knowledge of Document Tracking Systems (DOTS). Knowledge of Deeds Registration Systems (DRS). Computer literacy. The ability to work well under pressure.
<u>DUTIES</u>	:	Ensure the efficient functioning of deeds registration system. Oversee the distribution of work at data. Monitor workflow and take corrective measures. Identify shortcomings on DRS and make recommendations. Oversee the reporting to CRD on response times. Administer the data section. Analyse status reports, draft final report and submit to supervisor. Administer the supply of information concerning deeds and documents captured in public register. Attend to queries relating to data. Oversee the control of expedited deeds. Ensure improved management of deeds registration systems. Analyse non-verification and non-

		captured reports, take corrective measures and report to management. Control the usage of stock. Update data and archiving procedure manuals.
<u>APPLICATIONS</u>	:	Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.
<u>NOTE</u>	:	Preference would be given to Coloured, Indian and White Males, Coloured Females and people with disabilities.
<u>POST 37/68</u>	:	<u>SENIOR HUMAN RESOURCE PRACTITIONER: PERFORMANCE MANAGEMENT AND DEVELOPMENT REF NO: 3/2/1/2018/304</u> Office of the Chief Registrar of Deeds
<u>SALARY CENTRE REQUIREMENTS</u>	:	R299 709 per annum (Level 08) Pretoria National Diploma in Human Resource Management, Public Management or equivalent related. 2 years relevant experience in HRM. Knowledge of Public Service Act (as amended), Public Service Regulations Requirement, National Minimum Information Requirements, DPSA Incentive Policy Framework, Relevant HRM Policies and Procedures. Interpersonal skills. Communication skills. Organisational skills. Technical skills. Presentation skills. Problem solving skills. Computer literacy. Persal system.
<u>DUTIES</u>	:	Implement the policy framework for performance management and participate in the reviewing thereof. Monitor submission of Performance agreements and quarterly reviews. Monitor submissions of probations. Facilitate Directorate Assessing Committee and Moderating Committees sittings. Analyse current policy, legislative frameworks and prescripts and identify gaps. Conduct research on performance management policies for the purposes of benchmarking and provide inputs. Provide performance management expertise and advise to HR Practitioners within the Branch: Deeds Registration. Analyse submitted Pas and quarterly reviews. Timeously respond to performance management related queries. Provide technical advice to Branch work plans Committee and provide secretarial duties thereof. Monitor the Implementation of performance reward in line with the components expenditure. Engage Finance section on 1.5% of each Deeds registry and the Branch. Monitor adherence of the Branch allocated budget. Assist with the approving of transactions on Persal. Train employees on performance management system and identify gaps in the implementation of the policy. Organise training sessions and conduct training on performance management policy. Provide assistance in identifying and dealing with underperforming employees in the Department. Establish database of underperformers. Monitor implementation of performance improvement plans. Facilitate and monitor conducting of training impact assessment. Establish training database and monitor completion of impact assessment on training attended. Provide inputs on compilation of Branch workplace skills plan.
<u>APPLICATIONS</u>	:	Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.
<u>NOTE</u>	:	Preference would be given to African, Coloured, Indian and White Males, Coloured, Indian and White Females and people with disabilities.
<u>POST 37/69</u>	:	<u>JUNIOR EXAMINER REF NO: 3/2/1/2018/305 (X3 POSTS)</u> Office of the Registrar of Deeds
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 per annum (Level 07) Johannesburg Buris/B Proc/LLB/National Diploma in Deeds Registration. No experience required. 1 year experience in Examination of Deeds (Internship) will be an added advantage. Knowledge on registration of deeds. Interpretation of statutes. Examination of deeds. Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills.
<u>DUTIES</u>	:	Prepare deeds for examination. Count the deeds and compare with the distribution list. Sign the distribution list. Put the examiner's name on the deeds. Endorse deeds and complete all the endorsements. Check if all print outs are correct. Check

and interpret all the interdicts. Calculate fees. Link batches and do pencil linking. Check and interpret sectional and township files. Check general plans/diagrams to ensure that applicable conditions/servitudes are brought forward. Update acts, manuals and circulars. Perform first level examination of deeds and documents. Examine deeds and documents. Raise applicable notes by referring to relevant authority. Check for compliance of notes on re-lodged deeds and remove notes if complied with. Link all documents 'Return deeds to distribution for next level examination. Count the deeds. Submit all the deeds to distribution room.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.

NOTE : Preference would be given to African, Coloured, Indian and White Males, and African and Indian Females and people with disabilities.

POST 37/70 : **CONTROL DEEDS REGISTRATION CLERK: INFORMATION AND DOTS REF NO: 3/2/1/2018/306 (X2 POSTS)**
Office of the Registrar of Deeds

SALARY : R242 475 per annum (Level 07)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12. 5 years' experience at a level of chief Deeds Registration Clerk. Appropriate knowledge on registration of Deeds. Knowledge of Documents Tracking systems (DOTS). Knowledge of Deeds Registration Systems (DRS). Computer literacy. Computer software Skills. Communication Skills (written and verbal). Organising Skills.

DUTIES : Provide Deeds Information.*issue copies of deeds. Review systems for available information once a query has been received. Discuss query stating the information obtained and supplying information when necessary. Compile status reports. Provide DRS reports when requested. Administer the Deeds Tracking System. Update Documents Tracking System (DOTS) when new module is required. Link barcode to the name of the person and the property on the deeds as per request. Assist Land Right with Legislation monthly and as when requested. Ensure that the Deeds tracking system can handle all legislation by maintaining the system. Ensure consistency of DRS data at all time.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.

NOTE : Preference would be given to African, Coloured, Indian and White Males, African and Indian Females and people with disabilities.

POST 37/71 : **PRINCIPLE REGISTRY CLERK REF NO: 3/2/1/2018/307**
Office of the Chief Registrar of Deeds

SALARY : R242 475 per annum (Level 07)
CENTRE : Pretoria
REQUIREMENTS : A grade 12 certificate or equivalent. 3-5 years' experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Planning and organisation. Computer literacy. Interpersonal relations. Flexibility. Communication skills (verbal and written). Teamwork. Working under pressure. Meeting deadlines.

DUTIES : Supervise and provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Supervise the handling of incoming and outgoing correspondence. Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management services. Opening and close files according to the record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine

register. Frank post, record money and update register on a daily basis. Do spot checks on post to ensure that no private posts are included. Lock post in postbag for messenger to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittance to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of amount of letters franked. Supervise the processing and process documents for archiving and/disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resources /staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.

NOTE : Preference would be given to African, Coloured, Indian and White Males, Coloured, Indian and White Females and people with disabilities.

POST 37/72 : **OFFICE ASSISTANT REF NO: 3/2/1/2018/308**
Office of the Chief Registrar of Deeds

SALARY : R242 475 per annum (Level 07)
CENTRE : Pretoria

REQUIREMENTS : National Diploma in Office Administration/Public Administration. 1 year experience in rendering secretarial and support services to senior management. Government systems and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Knowledge of office administration. Good interpersonal skills. Communication skills (Verbal and Written). Organisational and planning skills. Good reporting skills. Computer Literacy. Good interpersonal relations Skills. Ability to take initiative and work independently. Ability to maintain confidentiality.

DUTIES : Render the administration, secretarial and support services to the Chief Director. Receive & screen incoming calls on behalf of the Chief Director and take messages when required. Develop and update contact database. Mailing, Faxing, photo copying and typing. Arrangement of meetings, taking of minutes and provision of meals. Attend to all logistical arrangements for the Chief Director. Ensure that OFTAR's and DOTR's for Chief Director are completed and approved. Compile and submit S&T s and SMS claims for the Chief Director. Purchasing of stationery, office equipment and catering. Process all incoming and outgoing correspondences. Receiving calls and transferring to the Chief Director Referrals of incoming and outgoing mails to relevant officials (emails, sms and telephone). Recording and tracking enquiries (Presidential hotlines, Ministerial tasks and Parliamentary questions). Manage the diary for the Chief Directorate. Arrange and coordinate meetings on behalf of the Chief Director (Workshops, Shortlistings, Interviews, Monthly Management and Staff meetings). Circulation of invitations for Chief Director meetings. Making appointments for internal and external clients. Receiving and attending walk-in clients and other stakeholders. Send meeting reminders. Draft memos, letters and reports. Type /draft letters to stakeholders, memorandums (petty cash, stationary, office equipment: laptops, toners). Record minutes/decisions from meetings and communicates with relevant role-Players. Use a tape recorder to recordings minutes. Provide secretariat services for committees and forums. Provide support with regards to the management and coordination of the implementation of executive decisions. Develop, implement and monitor a tracking system for executive decisions emanating from the Office of the Chief Director and track the implementation thereof.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.

NOTE : Preference would be given to African, Coloured, Indian, and White Males, Coloured, Indian, and White Females and people with disabilities.

POST 37/73 : **CHIEF DEEDS REGISTRATION CLERK: INFORMATION AND DOTS REF NO: 3/2/1/2018/309**
Office of the Registrar of Deeds

SALARY : R196 407 per annum (Level 06)
CENTRE : King Willaims Town
REQUIREMENTS : Grade 12 Certificate. 2 years appropriate Deeds Registry/Administrative experience. Knowledge of Deeds office functions will be an added advantage. Ability to work well under pressure. Proficiency in English. Computer literacy. Numerical skills. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. Liaison skills. Ability to work well under pressure. Drivers' Licence.

DUTIES : Provide deeds information. Provide deeds information to external clients and conveyance daily. Issue copies of deeds. Handle enquiries. Administer the deeds tracking system. Update Document Tracking System (DOTS) when new module is required. Link barcode to the name of the person and property on the deeds as per request. Assist Land Right with Legislation monthly and as when requested. Ensure that the Deeds Tracking System can handle all legislation by maintaining the system. Ensure consistency of DRS data at all time. Allocate barcode to account holders. Make sure that there barcodes are allocated accordingly. Keep record of all allocated barcodes. Check if there are no duplications.

APPLICATIONS : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.

NOTE : Preference would be given to African, Indian and White Males, Coloured, Indian and White Females and people with disabilities.

POST 37/74 : **AUXILIARY SERVICE OFFICER REF NO: 3/2/1/2018/288**
Office of the Surveyor General

SALARY : R163 563 per annum (Level 05)
CENTRE : Mpumalanga (Nelspruit)
REQUIREMENTS : Grade 12/Senior Certificate. Job related knowledge: Computer literacy; Basic understanding of maps and cadastral documents. Job related skills: Good interpersonal relations; Communication (Verbal and Written); Computer literacy. Above average attention to detail.

DUTIES : Process documents for cadastral requirements. Receive and register diagrams, general plans, sectional titles and survey records. Administer cadastral documents. Make 'dummy trips' and 'mark out' boards for all document vaults. Ensure that worn-out hanging strips are replaced and damaged documents are repaired. Provide cadastral information to clients to internal and external clients. Extract and deliver documents requested by staff manning the public counters on behalf of external clients. Insert mark out boards and dummy trips in the place of extracted document. Capture cadastral data. Capture alpha-numeric data from cadastral documents into the database. Correct capture errors/omissions in data when requested. Scan cadastral documents. Scan all newly approved cadastral documents into the image database. Attend to all requests and projects for rescans, missing images, Client Service Centre and other divisions. Archive cadastral documents. Prepare and file these documents in their respective documents vaults. Conduct a random check of the state of filing as well as the state of documents.

APPLICATIONS : Applications can also be submitted by post Private Bag X11305, Nelspruit, 1200 or hand it delivered to: Bell Towers, 18 Bell Street, Nelspruit, 1200.

NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 37/75 : **HUMAN RESOURCE OFFICER REF NO: 3/2/1/2018/310**
Office of the Registrar of Deeds

SALARY : R163 563 per annum (Level 05)
CENTRE : Pretoria

- REQUIREMENTS** : A grade 12 Certificate. No experience required. Candidates with HR internship experience will have an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Public Service Regulations as amended. Planning and organisation skills. Computer literacy skills. Good verbal and written communication skills. Interpersonal and communication skills. Working under pressure. Meeting deadlines.
- DUTIES** : Administer performance management functions. Capture performance agreements, quarterly reviews and annual assessment reports. Provide support to line management with regards to EPMS. Provide secretariat duties to Directorate Assessing Committee and Moderating Committee sittings. Update performance database. Capture grade progressions and performance awards on Persal. Provide effective and efficient training support. Capture personal development plans' training interventions. Update training information on Persal. Update Branch training database. Attend to internal training logistical arrangements. Collate training attendance registers. Facilitate internship within the Branch. Check departmental commitments of departing employees. Administer probations. Capture quarterly probation forms. Update probation database. Identify CIP employees and keep updated database. Filing of documents.
- APPLICATIONS** : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.
- NOTE** : Preference would be given to African, Indian, Coloured and White Males, Indian, Coloured and White Females and people with disabilities.
- POST 37/76** : **REGISTRY CLERK REF NO: 3/2/1/2018/312**
Office of the Registrar of Deeds
- SALARY** : R163 563 per annum (Level 05)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate or equivalent. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the public service. Knowledge of storage and retrieval procedures in terms of the working environment. Planning and organisation. Computer literacy. Interpersonal relations. Flexibility. Communication skills (verbal and written). Team work. Working under pressure. Meeting deadlines.
- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
- APPLICATIONS** : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.
- NOTE** : African, Coloured, Indian and White Males, Coloured, Indian and Females and People with disability are encouraged to apply.

- POST 37/77** : **PRINCIPAL DEEDS REGISTRATION CLERK: INFORMATION AND DOTS REF NO: 3/2/1/2018/313**
Office of the Registrar of Deeds
- SALARY** : R163 563 per annum (Level 05)
CENTRE : Johannesburg
REQUIREMENTS : Grade 12. No experience required. Ability to identify, classify and record a large variety of official documents. Microfilming and information systems. Knowledge of records management. Knowledge of the personnel and provisioning administration process. Planning and organisation skills. Computer literacy skills. Good verbal and written communication skills. Liaison skills. Filing skills. Problem solving skills. Archiving skills.
- DUTIES** : Ensure the scanning of deeds into the system. Ensure documentation is scanned correctly. Ensure that scanned images are saved on server regularly. Verify image against physical document according to specifications. Draw the microfilm rolls and digitalize the copies. Write image to microfilm according to specifications. Ensure that a quality check is performed on film once film has been developed. Submit film over for processing once check is done. Ensure the filing of copies. Ensure film is filed after quality check is completed. Retrieve image on the server for backup.
- APPLICATIONS** : Applications can also be submitted to: Office of the Chief Registrar of Deeds, Private Bag X918, Pretoria, 0001 or hand it delivered to: Rentmeester Building, Room 412, 4th floor, Corner Pretorius and Bosman Street, For attention HRM.
- NOTE** : Preference would be given to African, Indian and White Males, White Females and people with disabilities.

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 01 October 2018
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

OTHER POSTS

- POST 37/78** : **DEPUTY DIRECTOR: SHIP AND PORT SECURITY REF NO: DOT/HRM/55**
(Branch: Maritime Transport)
(Chief Directorate: Implementation, Monitoring and Evaluation)
(Directorate: Maritime Safety, Security and Environment)
- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R826 053 per annum (Level 12)
: Pretoria
: An appropriate Diploma / Degree in Security studies or Bachelor of Administration at NQF Level 6 or 7 as recognised by SAQA with a minimum of at least 5 years' experience in Junior Management Level (Assistant Director) in Maritime, SANAI Security Management Certificate and Training in the maritime security industry will be an advantage. The following will serve as a recommendation: Understanding of the maritime security matters; Basic security administrative skills; Knowledge of maritime security as contained in the Merchant Shipping (Maritime Security) Regulations, 2004 and the ISPS Code; Knowledge of IMO resolutions; Knowledge of the maritime transport environment, provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate; Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals; Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting); Willing and able to deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice; Initiates, supports and champions organisational transformation and change in order to successfully implement new initiatives and deliver on service delivery commitments; Responsible for compiling the management reports; Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations; Governance related to information; Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Must be able and willing to travel nationally and internationally. Be able to work under pressure. Knowledge and Skills: Advanced Project Management skills; Negotiation skills; Interpersonal skills; Organisational skills; Presentation skills;

DUTIES

Sound Communication skills; Excellent writing skills; Advance Computer skills. Must comply with the security clearance by State Security Agency (SSA).

: The successful candidate will: Duties: The successful candidate will: Ensure that maritime security processes are undertaken in an integrated manner support economic growth and development of the country by: Manage the ships clearance process in accordance with the determination of the Regulations within a stipulated time; Ensure that the Maritime Security Systems are frequently developed/ maintained to accommodate technologic development in the security environment; Continuously liaise with maritime security stakeholders on vessel clearances to ensure a collaborated implementation of ship security measures; Ensure that international treaties are brought in line with the maritime security regulations; Compile monthly statistical reports on ship clearances; Provide advice into the development and amendment of maritime security legislations, regulations and policy framework which are in line with the ISPS Code; Manage the maritime security monitoring and implementation processes underpinning approval, revision, variation, review and cancellation of Ports/Ports Facility Security Plans; Ensure that Ports/Ports Facilities comply with the requirements of the regulations for Ports/Ports Facility Security Plans and Ports/Ports Facility Assessments; Ensure that inspections, verification and external audits are conducted at every security regulated ports/ports facility; Compile reports on maritime security incidents and security breaches; Convene meetings of the Maritime Security Advisory Committee (MSAC) and ensure implementation of decisions taken time to time; Ensure that the Director-General designate authorize officers that assist in determining whether maritime industry participants comply with the Regulations; Assist in the selection of External Auditors for maritime security; Compile reports on any matter that has arisen out of inspections, external audits and verifications conducted for consideration by the Deputy Director or Director; Manage and present an on-the-job capacity development program to enhance the job performance of staff; Monitor quality control of the work of subordinates in accordance with the Batho Pele Principles; Monitor the planning, organizing and delegation of work to subordinates; Sign and evaluate performance agreement with subordinates in line with the Branch overall Annual Performance Plan; and Contribute to recruitment and placement for vacant positions and job descriptions; Manage the development and implementation of project plans for national security awareness campaigns programs; Identify developmental programs for the maritime security industry and contribute towards the alignment of training needs of the National Qualification Framework; Ensure that yearly ISPS Code Anniversary Celebrations are conducted or facilitated; Coordinate and facilitate country and reciprocal visits with the Regional and International Countries for ISPS Code information sharing of best practices.

ENQUIRIES

: Mr M Ralephenya Tel No: 012 309 3032

POST 37/79

: **DEPUTY DIRECTOR: ROAD DELIVERY PROGRAMMES REF NO: DOT/HRM/56**
(Branch: Road Transport)
(Chief Directorate: Road Engineering Standards)
(Directorate: Road Transport, Research, Standards and Guidelines)

SALARY
CENTRE
REQUIREMENTS

: All-inclusive salary package of R826 053 per annum (Level 12)
: Pretoria
: An appropriate Diploma / Degree in Civil Engineering or BSC Engineering at NQF Level 6 or 7 as recognised by SAQA plus 5 – 10 years' experience with regards management and operations in the Road Construction and Maintenance Industry. Registration with ECSA as Professional Engineer or Engineering Technologist will be added advantage. The following will serve as a recommendation: Understanding of relevant prescripts an policy development skills; Knowledge of Public Finance Management Act, DORA and the Treasury Regulations and Government Processes; Knowledge of Norms and Standards in the roads sector; Analytical and problem-solving skills; Communication skills; Client orientation and customer focus; Must be willing to travel extensively and work irregular hours; Project Management skills; Compilation of management and technical reports and

<u>DUTIES</u>	: proposals; PFMA, MMFA, Treasury Regulations and GIAMA; processes and procedures for development of Polices and technical Standards. : The incumbent will be expected to provide coordination, monitoring and evaluation and technical and administrative support to: Undertake studies and benchmark effective roads delivery programmes to be rolled out nationally; Develop, maintain and update policies, strategies and frameworks based on research; Establish labour intensive construction capacity for the roads sector in South Africa; Ensure implementation of Best Practise Delivery Models for Roads; Stakeholder management and handing of enquiries and dealing with road infrastructure related queries.
<u>ENQUIRIES</u>	: Mr M Futshane Tel No: 012 309 3610
<u>POST 37/80</u>	: <u>ENGINEER / TECHNOLOGIST: ROAD TRANSPORT RESEARCH AND GUIDELINES REF NO: DOT/HRM/57</u> (Branch: Road Transport) (Chief Directorate: Road Engineering Standards) (Directorate: Road Transport, Research, Standards and Guidelines)
<u>SALARY CENTRE REQUIREMENTS</u>	: All-inclusive salary package of R826 053 per annum (Level 12) : Pretoria : Technical Expert with an appropriate Diploma / Degree in Engineering at NQF Level 6 / 7 as recognised by SAQA with a minimum of six (6) years appropriate work experience and knowledge in the Government environment. Considerable knowledge of Engineering Research methods, techniques and procedures. Considerable knowledge of Engineering principles, physical sciences and biological science as related to engineering. Must have completed training or proof of his/her capabilities in practice with regards research, and policy formulation & implementation. Registration with Engineering Council will be an Advantage. Computer applications and working with large database files. Valid driver's license. The following will serve as a recommendation: Understanding of relevant prescripts and policy development skills; Knowledge of Public Finance management Act, DORA and the Treasury Regulations and Government Processes; Analytical and problem-solving skills; Strategic capability and leadership; Communication skills; Client orientation and customer focus Must be willing to travel extensively and work irregular hours; Ability to establish and maintain effective working relationship with research scientist, administrative personnel and other stakeholder.
<u>DUTIES</u>	: The incumbent will be expected to provide Coordination, Monitoring and Evaluation and Technical and Administrative Support to: Develop a road transport research agenda addressing current and future research needs and areas for the sector; Develop, maintain and update policies, strategies and framework based on research; facilitate the professional development of government staff and held them to stay abreast of current advances in science and technology; Develop and implement capacity building for the road industry.
<u>ENQUIRIES</u>	: Mr M Futshane Tel No: 012 309 3610
<u>POST 37/81</u>	: <u>DEPUTY DIRECTOR: VEHICLE TESTING REF NO: DOT/HRM/58</u> (Branch: Road Transport) (Chief Directorate: Road Transport Regulation) (Directorate: Compliance)
<u>SALARY CENTRE REQUIREMENTS</u>	: All-inclusive salary package of R826 053 per annum (Level 12) : Pretoria : An appropriate National Diploma / Degree at NQF Level 6 / 7 as recognised by SAQA with a Diploma (A-grade) Examiner of vehicles plus 5 years working experience as an examiner of vehicles with Driving licences Code EC and A. Note: The following competencies and attribute are essential: Extensive knowledge of the National Road Traffic Act and Regulations; Extensive knowledge of South African National Standard (SANS) codes and all relevant legislation pertaining to the testing of vehicles; Knowledge of the role and duties of the Inspectorate for Vehicle Testing Stations; Computer literacy; Advanced communication skills (written and presentation); Advanced coordination skills; Operational, planning and

		facilitation skills; Proven office administration skills; Willingness to travel and work irregular hours; Management skills.
<u>DUTIES</u>	:	The incumbent will be responsible to: Manage and control staff by performing a supervisory and leadership role; Auditing evaluations and Inspections of standards at vehicle testing stations by the Inspectorate of Vehicle Testing Stations; Ensure evaluation of Vehicle Examiners and ad hoc inspections in person; Perform eNaTIS Report Audits; Assist Vehicle Testing Stations to comply to prescribed legislation; Conduct preliminary investigations; Chair committees and forums.
<u>ENQUIRIES</u>	:	Ms LS Botma, Tel No: (012) 309 3763
<u>POST 37/82</u>	:	<u>DEPUTY DIRECTOR: AVIATION SECURITY REF NO: DOT/HRM/59</u> (Branch: Civil Aviation) (Chief Directorate: Aviation Safety, Security, Environment & Search and Rescue) (Directorate: Aviation Safety & Security) (Sub-Directorate: Aviation Security)
<u>SALARY</u>	:	All-inclusive salary package of R826 053 per annum (Level 12)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate recognized NQF Level 6/7 in Transport Economics, Administration, Law or Aviation related qualification coupled with ICAO recognised qualification relevant to Aviation Security. Technical knowledge in aviation field with specific reference to Aviation Security. Five to eight years' experience in Aviation Security. Note: Preference will be given to candidates with the following: Knowledge of Aviation Security issues. Working understanding of the Civil Aviation Act 13 of 2009 and the Civil Aviation Regulations. Working knowledge of ICAO, AFCAC and SADC operations and setup. Knowledge of the Civil Aviation Regulatory and Institutional Frameworks. Ability to interpret aviation related Treaties and Protocols. Ability to interact with the different committees and aviation stakeholders. A strategic thinker with managerial, leadership and operational knowledge. Good interpersonal relations and communication skills at all levels. Good problem solving skills, confidentiality and reliability.
<u>DUTIES</u>	:	The successful candidate will be responsible to: Facilitate the development, implementation and monitoring of Aviation Security Regulatory policy frameworks and enforcement regime. Identify security hazards and ensure that remedial action necessary to maintain an acceptable level of safety is implemented. Facilitate and participate in the National Air Transport Facilitation Committee. Ensure the development of the National Aviation Security Programme in line with the Civil Aviation Act and Annex 9 to the Chicago Convention. Ensure the establishment of well constituted National Aviation Security Committee. Monitor the development of ICAO Standards and Recommended Practices relating to NASP and Aviation Security. Facilitate and participate in Aviation Security Audits. Monitor industry compliance with legislative and regulatory frameworks. Monitor security issues, corrective/preventive actions and provide security education. Manage the existence of Committees and Sub-Committees and attend interdepartmental working groups. Represent South Africa in ICAO, AFCAC and SADC meetings dealing with Aviation Security. Update Security Manuals and prepare Security reports as required. Manage the sub-directorate.
<u>ENQUIRIES</u>	:	Mr. Levers Mabaso Tel No: (012) 309-3385
<u>POST 37/83</u>	:	<u>DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS REF NO: DOT/HRM/60</u> (Administration: (Office of the Director-General) (Chief Directorate: Internal Audit) (Directorate: Forensic Investigations)
<u>SALARY</u>	:	All-inclusive salary package of R697 011 per annum (Level 11)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Diploma / Degree in Forensic Investigations / Law / Auditing at NQF Level 6 or 7 as recognised by SAQA plus five (5) years functional experience in forensic investigations environment of which the three (3) years must be in management/Assistant Director level. A Certified Fraud Examiner (CFE) will serve as an added advantage. The following will serve as a recommendation: Must have a drivers licence; Must be prepared to travel; Must have an extensive knowledge

		of PFMA, Treasury Regulations, National Anti-Corruption Strategy and Public Service Code of Conduct and others; Proficiency in presentation and facilitation skills; Must possess analytical and investigation skills; Strong report writing skills; Good communication skills.
<u>DUTIES</u>	:	To manage and receive reported allegations of fraud and corruption. Pre-examining allegations, planning, executing forensic investigations, and reporting on assigned forensic investigations on behalf of the Department. Update the Fraud Allegation Register. Develop investigation plans for approval. Implement forensic investigation operations / projects. Gather comprehensive and complete evidence of alleged fraud, corruption and serious mismanagement of resources or unprofessional conduct. Draft Reports on forensic investigations completed with clear findings, conclusions and recommendations. Assist with the management of appointed forensic and Investigation Service Providers. Facilitate advocacy through awareness /education programmes on Anti-Corruption. Manage National Anti-Corruption hotline cases. Liaison with other law enforcement agencies. Facilitate the identification and assessment of fraud and ethics risks assessment within the Department. Update the fraud risk register. Manage annual fraud prevention plan. Regularly review and update the fraud prevention plan. Review the Anti-Fraud and Anti-corruption policies. Conduct fraud detection reviews in some of the identified high fraud risk areas on a regular basis. Attend Risk and Audit Committee meetings. Perform any other office administrative duties.
<u>ENQUIRIES</u>	:	Mr D Ramukosi Tel No: 012 309 3932
<u>POST 37/84</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DOT/HRM/61</u> (Branch: (Office of the Director-General) (Chief Directorate: Internal Audit and Fraud Investigation) (Directorate: Internal, Performance and IT Audits (Sub- Directorate: Internal Audit)
<u>SALARY CENTRE REQUIREMENTS</u>	:	All-inclusive salary package of R697 011 per annum (Level 11) Pretoria An appropriate Diploma / Degree in Internal Audit or equivalent at NQF Level 6 / 7 as recognised by SAQA plus 5 years relevant experience at junior management level. Certified Internal Audit (CIA) will serve as an added advantage. Pre-substantial experience in internal auditing or relevant environment, detailed knowledge of PFMA, Treasury Regulations and other relevant legislation, knowledge of the international standards for the professional practices of internal auditing, knowledge of audit system, knowledge of the public service and applicable legislations, management experience, excellent verbal and written communication, good client relations and management skills, problem solving and presentation skills, willingness to work irregular hours.
<u>DUTIES</u>	:	Assist with compilation of the Three-year rolling and Annual Internal Audit Plans for approval by the Audit Committee. Develop Audit Planning memorandum and Audit Programmes for approval by the Chief Audit Executive. Review Audit work performed by subordinates. Review audit findings as recorded on the draft report to ensure factual evidence. Review electronic audit files to ensure that the work complies with the audit standards. Review planning and execution of follow-up audits; Liaise and manage relations with clients during audits. Assist with special projects (ad-hoc projects); Compile quarterly reports on performance against approved assurance audit plan for submission to EXCO and audit committee, assist with the development of the annual report. Management of the assurance sub-directorate. Provide guidance and adequate support and development of sub-directorate staff.
<u>ENQUIRIES</u>	:	Ms B Mnqwazi, Tel No: (012) 309 3220
<u>POST 37/85</u>	:	<u>DEPUTY DIRECTOR HUMAN RESOURCE STRATEGY & PLANNING REF NO: DOT/HRM/62</u> (Administration (Office of the Chief Operations Officer) (Chief Directorate: Human Resource Management and Development) (Directorate: Human Resource Management and Administration)
<u>SALARY</u>	:	All-inclusive salary package of R697 011 per annum (Level 11)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate Degree/ National Diploma in Human Resource Management/Personnel Management/Public Administration or equivalent qualification in Social Sciences at NQF Level 6 / 7 as recognised by SAQA with least five (5) years' relevant experience of which three (3) years must be at Assistant Director level in HR Planning and Employment Equity environment. The following will serve as a strong recommendation: Knowledge and understanding of public service prescripts; working knowledge of policy analysis and development; interpersonal relationship and liaison skills; negotiation skills, team building and participation; leadership skills; creativity and innovation; strategic thinking and problem solving; adherence to deadlines and willingness to work irregular hours when required; Computer literacy; Good communication skills (written and verbal).
<u>DUTIES</u>	:	Develop, implement, monitor and maintain the departmental HR plan in line with DPSA's prescripts. Develop and implement effective HR strategies and policies in line with prescripts and best practices. Develop and maintain an effective retention strategy. Develop and maintain Delegations of Authority documents in line with the relevant prescripts, Develop, implement and monitor Employment Equity Plan for the Department, Lead research and development of HRP matters and advice management accordingly, Maintain and update a manual and electronic HR policy database, distribute to staff and ensure the placement of policies on the Intranet, Compile and maintain statistics and respond to audit queries, internal and external reporting. Arrange information sessions, provide training and technical support on the sub-directorate's mandate and participate in orientation sessions. Provide a vision, set the direction for the sub-directorate and inspire others to plan, execute, deliver and report on the organizational mandate, Manage and encourage staff to optimise their outputs and effectively manage relationships in order to achieve organizational goals. Ensure that there is compliance on all HR related matters in the Department, Provide an HR advisory support and information service for the Department, Serve on Departmental Committees as delegated, Manage resources under the Sub-directorate and provide budget inputs for projects.
<u>ENQUIRIES</u>	:	Mr P Mohlala, Tel No: (012) 309 3542
<u>POST 37/86</u>	:	<u>ASSISTANT DIRECTOR: LOGISTICS INFRASTRUCTURE REF NO: DOT/HRM/63</u> (Branch: Integrated Transport Planning) (Chief Directorate: Freight Logistics) (Directorate: Logistics Infrastructure) (Sub-Directorate: Logistics Infrastructure)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417 552 per annum (Level 10)
	:	Pretoria
	:	An appropriate National Diploma / Degree or recognised tertiary qualification in Transport, Public Administration and Economics or preferably in Freight Logistics at NQF Level 6 / 7 as recognised by SAQA, plus at least three years of proven applications experience. Experience in the transport industry will be an added advantage. Note: The following will serve as strong recommendations: sound knowledge of the freight logistics environment and knowledge of the role of various modes of transport in the seamless movement of goods and services. Understanding of inter-governmental relations. Be in a position to lead processes. Understanding of freight corridors and a wiliness to travel and work irregular hours.
<u>DUTIES</u>	:	On a continuous basis, implement and update linkage between Provincial, Local and District freight. Implement an integrated freight logistics plan across the country with respect of both operations and freight logistics infrastructure. Liaise and coordinate Provincial freight logistics initiatives. Be a member of existing institutional structure throughout the country. Implement corridor system that integrate Local and District Municipalities with Provinces and Primary corridor networks. Keep and continuously update stakeholder information and contacts Nationally, Regionally and Continentally. Liaise with stakeholders in general. Attend meetings on behalf of or upon instruction of the supervisor.
<u>ENQUIRIES</u>	:	Ms M Gqada; Tel No: (012) 309 3641

<u>POST 37/87</u>	:	<u>ASSISTANT DIRECTOR: BLACK ECONOMIC EMPOWERMENT (BEE), IMPLEMENTATION, MONITORING AND EVALUATION - PUBLIC SECTOR REF NO: DOT/HRM/64</u> (Branch: Integrated Transport Planning) (Chief Directorate: Modelling and Economic Analysis) (Directorate: Black Economic Empowerment) (Sub-Directorate: Implementation, Monitoring & Evaluation)
<u>SALARY</u>	:	R444 693 per annum. (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Diploma / Degree in B Com, Business Administration or equivalent qualification (preferably Commercial Qualification) at NQF Level 6 / 7 as recognised by SAQA plus at least three (3) years relevant experience. The following will serve as strong recommendations: Understanding of transformation and Broad-Based Black Economic Empowerment (B-BBEE) principles, Legislations and requirements; Understanding of Corporate Governance, PFMA, EEA, PPPFA, SDA; Ability to establish relationship and partnerships with a wide variety of stakeholder; Excellent stakeholder interaction; Interpersonal and People Management; Leadership qualities, pay attention to details; apply systematic approach, ability to work under pressure, good verbal and written communication, excellent computer skills, project management and above-average analytical skills.
<u>DUTIES</u>	:	The Incumbent will: Assist in making sure that Public Sector deliver on the Transport Sector B-BBEE Charter; Assist in the collation and collection of information related to key BEE Performance Indicators; Communicate Public Sector B-BBEE scorecard; Monitor progress of the charter by Public Sector; Assist in developing systems that will assist implementation, monitoring and evaluation of Public Sector scorecard's targets and weightings and continuously update Public Sector database. Help to analyse B-BBEE trends in the Transport Sector (Public Sector) through verification of B-BBEE certificates from Transport Entities, Provinces Stakeholder at large; Advise the Department on B-BBEE non-compliance; and constantly interact with the institutions (e.g. Transport Sector B-BBEE Council, Provincial Government, State-Owned Enterprises, etc.) to monitor B-BBEE in the Transport Sector. Provide administrative support within B-BBEE processes (such as planning and organizing meetings with stakeholder, taking minutes of stakeholders meetings etc.) She/he must be willing to work under pressure, long hours and do intensive travelling.
<u>ENQUIRIES</u>	:	Mr T Mafolo; Tel No: (012) 309 3011
<u>POST 37/88</u>	:	<u>ASSISTANT DIRECTOR: ROAD SAFETY PROGRAMMES REF NO: DOT/HRM/65</u> (Branch: Road Transport) (Chief Directorate: Road Regulations)
<u>SALARY</u>	:	R444 693 per annum. (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Diploma / Degree in Road Safety Management, Transport Management or Public Management at NQF Level 6 or 7 as recognised by SAQA plus three (3) years' experience of which two (2) years must be within the Road Safety/Road environment. Note: The following will serve as a recommendation: Knowledge and understanding of policies and strategies pertaining to road safety; Knowledge of National Road Traffic Act and other related legislation administered by Department of Transport; Understanding of relevant prescripts and policy development skills; A good understanding of road safety programmes; Computer applications and working with large database files; Knowledge of Public Finance management Act, DORA and the Treasury Regulations and Government Processes; Analytical and problem-solving skills; Organising skills; Minute taking; Communication skills; Client orientation and customer focus Must be willing to travel extensively and work irregular hours; Valid driver's license.
<u>DUTIES</u>	:	The incumbent will be expected to take overall responsibility to: Participate in ongoing research and the development of effective programs to be implemented national wide; Participate in the coordination and the implementation of 365 Days

		Road Safety Programs; Disseminate Road Safety Information to various Stakeholders in line with the Implementation Plan; Attend to all Road Safety queries submitted to the Department by the public; Represent the department in provincial coordinated Road Safety meetings and monitoring of programs.
<u>ENQUIRIES</u>	:	Ms T Moyo; (Tel) No: 012 309 3692
<u>POST 37/89</u>	:	<u>ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: DOT/HRM/66</u> (Administration: (Office of the Director-General) (Chief Directorate: Internal Audit) (Directorate: Forensic Investigations)
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Diploma / Degree in Forensic Investigations / Law / Auditing at NQF Level 6 or 7 as recognised by SAQA plus 3-5 years' experience in forensic investigations environment. A Certified Fraud Examiner (CFE) will serve as an added advantage. Note: The following will serve as a recommendation: Must have a drivers licence. Must be prepared to travel. Must have worked in a team, which involved supervisory responsibilities. Must have an extensive knowledge of PFMA, Treasury Regulations, National Anti-Corruption Strategy and Public Service Code of Conduct. Proficiency in presentation and facilitation skills. Must possess analytical and investigation skills. Strong report writing skills. Good communication skills.
<u>DUTIES</u>	:	Assist in managing and receiving reported allegations of fraud and corruption. Pre-examining allegations, planning, executing forensic investigations, and reporting on assigned forensic investigations on behalf of the Department. Update the Fraud Allegation Register. Develop investigation plans for approval. Implement forensic investigation operations / projects. Gather comprehensive and complete evidence of alleged fraud, corruption and serious mismanagement of resources or unprofessional conduct. Draft Reports on forensic investigations completed with clear findings, conclusions and recommendations. Assist with the management of appointed forensic and Investigation Service Providers. Facilitate advocacy through awareness /education programmes on Anti-Corruption. Manage National Anti-Corruption hotline cases. Liaison with other law enforcement agencies. Facilitate the identification and assessment of fraud and ethics risks assessment within the Department. Update the fraud risk register. Provide input in drafting and managing annual fraud prevention plan. Regularly review and update the fraud prevention plan. Review the Anti-Fraud and Anti-corruption policies. Conduct fraud detection reviews in some of the identified high fraud risk areas on a regular basis. Perform any other office administrative duties.
<u>ENQUIRIES</u>	:	Ms S Buthelezi Tel No: 012 309 3672
<u>POST 37/90</u>	:	<u>ASSISTANT DIRECTOR: ICT AUDIT GENERAL CONTROLS REF NO: DOT/HRM/67</u> (Branch: Office of the Director-General) (Chief Directorate: Internal Audit & Fraud Investigations) (Directorate: Internal, Performance and ICT Audit) (Sub-Directorate: ICT Audits)
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate 3 year National Diploma or Bachelor's Degree in Financial Information Systems or Internal Auditing or equivalent at NQF Level 6 / 7 as recognised by SAQA plus three (3) years relevant experience plus the registration for a CISA qualification. Membership of ISACA. Note: The following will serve as recommendations: substantial experience in IT Audit and Internal Audit or relevant environment, detailed knowledge of PFMA, Treasury Regulations and other relevant legislation, IT Security Qualification, Data Analysis Qualification, understanding of performance management system would be advantageous, knowledge of the public service and applicable legislation, management experience, excellent verbal, liaison and writing communication, planning and

		coordinating skills, good problem solving and presentation skills, willingness to work irregular hours.
<u>DUTIES</u>	:	Planning IT Audits, executing IT Audits, Reporting on IT Audit projects, follow up on implementation of IT general controls audit findings, participate in the development of the annual IT audit operational plan, perform engagements plans that include engagement's objectives, scope, timing, and resource allocation, perform the execution of audit projects as per annual operational plan, perform engagement of work programs, compile draft IT reports for review by supervisor, ensure that audit communications are accurate, objective, clear, concise, constructive, complete and timely, provide input in the development of the annual audit opinion report, update findings tracking report in relation to IT general controls audit findings, provide assistance in the compilation of all required administrative reports, maintain good stakeholder relationships with all relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms M Kgwadi Tel No: (012) 309 3950
<u>POST 37/91</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING STRATEGY REF NO: DOT/HRM/68</u> (Branch: Administration (Chief Operating Officer) (Chief Directorate: Human Resource Management and Development) (Directorate: Human Resource Management and Administration)
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate National Diploma / Degree in Human Resource Management or Public Management / Administration majoring in Human Resource Management at NQF Level 6 / 7 as recognised by SAQA plus three – five (3 – 5) years' relevant experience in HR Planning. The following will serve as a Strong recommendation: Relevant experience in Human Resource Planning environment; Knowledge of Public Service prescripts; Ability to interpret and apply all applicable regulatory prescripts; Experience in research, policy and strategy development; Planning, Coordinating and Organising skills; Good communication and interpersonal skills; Project and analytical skills; Report writing skill; Presentation skills; Computer literacy; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Participate in the development, implementation, monitoring and maintaining of a Departmental HR plan in line with DPSA's prescripts; Participate in the Development and implementation of effective HR strategies and policies in line with prescripts and best practices. Assist in the development and maintaining an effective retention strategy. Assist with the development and maintaining of the Delegation of Authority documents in line with relevant prescripts, Assist with the development, implementation and monitoring of Employment Equity Act in the Department, Participate in the conducting of research and development on HRP matters and in advising management accordingly, Assist in maintaining and updating of manual and electronic HR policy database, distribute to staff and place policies on the Intranet, Compile and maintain statistics and respond to audit queries, internal and external reporting. Arrange information sessions, provide training and technical support on the sub-directorate's mandate and participate in orientation sessions. Participate in providing a vision, setting the direction for the sub- directorate and in inspiring others to plan, Assist in execution, delivering and reporting on the organizational mandate, Assist in managing and encouraging staff to optimise their outputs and in effectively managing relationships in order to achieve organizational goals. Assist in ensuring that there is compliance on all HR related matters in the Department, Assist in providing an HR advisory support and information service for the Department, Assist in serving on Departmental Committees as delegated, Assist in managing resources under the Sub-directorate and providing budget inputs for projects.
<u>ENQUIRIES</u>	:	Mr P Mohlala; Tel No: (012) 309 3542

<u>POST 37/92</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL COMMITTEE SUPPORT REF NO: DOT/HRM/69</u> (Administration: (Office of the Chief Operations Officer) (Chief Directorate: Corporate Management) (Directorate: Secretariat Services) (Sub-directorate: Internal Committee Support)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09) Pretoria An appropriate National Diploma / Degree in Public Management/ Public Administration/ Governance and Administration at NQF Level 6 / 7 as recognised by SAQA with at least 3 years' relevant experience in rendering Secretariat Support. Note: The following will serve as a recommendation: The candidate must be in the Secretariat services as opposed to secretarial experience therefore prior experience in the Secretariat environment will be highly recommended; Excellent analytical and listening skills; Excellent minutes, report writing and verbal communication skills; Organising ability and knowledge of meeting proceedings and terminology; In-depth knowledge and understanding of the relevant legislation/policies/prescripts and procedures; Maintain absolute confidentiality; Ability to work under pressure Computer literacy; Must have a valid drivers licence; Willingness to travel and work irregular hours.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: High level meeting coordination and attendance, manage and direct all structural and committee meetings; Provide comprehensive support to the Chairpersons of transport structures and committees; Compile notices, agendas, minutes, reports and documents related to committees / working groups/ task teams; Record and transcribe minutes at meetings and produce high quality documentation; Follow-up on matters and decisions arising/taken from meetings and ensure that they are concluded the before the following meeting; Establish new Committees and assist in drafting of Terms of Reference; Manage information and decision-tracking for all documentation i.e. Reports, Legislative Papers, Agreements and other related documentation; Deal with confidential and secret information in accordance with the terms of the recommendations of the MISS document; Supervise work of lower level staff.
<u>ENQUIRIES</u>	:	Ms S Akpan Tel No: (012) 309 3346
<u>POST 37/93</u>	:	<u>SENIOR COMMITTEE OFFICER REF NO: DOT/HRM/70</u> (Branch: Administration: (Office of the Chief Operations Officer) (Chief Directorate: Corporate Management) (Directorate: Secretariat Services) (Sub directorate: Secretariat Services)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R299 709 per annum (Level 08) Pretoria Applicants must be in possession of a recognised National Diploma / Degree in Public Service Management or any other relevant qualification at NQF Level 6 / 7 as recognised by SAQA with 3 years' relevant Secretariat experience or Grade 12 with 5 years relevant Secretariat experience. Note: The following will serve as a recommendation: Good verbal and above average written communication skills; Systematic planning and organizing skills; Ability to work as a member of a team; Self-assured and confident in own abilities; Remain calm and level-headed under pressure; Adhere to the Batho Pele principles; Computer literacy; Must have a valid driver's license; Willingness to travel and work beyond normal working hours.
<u>DUTIES</u>	:	The successful candidate will perform the following duties: Manage, plan and coordinate all arrangements pertaining to identified meetings, workshops and seminars; Liaise with the Chairpersons and Members of Committees, Working Groups/ Task Teams; Compile notices, agendas, reports, documents related to committees/ Working Groups/ Task Teams; Compile minutes (record and transcribe minutes); Follow up on decisions and resolutions and monitor the implementation thereof; Attend to resolution and minute enquiries from internal and external stakeholders; Maintain and update the database of assigned committees' minutes, resolutions and contact details of members and Terms of Reference for

- each committee. Deal with confidential and secret information in terms of the prescripts of the MISS.
- ENQUIRIES** : Ms D Shitlane Tel No: (012) 309 3510
- POST 37/94** : **SENIOR BIDDING OFFICER REF NO: DOT/HRM/71**
 (Administration: Office of the Chief Financial Officer)
 (Chief Directorate: Financial Administration and Supply Chain Management)
 (Directorate: Supply Chain Management)
 (Sub-Directorate: Bidding)
- SALARY CENTRE REQUIREMENTS** : R299 709 per annum (Level 08)
 : Pretoria
 : A recognised Diploma / Degree in Procurement/Logistics or Public Administration or equivalent at NQF Level 6 / 7 as recognised by SAQA plus three (3) years relevant experience in Supply Chain Management of which two (2) years must be in Acquisition Management. The following will serve as strong recommendations: Proven knowledge of government procurement procedures and regulations; PPFA; Knowledge of the PFMA and Treasury Regulations and Supply Chain Management Practices; Computer literacy; Good communication skills (verbal and written); Interpersonal; Co-ordinating and organising skills; Telephone etiquette; Confidence, confidentiality and reliability; Ability to work under tight deadlines and pressure; Must willing to work beyond normal working hours when required.
- DUTIES** : The incumbent will be responsible for the following: Prepare of all Bids documents; Report to the National Treasury on bidding matters; Compile adverts and provide administrative support at the three bidding committees; Play a major role in conducting information/briefing sessions for all bids in the department; Manage an effective filling system; Capacitate interns.
- ENQUIRIES** : Mr J Mashinini; Tel No: (012) 309 3045
- POST 37/95** : **PERFORMANCE AUDITOR REF NO: DOT/HRM/72**
 (Administration: (Office of the Director-General)
 (Directorate: Performance Audit)
 (Sub-Directorate: Performance Audit)
- SALARY CENTRE REQUIREMENTS** : R299 709 per annum (Level 08)
 : Pretoria
 : Bachelor's Degree/Diploma in Internal Auditing or Finance at NQF Level 6 or 7 as recognised by SAQA plus a minimum of three (3) years' experience, working in performance audit environment and any post training in performance auditing. Note: the following will serve as a strong recommendation: performance auditing and performance management, project and process evaluation, cost accounting and management, detailed knowledge of PFMA, Treasury Regulations and other relevant legislation, knowledge of internal developments and standards in these areas, computer literacy, excellent verbal, liaison and writing communication.
- DUTIES** : The incumbent will be responsible for the following: risk management, planning, execution of work, participate in identification of risks relating to performance audit directorate, update the risk register, do pre-audit survey, review background information, provide assistance in developing audit projects plan, identify symptoms and criteria, prepare draft reports, submit the draft report for review to the supervisor, completion of time sheets and submission to supervisor and submit weekly reports to the supervisor.
- ENQUIRIES** : Mr M Mokobane, Tel No: (012) 309 3084
- POST 37/96** : **PROCUREMENT ADMINISTRATION ASSISTANT: ASSET REF NO: DOT/HRM/73**
 (Administration: Office of the Chief Financial Officer)
 (Chief Directorate: Financial Administration and Supply Chain Management)
 (Directorate: Supply Chain Management)
 (Sub-Directorate: Asset)
- SALARY CENTRE** : R196 407 per annum (Level 06)
 : Pretoria

- REQUIREMENTS** : Appropriate Diploma / Degree in Supply Chain / Logistics / Public Administration and other relevant qualification at NQF Level 6 / 7 as recognised by SAQA plus one (1) year relevant experience in Asset Management. Note: The following will serve as strong recommendations: Knowledge of LOGIS; Knowledge of the Public Financial Management Act; Treasury Regulations; Good communication skills (verbal and written); Computer literacy (MS Word, MS Excel) Driver's license will be added advantage.
- DUTIES** : Assist with the management of assets; Responsible for movement of assets; Capturing of movements on the LOGIS system; Bar coding of assets; Maintenance of the asset register of the Department; Assist with the disposal of redundant assets.
- ENQUIRIES** : Ms A Sethole; Tel No: (012) 309 3115
- POST 37/97** : **ADMINISTRATIVE ASSISTANT REF NO: DOT/HRM/74**
(Branch: Road Transport)
(Sub-Directorate: Project Management and Financial Administration)
- SALARY CENTRE REQUIREMENTS** : R196 407 per annum (Level 06)
: Pretoria
: Applicant must be in possession of a recognised Diploma / Degree in Public Administration/ Public Management at NQF Level 6 / 7 as recognised by SAQA plus one (1) year relevant experience OR a Senior Certificate/ Grade 12 with a minimum of four years relevant experience in terms of fully operational Officer with regard to administration. The following will serve as recommendations: Knowledge of general accounting practices; Knowledge of PFMA and Treasury Regulations; Knowledge of Supply Chain Management procedures and policies; Good communication skills (verbal and written); Good interpersonal relations.
- DUTIES** : The successful candidate will: Provide an effective and efficient administrative service for the Branch; Assist the Branch with preparation of meetings; Prepare documentation for procurement of goods and services for the Branch; Provide support for the compilation of payments and subsistence & travel claims in the Branch; Verify and receive procured goods and services; Manage incoming documents, filling, tracking and disposal thereof.
- ENQUIRIES** : Ms M Letsoalo; Tel No: (012) 309 3720
- POST 37/98** : **SECURITY OFFICERS REF NO: DOT/HRM/75 (X4 POSTS)**
(Branch: Administration (Chief Operating Officer)
(Chief Directorate: Corporate Management)
(Directorate: Security Services)
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum (Level 05)
: Pretoria
: National Senior Certificate / Grade 12 with valid PSIRA registration (Minimum Grade C) and a minimum of one-year practical security industry experience. The following will serve as an advantage: Transport security environment experience; Valid Code EB (old code 8) driving licence; National Diploma in Security Management or studying towards. Computer literacy. Note: The following competencies and attributes are essential: Knowledge of Control of Access to Public Premises and Vehicle Act and other relevant legislations; Good planning, organising and coordinating skills; Good communication and interpersonal skills; Ability to work under pressure. This is a shift work position and applicants must be prepared to work shifts as per operational requirements of the employer.
- DUTIES** : The incumbent will be responsible for: Rendering access control services which entails: issuing of access cards, ensuring that visitors are escorted while in the building, subjecting employees and visitors and their luggage to electronic search through metal detectors and x-ray machines; Provide statistical reports with regard to access control activities; Provide control room operations, monitoring of CCTV, alarms and fire detection and public address system; Provide general guarding and patrolling; Searching of vehicles and conducting searches at security duty points; Supervision of contract security officers.
- ENQUIRIES** : Mr. S Dube; Tel No: (012) 309 3882

DEPARTMENT OF WOMEN

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

- APPLICATIONS** : The Director-General, Department of Women, Private Bag X931, Pretoria, 0001, or hand delivered at 36 Hamilton Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr Joseph Mahlangu Tel No: 012 359 0238
- CLOSING DATE** : 28 September 2018 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 and must be accompanied by a comprehensive CV as well as original certified copies of all qualification(s) and ID-document. Non-RSA citizens/ permanent resident permit holders must attach a copy of their Permanent Residence Permit. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to make appointment(s) to the post(s). If the applicant fails to sign the Z-83 form that will constitute an automatic disqualification. The Department of Women is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration. Women and persons with disabilities in particular are encouraged to apply. Appointment(s) will only be made on the first notch of the advertised salary level.

OTHER POST

- POST 37/99** : **PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION**
REF NO: DOW/010/2018
- SALARY** : R242 475 basic salary per annum plus benefits (Level 07)
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate plus 3 to 5 years' experience in the Human Resource Management environment. A three-year NQF 6 Diploma in Human Resource Management and other HR-related courses will serve as an added advantage. Knowledge of HR policy applications in terms of relevant legislative framework (Public Service Act, Public Service Regulations, BCEA and relevant labour legislations). Relevant PERSAL training and experience essential. Good organisational skills. Good verbal communication and report writing skills. Proven computer literacy including MS Word and Excel. Supervisory skills.
- DUTIES** : Provide an effective and efficient Human Resource Administration service; interpret and apply relevant HRM policies and procedures; administer the effective recruitment, selection and appointment of employees, including advertisement of posts, response handling, provision of secretariat support during short-listing and interview processes, qualification verification, reference checks, security screening and competency assessments. Compile and quality control submissions related to HR administration processes. Compile monthly reports as required. Administer HR utilisation in terms of new appointments, promotions, transfers and terminations of service. Administer condition of service and benefits. Administer pension matters; Administer allowances and deductions. Approve PERSAL transactions. Administer PILIR processes. Supervise staff. Deal with HR related queries on a daily basis. Respond to audit queries.
- ENQUIRIES** : Mr Joseph Mahlangu, Tel No: (012) 359 0238

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF E-GOVERNMENT**

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** : All applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown, 2107 or Applicants can apply online at: www.gautengonline.gov.za.
- CLOSING DATE** : 28 September 2018
- 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 and original certified copies of qualifications with a SA ID document, (certification should not be more than 6 months old). Failure to submit all requested documents will result in the application being disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

MANAGEMENT ECHELON

- POST 37/100** : **DIRECTOR: PROJECT MANAGEMENT REF NO: REFS/003162**
(Performance –based: 5 Year Fixed - Term Employment Contract)
Branch: ICT
- SALARY CENTRE REQUIREMENTS** : R1 005 063 per annum (all-inclusive remuneration package)
: Johannesburg
: Matric plus a recognised NQF level 7 qualification in Business Management/Information Technology. A project certification is a necessity. A minimum of 5 years' experience in middle management position. Vast experience in Project Management preferably in ICT environment is essential. Experience within government service will be an added advantage. Other required skills: motivation, delegation, negotiations, conflict resolution, change management, decision making, planning and organization, controlling, human resources management, accountability, risk identification, leadership.
- DUTIES** : prepare baseline management documents. Design and apply an appropriate project management framework for the project. Perform effective project planning through the utilization of the accepted project management tools and methodologies. Plan and monitor the project by leading scope definition, communications plans and project schedules. Manage project risks, including the development of contingency plans. Implement and manage project changes and interventions to achieve project outputs. Manage multiple project team's staff and external resources (in-direct reports). Liaise and communicate with key stakeholders (e.g. senior government and business leaders, primary suppliers). Manage project administration and internal operations. Contribute specialist business skills as required by the major project. Oversee and manage projects executed and implemented by project managers (direct reports). Exercise prudent budget management, control and monitoring when implementing major projects. Key Performance: Director: Project Manager will support organizational strategic priorities by applying strong business and project management skills across the entire lifecycle, from business case to project planning to execution and closing of a project. The incumbent will work with senior government officials and business leaders in developing business cases and implementation plans for major initiatives, game changers and flagship projects within the province. The Director:

Project Manager will develop, drive and implement these long-term multi-year and large budget projects.

ENQUIRIES : Mr. Errol Ogle, Tel No: (011) 689 6861

POST 37/101 : **DIRECTOR: E-SERVICES REF NO: REFS/003163 (X3 POSTS)**
(Performance –based: 5 Year Fixed-Term Employment Contract)
Branch: ICT

SALARY : R1 005 063 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric plus a recognized NQF 7 qualification. A minimum of 5 years' experience in a middle management role relating to the duties and Responsibilities specified. Relevant experience in strategy development. SLA Management. Content Management. Security, Privacy, and Authentication. E-commerce.

DUTIES : Understanding the overall business strategy for the organization. Communicate and negotiate with various stakeholders. Setting up and executing projects plans. Build and maintain relationships with all stakeholders. Control budget. Understand current business frameworks and processes. Creation and formulations of a risk management plan, including mitigation plan and intervention strategies. Have sound knowledge of Microsoft services environment including online training and development systems. Preparation and delivery of Microsoft business presentations detailing business problems and solutions. Provide regular process and feedback reports. Keep abreast of latest advancement of latest in Microsoft baskets of services; manage the appropriate in light of attaining greater e-Government maturity. Service business continuity and SLA Management with key dependencies. Responsible for overall scope, timelines and quality standards of e-Government projects. Keep abreast of latest technology advancements; investigate new technologies to enhance business processes.

ENQUIRIES : Mr. Errol Ogle, Tel No: (011) 689 6861

POST 37/102 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: REFS/003164**
(Performance –based: 5 Year Fixed - Term Employment Contract)
Chief Directorate: Finance

SALARY : R1 005 063 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : Matric/Grade 12 plus a recognised NQF 7 qualification in Supply Chain Management or Finance/Commerce. A minimum of 5 years' experience in a middle management role in relation to Supply Chain Management or Finance/Commerce. Vast experience in a Procurement environment is essential. Understanding the public-sector supply chain management and related legislations would be an added advantage.

DUTIES : To lead and manage the Supply Chain Management directorate. The directorate is responsible for Demand Management, Acquisition Management, Logistics and Disposal Management and Asset Management of the department of e-Government. To effectively guide and direct duties in respect of demand management. The demand management activities include the understanding of future needs, identifying critical delivery dates and frequency of needs, linking requirements to the budget, analysing expenditure based on past spend patterns and future needs, determining specifications, conducting commodity analysis and seeking alternatives at least in case of strategic sourcing, and conducting industry analysis. To effectively guide and direct duties in respect of acquisition management. Acquisition management activities include applying preferential policy objectives, determining market strategy, applying total cost of ownership or life cycle costing principles, compiling bid documentation, tabling recommendations and obtaining approval for award of contracts, undertaking contract administration and gathering performance information. Other duties in respect of Logistics, Disposal and Asset management relates to maintenance of the assets register for the department, management and control of assets, preparation of financial and non-financial reports, managing the receiving and distribution of materials and inventories, expediting orders, transport management, supplier performance management, redundant materials management, crafting

strategy to dispose and physical disposals. To guide and manage SCM committees' secretarial functions and ensure adequate record-keeping of associated documentation.

ENQUIRIES

: Mr. Errol Ogle, Tel No: (011) 689 6861

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL
DEPARTMENT OF HEALTH**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.

OTHER POSTS

- POST 37/103** : **MEDICAL SPECIALIST GR 1, 2 AND 3) REF NO: GS 50/18**
Component – Oncology
- SALARY** : Grade 1: R1 051 368 per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.
Grade 2: R1 202 112 per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.
Grade 3: R1 395 105 per annum (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules Plus Commuted overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form.
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg
: Minimum Requirements: MBChB or equivalent, FCRadOnc (SA) and / or MMED. Current Registration with HPCSA as a Specialist Oncologist. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration as Specialist with the Health Professions Council of South Africa. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Knowledge, Skills and Experience: Ability to teach and supervise postgraduate training. Middle management skills. Knowledge of the ethical and academic basics of research principles. Good administrative, clinical decision-making and communication skills. Sound knowledge in both medical and radiation oncology. Proven research experience.
- DUTIES** : Control and management of clinical services as delegated by the Head of Department. Maintain satisfactory clinical, professional and ethical standards related to these services. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the unit. Conduct, assist and stimulate research. Train undergraduate and postgraduate medical students and allied health personnel and participate in formal teaching as required by the department. Promote community-orientated services. Conduct outpatient clinics and provide expert opinion where required.
- ENQUIRIES APPLICATIONS** : Dr EL-Koha Tel No: 033 897 3222
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs. M. Chandulal
: Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 50/18. Please note due to large numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date,

please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

- CLOSING DATE** : 28 September 2018
- POST 37/104** : **MEDICAL OFFICER OBSTETRICS & GYNAECOLOGY GRADE 1/2/3 REF NO: NDH 43/2018**
Cluster: Obstetrics and Gynaecology Unit
- SALARY** : R780 612 - R1 035 831 All inclusive package, consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime and its group is subject to the needs of the Department, in which case the incumbent will have to sign a Commuted Overtime Contract form.
- CENTRE** : Northdale Hospital
- REQUIREMENTS** : Matric certificate or equivalent, MBChB Degree or equivalent Plus, Current registration with the Health Professions Council of South Africa as a Medical Practitioner, Registration certificate with Health Professions Council of South Africa as a Medical Practitioner, Appropriate clinical experience depending on the grade for which you are applying (see below). Proof of current and previous work experience endorsed by the employer must be attached for (Grade 02 and Grade 03). **Grade 1:** Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA. Foreign candidates require 1 year relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 2:** Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA plus 5 years after registration with the HPCSA as a Medical Officer. Foreign candidates require 6 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. **Grade 3:** Experience: Appropriate qualification in the relevant discipline that allows registration as a Medical Officer with HPCSA plus 10 years after registration with the HPCSA as a Medical Officer. Foreign candidates require 11 years relevant experience after registration with a recognized foreign health professional council, of whom it is not required to perform Community Service. Recommendations: Diploma, Experience or Postgraduate training in Obstetrics & Gynaecology will be an added advantage. All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training And Competencies Required: Sound knowledge of general medicine and in the discipline of Obstetrics and Gynaecology, Ability to deal with medical and obstetrical/gynaecology emergencies, Sound knowledge of the PMTCT programme as determined by the 2015 national guidelines and policies, Sound knowledge of medical ethics, Sound knowledge of legislation relating to the practice of Obstetrics and Gynaecology in South African, such as the Health Act, the Choice of Termination of Pregnancy Act, the Children's Act etc. Ability to perform termination of pregnancy will be an added advantage. Good communication, team building and motivation skills, Basic computer literacy.
- DUTIES** : To provide holistic medical care to patients seeking medical attention at the institutions. To be able to assess, manage and follow up patients according to departmental policies. To ensure the provision of safe, ethical and high quality medical care. To be able to contribute to the realization of the departmental strategic goals. Manage medical and obstetrical/gynaecological emergencies. To participate in after-hours medical service as per call roster, this is essential. To participate in Monitoring & Evaluation programme with relation to patient care delivery. Assist with the supervision and support of junior medical officers, CSOs and medical interns. Provide Outreach assistance as may be required under the supervision of the Metropolitan Head of Obstetrics and Gynaecology. Impart surgical skills to Medical Officers and interns in the Department. Accept responsibility for continuous professional development to keep up to date with new developments in the field of Obstetrics and Gynaecology Participate in the departmental academic programmes, perinatal mortality and morbidity review meetings, and any other meetings.

ENQUIRIES : DR VK Maistry Tel No: 033 387 9000 Ext 9014

APPLICATIONS : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

FOR ATTENTION : Dr VK Maistry

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Note: The incumbent will be required: To rotate between Grey's and Northdale Hospitals on a rotational basis; To sign a performance agreement with the Head of Department within the rules of Employee Performance Management Development Systems (EPMDS).

CLOSING DATE : 28 September 2018

POST 37/105 : **MEDICAL OFFICER REF NO: SAH 15/2018 (X1 POST)**

SALARY : Grade 1: R780 612 per annum (All inclusive package)
Grade 2: R892 551 per annum (All inclusive package)
Grade 3: R1 035 831 per annum (All inclusive package)

CENTRE : ST Andrews Hospital

REQUIREMENTS : **Grade 1:** Senior Certificate Plus Appropriate qualification in Health Science-MBCHB Plus Current registration with HPCSA as a Medical Practitioner OR 1 year relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Senior Certificate Plus Appropriate qualification in Health Science-MBCHB Plus Current registration with HPCSA as a Medical Practitioner plus 5 years experience after registration with the HPCSA as a Medical Practitioner OR 6 years experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Senior Certificate Plus Appropriate qualification in Health Science-MBCHB Plus Current registration with HPCSA as a Medical Practitioner plus 10 years experience after registration with the HPCSA as a Medical Practitioner OR 11 years experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Skills: Ability to diagnose and manage common medical and surgical problems including emergencies in the major clinical disciplines. Surgical and Anesthetic skills. Sound knowledge and experience in the respective medical discipline. Sound knowledge of Human Resource Management, Information Management and Quality Assurance Programme. Knowledge of current health and public service legislation, regulations and policies. Sound Medical ethics and emphasis on budget control, epidemiology and statistics. Sound teaching and supervisory skills. Good communication and interpersonal skills.

DUTIES : Providing a holistic patient care, inclusive of preventive measures, treatment and rehabilitation. Assist with human resource development for medical staff. Conduct orientation and induction for new staff. Conduct continuous professional development by organizing information seminars. Ensuring correct patient management through the implementation of quality standards and practice and treatment protocols. Ensuring the development, maintenance and updating of clinical procedures. Ensuring effective utilization of all resources in the clinical field within the sphere of functioning. Provide Medical Services at the department appointed to. Clinical responsibilities including examine, investigate, diagnose and oversee that treatment of patients in the relevant department. Provide guidance, training, evaluation and mentorship of junior medical staff. Participate in community health programmes. Monitor the cost effectiveness of medical examinations with due regard of effective patient care, and ethical decision making. Assist the evaluation of existing standards and effectiveness of health care. Assist with application of sound labour relations policy in accordance with relevant legislation and guidelines

ENQUIRIES : DR SK Lumeya Tel No: 039-4331955 EXT 214

APPLICATIONS : All applications should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680 or hand delivery: 14 Moodie Street, Harding 4680.

FOR ATTENTION : Human Resource Manager

CLOSING DATE : 28 September 2018

POST 37/106 : **CONTROL ENGINEERING TECHNICIAN GRADE B: REF NO: AMAJ03/2018 (X1 POST)**

SALARY : R724 112 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements

CENTRE : Amajuba Health District Office: Newcastle

REQUIREMENTS : Standard 10/ Grade 12 Plus Degree or National Diploma in Civil, Building, Structural or Electrical Engineering, Plus Six years post qualification technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. Proof of valid Code B Driver's License (Code 8). Proof of Computer Literacy: MS Office Software Applications such as Excel, Power Point, Word, etc. Knowledge, Skills, Training and Competencies Required: Sound project management skills, analytical thinking, computer literacy, team building and training skills. Sound knowledge of all trades and engineering systems installed and used by health facilities and strong structural and technical ability across all disciplines including structural, electrical, mechanical, refrigeration and civil aspects. Sound knowledge of financial, human and labour relations management. An understanding of the challenges facing the public health sector. Ability to priorities issues and other work related matters and to comply with the time frames. Ability to work to specification, translate planning inputs to practical construction and maintenance results. High level of accuracy and quality. Interpretation of relevant policies. Understanding of building regulations and relevant by- laws. Effective external and internal communicator.

DUTIES : Oversee the development and implementation of plans for upgrading or building of Hospital buildings Equipment, Forensic Mortuaries, EMS, Nursing Campus, Environmental Health, CHC, VCT, PMTCT, Park homes and Clinics. Inspect and approve sites planned for the construction of new health facilities to establish the suitability thereof to the environment and surrounding infrastructure. Perform periodic inspection of building sites with engineering consultants to ensure that building practices comply with plans and specifications. Monitor that preventative maintenance is being conducted at all relevant health facilities and ensure planned and unplanned maintenance is carried out of appropriately and timely. Develop and review annual District infrastructure program implementation plans and budget planning for the sub component. Manage the District infrastructure budget to ensure that planned spending patterns meet planned time frames on maintenance including Hospitals, clinics, Mortuaries and EMS bases. Provide technical support to all Engineering and Artisan staff at Hospitals and related facilities. Manage District infrastructure and assume overall managerial responsibility for the supervision, development and guidance of all infrastructure development Sub

<u>ENQUIRIES</u>	:	Component staff in the District. Support all PHC facilities and Hospitals to meet National Core Standards. Support all PHC facilities to meet Ideal Clinic standards.
<u>APPLICATIONS</u>	:	DR Amet Tshabalala Tel No: 034-328 7000
<u>FOR ATTENTION</u>	:	All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle
<u>NOTE</u>	:	Mrs. GC Buthelezi
	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's License (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will Not be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Males are encouraged to apply and people with disability also should feel free to apply.
<u>CLOSING DATE</u>	:	28 September 2018
<u>POST 37/107</u>	:	<u>DEPUTY MANAGER: HRM SERVICES REF NO: UGU 05/2018</u>
<u>SALARY</u>	:	An all-inclusive MMS package of R697 011 per annum (Level 11)
<u>CENTRE</u>	:	Ugu Health District Office
<u>REQUIREMENTS</u>	:	Senior Certificate; 3 year Bachelor Degree / National Diploma in HR Management / Human Sciences / Public Management or Administration; A minimum of 3 years' Managerial Experience in Human Resource Management; Persal certificate; Proof of computer literacy: MS Office Software Applications; Valid code EB driver's license (code 8); Project management and strategic planning; An understanding of the "push" factors affecting human resource supply and demand within the health sector; Ability to prioritize issues and other work related matters so as to comply with time frames; Broad knowledge of HR practices and disciplines; Excellent management, facilitation, communication and interpretation skills; Expert knowledge legislative and policy framework informing the area of operation; Ability to capture and communicate the essence of recommendation in a concise and clear corporate language; Ability to prioritize issues and after work related matters in order to comply with tight deadlines; A clear understanding of challenges facing the Public Sector.
<u>DUTIES</u>	:	Ensure and facilitate the consolidation of an integrated HR Plan for the District and monitor and evaluate the performance of Institutions to accomplish the identified human resource management indicators, provide early warning and develop innovative solutions to overcome identified problem areas; Oversee and manage processes for the alignment of organizational and post establishment structures within the District in line with emerging service delivery demands as well as the imperatives set by the Annual Performance Plan of the District, the Service Transformation Plan of the Department, budget allocations as well as standards and workload statistics; Oversee the effective implementation of Human Resources management policy imperatives in Institutions and ensure consistency in the application thereof; Ensure a well-coordinated and integrated approach to develop sound labour relations and within the District promote staff wellbeing, safety, employee performance management and develop system (EPMDS);

Manage the utilization of resources allocated to the section inclusive of the development of staff; Provide District HR compliance and support services.

ENQUIRIES : Mrs S. Govender Tel No: 039 – 688 3000

APPLICATIONS : Application to be forward to: The Human Resource Manager, Ugu Health District Office, Private Bag X735, Port Shepstone, 4240

FOR ATTENTION : Mrs T. Madlala

CLOSING DATE : 28 September 2018

POST 37/108 : **ASSISTANT NURSING MANAGER (SPECIALTY UNIT) REF NO: FNH 06/2018 (X1 POST)**

SALARY : R581 826 – R654 840 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owners Allowance, etc., (employee must meet the prescribed requirements).

CENTRE : Fort Napier Psychiatric Hospital

REQUIREMENTS : Senior Certificate or equivalent Degree/Diploma in General and Psychiatric Nursing; Diploma in Advanced Psychiatric Nursing; A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing; At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in Advanced Psychiatry Nursing; A minimum of 3 years of the period referred to above must be appropriate/recognizable experience at supervisory level; Proof of current and previous work experience endorsed and signed by Human Resource i.e. certificate of service and Current registration with SANC (2018). Knowledge, Skills, Training and Competencies: Knowledge of nursing prescripts, policies, procedures and protocols. Knowledge and experience of the Public Service Policies, Acts and Regulations. Sound Management, Negotiation, Interpersonal and problem solving skills. Knowledge of Human Resource matters, Labour Relations and Disciplinary procedures and Basic Financial Management skills. Good verbal and written communication, problem solving and project management skills; Ability to function well within the team; and Basic computer literacy.

DUTIES : Provide guidance and leadership towards the realization of the Institutional strategic and operational goals. Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care within legal framework. Ensure that sound labour relations is promoted on night duty and practiced within the scope of labour and other relevant prescripts. Ensure that the environment complies with the Health and Safety regulations and other relevant prescripts in order to minimize risks. Ensure that staff adheres to the standard precautions and that their welfare is maintained to achieve optimal productivity. Exercise control of expenditure by ensuring efficient and effective management of material and human resources. Ensure the implementation of national, provincial and district quality improvement initiatives at the hospital level and Conduct nursing staff meetings to disseminate information such as updates on nursing, new policies etc.

ENQUIRIES : Mrs TN Ngcobo Tel No: (033) 260 4341

APPLICATIONS : Applications must be forwarded to: The Human Resource Department, Fort Napier Hospital, PO Box 370, Pietermaritzburg, 3200, OR Hand delivered to: 01 Devonshire Road, Napierville, Pietermaritzburg, 3201

FOR ATTENTION : Mr. S. Shabalala

CLOSING DATE : 28 September 2018

POST 37/109 : **CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (QUALITY ASSURANCE) REF NO: KCD 03/2018**

SALARY : R420 318 per annum plus benefits 13th cheque, medical aid (optional) and housing allowance (employee must meet prescribed conditions)

CENTRE : King Cetshwayo District Office

REQUIREMENTS : Grade 12 or (Senior certificate). Diploma / Degree or equivalent qualification in nursing Plus Minimum of 7 years appropriate & recognizable nursing experience after registration as a Professional nurse with SANC in general nursing. Current registration with SANC (2018 SANC receipt). Valid driving licence. Proof of

computer literacy – MS Office (Word, Excel, Outlook & PowerPoint). Proof of current experience endorsed and stamped by Human Resources. Knowledge, Skills, Training and Competencies Required: Strong interpersonal, communication and presentation skills. Sound project management skills. Ability to make independent decisions. A strong policing / auditing aptitude. An understanding of the challenges facing the public health sector. High levels of accuracy. Proven initiative, decisiveness and to acquire new knowledge swiftly. Report writing skills. Financial Management skills. Empathy and counselling skills and knowledge. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames.

DUTIES

: Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Perform training and guidance activities to instill a culture of service delivery in all service areas within the district. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Ensure that Quality Assurance committees are established; that these have quality improvement projects and that significant change is recognised and rewarded. Identify best practice and implement these to continuously advance Quality Assurance in the District. Interact with university and COHSASA role players to enhance the Quality Assurance procedures and practices. Perform quality improvement audits and survey monthly and report to senior management. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure implementation of National Core Standard and Provincial initiatives (Patients Right Charter, Batho Pele programmes etc). Ensure that all facilities conduct Patients Experience of Care and Waiting Times Surveys. Ensure planning, co-ordination, implementation, monitoring and evaluation of the Quality Assurance programmes within the district. Co-ordinate all aspects of National Core Standards Programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans, action plans and submit monthly quarterly and annual reports. Conduct district quality assurance meetings and attend provincial quality meetings. Provide training and update clinical and non-clinical staffs on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints and various other related committees to improve quality. Ensure all facilities conduct Patient Experience of Care and Waiting Times surveys. Co-ordinate Batho Pele and good governance programmes. Co-ordinate activities for service excellence. Support all facilities to ensure the attainment of quality compassionate patient care.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

NOTE

: Mrs IF Mkhize Tel No: 035-787 6204

: All applications should be posted to: The District Director, King Cetshwayo Health District Office, Private Bag X20034, Empangeni, 3880

: Mr S.D Mzimela

: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity document and Driver's Licence – not copies of certified copies. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview.

CLOSING DATE

: 28 September 2018

POST 37/110 : **CLINICAL PROGRAM COORDINATOR GRADE 1 REF NO: NDH 42/2018**
Cluster: Nursing Department

SALARY : Grade 1: R420 318. Other Benefits: 13th Cheque Medical Aid (optional) Housing Allowance (employee must meet prescribed requirements)

CENTRE : Northdale Hospital: Pietermaritzburg

REQUIREMENTS : Senior certificate/Grade 12, Basic R425 qualification – Diploma / degree in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Current registration with South African Nursing Council as a professional nurse (2018). A minimum of 7 years appropriate/ recognisable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. Recommendation: Valid driver's licence, Certificate in Infection Prevention and Control, Computer literacy. Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be endorsed and signed by human resource management. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Infection Prevention & Control, Occupational Health & Safety Act. Patient's Rights Charter, Batho Pele Principals, Public Service Regulations, Grievance Procedures etc. Work effectively and amicably at a supervisory level, demonstrating leadership, organizational decision making and problem solving abilities. Demonstrate good report writing and presentation skills as a communication strategy to enhance service delivery. Financial and budgetary knowledge pertaining to the relevant resources under management.

DUTIES : Ensure that the development, implementation and review of Infection Prevention and Control guidelines, protocols, norms and standards are in line with current standards of practice regulations and the objectives of the service. Provide professional and technical support for the provision of quality patient care through proper management of relevant programmes e.g. Regular audits, accurate record keeping, identify health indicators and risk factors, in-service training/health education for all staff and clinics on Infection Control and Prevention. Surveillance of health care associated infections, anti-microbial resistance and notifiable conditions. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes effective and efficient health care e.g. Attend meetings, participate with members of the health team in decision making pertaining to health care delivery, consult/liaise with organisations and special interest groups. Coordinates functions and activities of the Infection Prevention & Control. To ensure a high standard of infection prevention & control by monitoring infection risks to patients, visitors and Health Care workers. Ensure a high standard of thoroughness and accuracy in minimizing further transmission of communicable diseases. Promote interdisciplinary/intersectoral liaison. Inculcates in every employee, patient and their families the knowledge, interests and alertness to principles of Infection Control.

ENQUIRES : Mr M Zondo Tel No: 033 387 9000

APPLICATIONS : All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200

FOR ATTENTION : Mr M Zondo

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing

date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 28 September 2018
- POST 37/111** : **OPERATIONAL MANAGER: GENERAL (NIGHT DUTY) REF NO: MURCH 7/2018 (X1 POST)**
- SALARY** : R420 318. Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Senior Certificate, Degree / Diploma in General Nursing and Midwifery. Current Registration with SANC as General Nurse and Midwife. A minimum of years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). Knowledge, Skills and Competencies: Senior Certificate, Diploma / Degree in General Nursing and Midwifery, Current registration with SANC as a General Nurse and Midwife, A minimum of 7 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing.
- DUTIES** : Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To effectively manage the utilization and supervision of resources. Oversee effective overall functioning of the facility at night. Maintain professional growth / ethical standards and self-development. Implementation and management of Infection Control and Prevention Protocols, Safety and Risk Management. Maintain accurate and complete patient records according to legal requirements. To participate in Quality improvement programmes and Clinical Audits. Provide direct and indirect supervision of wards and night staff. Participate and ensure the implementation of National Core Standards, National Health Priority and quality improvement initiatives. Maintain discipline in all Labour related issues, grievances in terms of laid down procedures and policies. Ensure staff development and performance by implement EPMDS and other related HR Policies.
- ENQUIRIES** : Mrs CN Mkhwanazi Tel No: 039-6877311 ext 127
- APPLICATIONS** : all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 7/2018. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in

all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 28 September 2018
- POST 37/112** : **ULTRASOUND RADIOGRAPHER GRADE 1, 2, 3 REF NO: NDH 44/2018**
Cluster: Medical Department
- SALARY** : Grade1: R374 364
Grade 2: R440 982
Grade 3: R519 456
Other Benefits: 13th Cheque Medical Aid (optional) Housing Allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Northdale Hospital: Pietermaritzburg
Senior certificate/Grade 12, National Diploma/Degree in Ultrasound Plus, Original registration with Health Professions Council South Africa (HPCSA) in the category Independent Practice: Ultrasound. Current registration with HPCSA as an ultrasound radiographer (2018-2019) in the category Independent Practice: Ultrasound. **Grade 1:** Four (4) years appropriate experience after registration with HPCSA as a Diagnostic Radiographer. **Grade 2:** Minimum of 14 years relevant experience after registration with HPCSA of which 10 years must be after registration in Ultrasound. **Grade 3:** Minimum of 24 years relevant experience after registration with HPCSA of which 20 years must be after registration in Ultrasound. Applicants with four (4) year Radiography Speciality qualification (not in possession of Diagnostic Radiography qualification) who do not have experience as a Diagnostic radiographer may apply and will be appointed as a Diagnostic Radiographer. Knowledge, Skills, Training and Competencies Required: Sound knowledge of obstetrics and Gynaecology ultrasound. Sound knowledge of general ultrasound scans. Sound knowledge of Ultrasound procedures and protocols, Sound report writing and administrative skills. Computer literacy. Knowledge of relevant Health and Safety Policies, Regulations and Acts. Able to work autonomously. Sound communication, problem solving, teaching and training skills. Good interpersonal relations and ability to perform well within a team.
- DUTIES** : Provision of high quality ultrasound services according to patients needs. Execute all ultrasound procedures competently to prevent complications. Perform general administrative duties as required. Provide guidance and supervision to junior staff and students. Promote Batho Pele in execution of all duties for effective service delivery. Inspect and utilize equipment professionally to ensure that they comply with safety regulations. Give factual information to patients and clients on ultrasound. Promote good health practices and ensure optimal patient care. Compile report and memos as required in the working environment. Participate in Ultrasound quality improvement programs and compliance with National Core Standards. Participate in developing protocols to ensure that sonographic services comply with the required prescripts. Participate in continued professional development (CPD).
- ENQUIRES APPLICATIONS** : R Bedford Tel No: 033 387 6459
All applications should be forwarded to: Human Resources Department Northdale Hospital, Private Bag X 9006, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Dr VK Maistry
Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will NOT be accepted. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company

Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply.

- CLOSING DATE** : 28 September 2018
- POST 37/113** : **MEDICAL SPECIALIST –NEPHROLOGIST (GRADE 1, 2, AND 3) (SESSIONAL POST) –14 SESSIONS PER WEEK REF NO: GS 49/18**
Component – Internal Medicine
- SALARY** : Grade 1: R368 368 per annum
Grade 2: R420 784 per annum
Grade 3: R488 488 per annum
- CENTRE REQUIREMENTS** : Greys Hospital, Pietermaritzburg Hospital Complex
: MBChB or equivalent. Current Registration with HPCSA as a subspecialist Nephrologist. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 2:** Experience: 5 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist in the relevant discipline. Recommendations: Experience in Nephrology. Knowledge, Skills, Training and Competency Required: Knowledge of the following as they relate to key performance areas and activities: Clinical Nephrology medical ethics, legislation, public service regulations and practice, learning and teaching principles, administration and management. Skills as they relate to the key areas and activities: Management of renal conditions, learning and teaching skills, public service administration and management. Communication: Ability to transfer meaning in the various contexts in which activities take place by verbal, written and digital means.
- DUTIES** : Clinical Skills and Service Delivery. In-patient and Out-patient Nephrology care of an acceptable standard and level at hospitals in the Pietermaritzburg Metropolitan Area. This may include outreach in Area 2. Assist with after hours senior cover of Nephrology services dependent on operational need. Performance: Maintain professional and ethical working standards. Development: Self development - comply with continuing professional development requirement and maintain HPCSA registration. Service development: assist with in-service training of staff quality improvement initiatives, operational research, protocol development etc and participate actively in departmental academic programs. Supervision and support: Supervise staff in Nephrology services. Comply with and participate in human resource management processes when required. Administration and management: Assist in the administration and management of the PMB Metropolitan Department of Internal Medicine monitoring, audits, surveys and planning. Advise on relevant insurance reports and medico-legal problems, analysis of mortality and morbidity, initiating or participating in quality improvement audits etc. Maintain up to date knowledge and skills relevant to departmental and public service clinical service administration.
- ENQUIRIES APPLICATIONS** : DR K. Rasmussen Tel No: 033 – 897 3289
: Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
- FOR ATTENTION NOTE** : Mrs. M. Chandulal
: Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website b) Certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy. Failure to comply with the above instructions will disqualify applicants. The circular minute number / reference must be indicated in the column provided on the form Z83 e.g GS 50/18. Please note due to large

numbers of applications we envisage to receive, applicants will not be acknowledged. Communication will only be entered into with candidates that have been short-listed. If you have not heard from us two months after the closing date, please consider your application as being unsuccessful. The appointment is subject to positive outcome obtained from checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

- CLOSING DATE** : 28 September 2018
- POST 37/114** : **PROFESSIONAL NURSE-SPECIALTY STREAM-THEATRE REF NO: MURCH 10/2018 (X1 POST)**
- SALARY** : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE REQUIREMENTS** : Murchison Hospital
Senior Certificate, Degree / Diploma in General nursing and Midwifery plus 1 year post basic qualification in Operating Theatre Technique, Current Registration with SANC as General Nurse and Operating Theatre. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Operating Theatre Technique. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Operating Theatre Technique, of which at least 10 years must be appropriate / recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, Knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies, Leadership, supervisory and good communication skills, Team building and cross cultural awareness, Knowledge of SANC rules and regulations, Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Must be able to handle operating and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.
- ENQUIRIES APPLICATIONS** : Mrs CN Mkhwanazi Tel No: 039-6877311 ext 127
all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 7/2018. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA,

verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 28 September 2018
- POST 37/115** : **PROFESSIONAL NURSE-SPECIALTY STREAM REF NO: MURCH 8/2018 (X2 POSTS)**
- SALARY** : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Advance Midwifery and Neonatal Nursing Science, Current Registration with SANC as General Nurse and Midwife. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwifery. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Midwifery, of which at least 10 years must be appropriate / recognizable experience Maternity services, after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, Knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies, Leadership, supervisory and good communication skills, Team building and cross cultural awareness, Knowledge of SANC rules and regulations, Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients' rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Show understanding of Perinatal Problem Identification. Analyse reports and utilize the information to improve the health status of women. Ensure the implementation of saving mothers, saving babies recommendation. Ensure the implementation of Antenatal and post-natal policy including PMTCT.
- ENQUIRIES** : Mrs CN Mkhwanazi Tel No: 039-6877311 ext 127
- APPLICATIONS** : all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not

copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 7/2018. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.

- CLOSING DATE** : 28 September 2018
- POST 37/116** : **PROFESSIONAL NURSE-SPECIALTY STREAM-PAEDIATRIC REF NO: MURCH 9/2018 (X1 POST)**
- SALARY** : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th Cheque, Home owners allowance (employee must meet prescribed Requirements), Medical Aid (Optional) and 12% Rural Allowance
- CENTRE** : Murchison Hospital
- REQUIREMENTS** : Senior Certificate, Degree / Diploma in General Nursing and Midwifery plus 1 year post basic qualification in Child Nursing Science accredited by SANC, Current Registration with SANC as General Nurse and Midwife. Current SANC receipt, previous work experience / Certificate of service endorsed by your Human Resource Department (to be attached to application). **Grade 1:** Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in general nursing and Midwife. **Grade 2:** Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing and Midwife, of which at least 10 years must be appropriate / recognizable experience, after obtaining the one year post basic qualification in the relevant specialty. Knowledge, Skills and Competencies: Knowledge of nursing care and processes and procedures, Knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies, Leadership, supervisory and good communication skills, Team building and cross cultural awareness, Knowledge of SANC rules and regulations, Knowledge of Batho Pele Principles and patients' rights charter.
- DUTIES** : To execute duties and functions with proficiency within prescript of applicable legislation. To participate in quality improvement programmes, clinical audits and National core standards. Uphold Batho Pele and patient's rights principles and citizen's charter. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Show understanding of CHIPP. Analyse reports and utilise the information to improve the health status of children. Ensure the implementation of all guidelines, protocols and policies.
- ENQUIRIES** : Mrs CN Mkhwanazi Tel No: 039-6877311 ext 127

- APPLICATIONS** : all applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone 4240 or hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za. Certified copies of highest educational qualification – not copies of certified copies and certified copies must not be older than 3 months. Curriculum Vitae and Identity document. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 7/2018. Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof together with their applications. Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply.
- CLOSING DATE** : 28 September 2018
- POST 37/117** : **PROFESSIONAL NURSE SPECIALTY GRADE 1/2: REF NO: HRM 43/2018 (X1 POST)**
Directorate: Trauma Medical and Surgical (Medical Emergency)
- SALARY** : Gr 1: R362 559 – R420 318 per annum
Gr 2: R445 917 – R548 436 per annum
Other Benefits: Medical Aid (Optional): Housing Allowance: Employee must meet prescribed requirements.
- CENTRE** : King Edward VIII Hospital
- REQUIREMENTS** : Matric/Senior Certificate or equivalent qualification, degree / Diploma in General Nursing, registration with S.A.N.C. as a General Nurse and Specialty Nurse, one year Post Basic registration Degree/Diploma in Trauma plus 4 years appropriate / recognizable registration experience as a General Nurse, proof of current registration with SANC. **Gr 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nurse Plus one year post basic qualification in Trauma Specialty. **Gr 2:** A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years must be appropriate/recognizable experience in the specialty after obtaining the one year post basic qualification (Specialty) in Trauma. Recommendation: Computer literacy. Knowledge, Skills, Training, and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework, good communication skills-verbal and written, co-ordination and liaison skills, problem solving skills.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit, provide a therapeutic environment for staff, patients and public, provide comprehensive, quality nursing care, provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level, demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital, assist with allocation/change list, day and night duty rosters and inputs for leave, assist in record keeping and provide statistical information on training and staffing, to assist in EPMSD evaluation of staff and implement EAP, assist in orientation, induction and monitoring of all nursing staff, to complete patient related data and

partake in research, promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant specialty, to assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift, to partake in overall specialized unit functions, i.e. team building, effective and efficient management of all resources, liaise with professional Nurse in charge in Medical Emergency Unit, allocation of Staff within the Directorate on rotational basis, to nurse a critically ill patient who is ventilated, on oxylog and on continuous monitoring, to nurse all types of patients regardless of diagnoses according to disease profile within the directorate, to nurse a paediatric ventilated/ medical patient for close monitoring, to lead in resuscitation of critical patients, to be well versed with labour relations procedures, to be well versed with disaster management procedures, to implement national core standards and formulate quality , improvement plans and projects to improve quality of care., to be knowledgeable about management of risks in a trauma unit and forensic nursing.

- ENQUIRIES** : Mr. B.B. Khoza Tel No: 031 360 3026
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin building or posted to Private Bag X02, Congella, 4013.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Certified copies of ID documents, Std 10, educational qualifications, certificates of service and professional registration certificates (not copies of certified copies) and proof of current registration must be submitted together with your CV. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. Persons with disabilities and African males are encouraged to apply, however, other race groups are also not restricted from applying.
- CLOSING DATE** : 28 September 2018
- POST 37/118** : **PROFESSIONAL NURSE: SPECIALTY STREAM REF NO: SAH 14/2018 (X1 POST)**
Re-Advertisement
- SALARY** : Grade 1: R362 559 per annum
Grade 2: R445 917 per annum
Other Benefits: 13th Cheque, 12% Rural allowance, Home Owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)
- CENTRE** : ST Andrews Hospital: Theatre
- REQUIREMENTS** : **Grade 1:** Diploma/ Degree in General Nursing and Operating Theatre Technique PLUS 1 year post basic qualification in Operating Theatre Technique. A minimum of 4 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. Current registration with SANC as a General Nurse and Operating Theatre. **Grade 2:** Diploma/ Degree in General Nursing and Operating Theatre Technique PLUS 1 year post basic qualification in Operating Theatre Technique. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific speciality, after obtaining the one year post basic qualification in the relevant speciality. Current registration with SANC as a General Nurse, Midwifery and Operating Theatre. Skills: Knowledge of nursing care and processes and procedures. Knowledge of Public service regulations. Disciplinary code, human resource policies, hospital generic and specific policies. Leadership,

- supervisory and good communication skills. Team building and cross cultural awareness. Knowledge of SANC rules and regulations. Knowledge of Batho Pele Principles and patients rights charter.
- DUTIES** : Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.
- ENQUIRIES** : Ms MR Singh Tel No: 039-4331955 EXT 211
- APPLICATIONS** : All applications should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680 or hand delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : People with disabilities and African males are encouraged to apply
- CLOSING DATE** : 28 September 2018
- POST 37/119** : **HUMAN RESOURCE MANAGER**
Department: Human Resource Component
- SALARY** : R356 289 – R419 679 per annum, Other Benefits; Medical Aid (optional), 13th Cheque, Housing Allowance (employee must meet the prescribed requirements) plus
- CENTRE** : Nkandla District Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. A Bachelor Degree / National Diploma in Human Resource Management / Public Management / Public Administration. A minimum of 3 – 5 years' experience in Human Resource Department of which 3 years must be at a supervisory level. Proof of previous and current working experience endorsed by Human Resource Department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Recommendation: Computer certificates, PERSAL Certificates, Driver's Licence. Knowledge, Skills, Attributes and Abilities: Broad knowledge and understanding of Human Resource Management. In depth knowledge of relevant acts, policies and regulations in HR Management. Sound communication, analytical and decision making and presentation skills. Good knowledge and understanding of Employee Performance Management and Development Systems, Labour Relations, Human Resource Development, Disciplinary and Grievance Procedures. Good leadership, coaching, mentoring and personal skills. Sound knowledge of PERSAL and Financial Management.
- DUTIES** : Manage all human resource components i.e. HR Practices, HR Planning and Development, Staff Relations and Employee Wellness in the hospital in order to ensure that high quality of service is being provided. Promote sound employer-employee relationship and minimize conflict within institution in line with the vision, mission and core values of the department of health. Develop and implement effective human resource policies within guidelines set by the Provincial Department of Health. Ensure proper compilation of workplace skills plan. Ensure proper implementation of EPMDS within the hospital. Ensure that advertising, recruitment, appointments and transfers are in accordance with the laid down policies and procedures. Advise managers on all aspects of Human Resource Management, organizational and staffing structures and reporting arrangements. Participate in the development, implementation, monitoring and reviewing of skills audit. Oversee and deal with misconduct, discipline and grievance procedure in the hospital in terms of Labour Relations Act. Participate in the development of HR

strategies and policies. Ensure that EAP programmes are known within the institution. Attend to staff wellness and occupational health and safety of the institution. Develop Human Resource Plan and Employment Equity Plan for the hospital and ensure that are put into practice. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff. Provide regular inputs towards realization of ideal hospital concept and National Core Standards. Plan, monitor and control the use of budget and equipment allocated to Human Resource Component. Ensure proper management of risk within the Human Resource component.

- ENQUIRIES** : Mr. JN Shabane Tel No: 035-833 5000 EXT 5001 (C.E.O)
- APPLICATIONS** : Applications should be directed to: The Acting Human Resource Manager – Nkandla District Hospital, Private Bag X 102, Nkandla, 3855 OR Hand Delivered to: Human Resource Department - Nkandla District Hospital, 491 Mbatha Lane, Nkandla 3855.
- FOR ATTENTION** : Mrs. SG Masikane
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, certified copies of qualifications/certificates, Professional Registration Certificates, Identity Document and Driver's Licence (not copies of previously certified copies). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Non- RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T Claims will not be paid to candidates who will be attending interview. African males are encouraged to apply.
- CLOSING DATE** : 28 September 2018
- POST 37/120** : **PROFESSIONAL NURSE: GENERAL STREAM (X1 POST)**
Branch: ST Andrews Hospital
- SALARY** : Grade 1: R241 908
Grade 2: R297 516
Grade 3: R362 559
- CENTRE** : ST Andrews Hospital
- REQUIREMENTS** : **Grade 1:** Senior certificate. Diploma in General nursing and Midwifery. Current registration with SANC as a General nurse and Midwifery. **Grade 2:** Senior Certificate. Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. A minimum of ten (10) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. **Grade 3:** Senior Certificate. Diploma in General Nursing and Midwifery. Current registration with SANC as a General Nurse and Midwifery. A minimum of ten (20) years appropriate recognizable experience in nursing after registration as a Professional Nurse with the SANC in general nursing. Knowledge, Skills And Competencies: Knowledge of nursing care and processes and procedures, Basic knowledge of Public service regulations, Disciplinary code, human resource policies, hospital generic and specific policies. Leadership, supervisory and good communication skills, Team building and cross cultural awareness.

- DUTIES** : To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. To execute duties and functions with proficiency and perform duties according to scope of practice. Ensuring supervision and provision of basic needs of patients viz. oxygen supply, nutrition, elimination, fluid and electrolyte balance and a safe and therapeutic environment. Implement infection control standards and practices to improve quality nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients. Supervision of patient reports, intervention and keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources.
- ENQUIRIES** : Ms MR Singh Tel No: 039-4331955 EXT 211
- APPLICATIONS** : All applications should be forwarded: The Chief Executive Officer. ST Andrews Hospital, Private Bag X1010 Harding, 4680 or hand delivery: 14 Moodie Street, Harding 4680.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : People with disabilities and African males are encouraged to apply
- CLOSING DATE** : 28 September 2018

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SPORT, ARTS AND CULTURE
Department of Sport, Arts & Culture is an equal opportunity, affirmative action employer with clear employment equity targets. Women and People with Disabilities are encouraged to apply.

- APPLICATIONS** : The Head of Department, Department of Sport, Arts and Culture, Private Bag X 9549 Polokwane, 0700, Hand delivered at 21 Rabe Street, Polokwane. Faxed or emailed applications will not be considered.
- CLOSING DATE** : 01 October 2018@16h00
- NOTE** : Applications are hereby invited for the filling of vacant posts, which exist in the Department, as outlined on the attached Annexure "A". Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). For hr posts and finance salary posts, applicants are required to attach Persal Course Certificate. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose their financial interest in accordance with the prescribed regulations. Shortlisted candidates for the posts of Senior Management Services (SMS) will be subjected to a technical exercise that intends to test relevant technical elements of the job and competency-based assessment, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualifications certificates and IDs on the day of the interviews for verification purposes. The recommended candidates for appointment will be subjected to Personnel Suitability Check for Security reasons. Applications must be submitted on form Z83 obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be completed in full, accompanied by certified copies not older than three (3) months of ID/identity documents, Valid Code EB vehicle driver's License, educational qualifications, and a comprehensive curriculum vitae or resume. The contents of this Circular will also be posted on the following websites www.sac.limpopo.gov.za / www.limpopo.gov.za, www.dpsa.gov.za and www.vukuzenzele.gov.za Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on form Z83. Failure to comply with the above requirements will result in the disqualification of the application. Communication will only be with shortlisted candidates and if you do not receive any response from us within three (3) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Administrative Justice Act (PAJA), Act No.3 of 2000. The Department reserves the right to make an appointment in respect of the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

- POST 37/121** : **CHIEF DIRECTOR: CULTURAL AFFAIRS REF NO: SAC 2018/01**
- SALARY** : R1 189 338 (Level 14)
- CENTRE** : Head Office (Polokwane)
- REQUIREMENTS** : An undergraduate qualification NQF level 7 OR equivalent Qualifications as recognized by SAQA. An undergraduate qualification in arts, culture and heritage services will be an added advantage, 5 years of experience at a senior managerial level and Valid driver's license (attach copy). Core: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking.

DUTIES : Provide leadership and strategic direction. Promote and develop arts and culture in the Province. Develop library and archives services. Enhancement of the linguistic diversity of the province through policy formulation and implementation. Ensure effective and efficient provisioning of museums and heritage services. Developing, promoting and protecting official languages in Limpopo. Ensure that the translation and editing services to Government Services are rendered. Oversee budget and human resources of the Chief Directorate in accordance with the relevant directives and legislation. Formulate, implement and report on strategic business objectives as outlined in the departmental strategic plan.

ENQUIRIES : Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143

POST 37/122 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: SAC 2018/02**

SALARY : R1 005 063 per annum (Level 13)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification NQF level 7 or equivalent qualification in financial Management/Accounting/SCM as recognized by SAQA, 5 years of experience at a middle/senior managerial level and Valid driver's license (attach copy). Core: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity.

DUTIES : Develop, review and implement physical asset management framework and policies. Ensure the monitoring of assets through verification (physical condition, functionality, utilisation and financial performance) evaluation and reporting. Develop, review, and implement the supply chain acquisition management framework and policies processes and methodologies. Review and implement the supply chain demand management framework and policies and through research, analysis and planning of procurement needs, collating of information for the annual procurement plan ensuring that funds are available and the compilation of specifications. Manage the Supply Chain Management (Logistics and Disposal), develop, review, and implement a logistics and disposal service develop, review, and implement a risk & performance management service. Render auxiliary services.

ENQUIRIES : Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143

OTHER POSTS

POST 37/123 : **DEPUTY DIRECTOR: PROVINCIAL ARCHIVES & RECORDS SERVICES REF NO: SAC 2018/03**

SALARY : R826 053 per annum (Level 12)
CENTRE : Provincial Archives (Polokwane)
REQUIREMENTS : An undergraduate qualification NQF level 6 OR equivalent Qualifications in Archival studies/Diploma or Degree in Records Management as recognized by SAQA 3-5 years of experience at a lower level and Valid driver's license (attach copy). Core: strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity.

DUTIES : Manage provincial records classification, appraisal and disposal services. Provide management, monitoring, evaluation and training. Collecting and appraisal of records. Conduct information research. Management of human resource and physical resources in the division. Conduct records inspections in offices of origin. Provide training and guidance to records management staff. Select and appraise records for long term preservation. Facilitate transfer of records of enduring value to the archive. Approve disposal of records according to procedure. Ensure proper management and maintenance of the repository. Implement conservation and

		preservation activities. Manage the digitalization of archival records. Manage staff. Participate in budgeting and planning.
<u>ENQUIRIES</u>	:	Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143
<u>POST 37/124</u>	:	<u>DEPUTY DIRECTOR: GOVERNMENT INFORMATION AND TECHNOLOGY OFFICER (GITO) REF NO: SAC2018/07</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R826 053 per annum (Level 12)
	:	Head Office (Polokwane)
	:	An undergraduate qualification NQF level 6 OR equivalent Qualifications in Information Management, IT as recognized by SAQA At least 3-5 years' experience at lower management level, alid driver's license (attach copy). Core: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity.
<u>DUTIES</u>	:	Align the department's information management (information management systems included) and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the department. Establish an information plan, information technology plan and operational plans to give effect to the strategic direction and management plans of the department. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures. Represent the relevant department on information and technology matters. Promote effective management of information and information technology as enabler as a strategic resource. Create an enabling environment for other managers to perform their functions more effectively and efficiently. Manage the SITA relationship. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework. Responsible for ensuring development and training of the members in the department in relevant information technology matters. Manage the relevant component of the Department where applicable.
<u>ENQUIRIES</u>	:	Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143
<u>POST 37/125</u>	:	<u>DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: SAC 2018/05</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R697 011 per annum (Level 11)
	:	Head Office (Polokwane)
	:	An undergraduate qualification NQF level 6 OR equivalent Qualifications in Labour Relations as recognized by SAQA 3-5 years of experience at a lower management level and Valid driver's license (attach copy). Core: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity.
<u>DUTIES</u>	:	Initiate and provide strategic direction in the implementation and promotion of employment relations programmes and interventions. Manage finalisation of all grievances and complaints received from employees in the Department. Manage finalisation of all misconduct cases in the Department. Provide training and advocacy on labour related matters in the Department. Facilitate and provide a secretariat function to the Departmental Appeals Authority. Manage resources within Employment Relations Unit. Implement strategic, dynamic and proactive labour relations programmes. Develop and ensure compliance with labour relations policy framework and procedures. Manage labour disputes and grievances. Manage resources (physical, and human
<u>ENQUIRIES</u>	:	Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143

POST 37/126 : **DEPUTY DIRECTOR: HUMAN RESOURCE PRACTICE & ADMINISTRATION**
REF NO: SAC 2018/06

SALARY : R697 011 per annum (Level 11)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification NQF level 6 OR equivalent Qualifications in Public Administration and HR as recognized by SAQA At least 3-5 years' experience at lower management level, working experience with Persal system and exposure in the management of the HRM environment Valid driver's license (attach copy). Core: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity.

DUTIES : Manage human resource policy and planning process. Manage recruitment, selection and appointments. Management of compensation and conditions of service of employees. Maintain the Departmental PERSAL establishment. Coordinate human resource information. Manage and implement the performance management system.

ENQUIRIES : Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143

POST 37/127 : **DEPUTY DIRECTOR: ASSETS MANAGEMENT REF NO: SAC 2018/08**

SALARY : R697 011 per annum (Level 11)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification NQF level 6 OR equivalent Qualifications in Financial Management/Accounting as recognized by SAQA, At least 3-5 years' experience at lower management, Valid driver's license (attach copy). Core: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity.

DUTIES : Management and maintain departmental assets register, manage and control assets(excel),Manage the disposal of obsolete stock, ensure compliance with PPPFA, PFMA, Treasury Regulation and other applicable legislations, General management of human, financial and capital in the sub branch, Develop, implement asset management policy monitor and evaluate effectiveness of asset management policy, manage departmental annual assets verification for head office, district and institutions, monitor the movement assets within the department, maintain close quality control over the registration of assets excel based assets register, develop and review and ensure compliance to applicable policies and strategies. Manage and control the annual operation budget.

ENQUIRIES : Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143

POST 37/128 : **DEPUTY DIRECTOR: ADMINISTRATION (VHEMBE DISTRICT) REF NO: SAC 2018/09**

SALARY : R697 011 per annum (Level 11)
CENTRE : Vhembe District
REQUIREMENTS : An undergraduate qualification NQF level 6 OR equivalent Qualifications in Public Management /Public Administration as recognized by SAQA, At least 3-5 years' experience at lower management, and valid driver's license (attach copy). Core: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity.

DUTIES : Plan and coordinate efficient and effective delivery of administrative services in the district. Plan, coordinate and manage provision of corporate and financial services. Manage assets in the district. Provide logistics and auxiliary services in the district. Compile district draft budget and operational plans aligned to departmental strategic and annual plans. Serve on various internal and external committees and provide inputs into the municipal integrated planning. Process salaries and accounts related issues. Administer human resources. Render security and auxiliary services. Ensure that administrative services are provided in accordance with the PFMA, other legislation and provincial and national guidelines. Ensure that departmental policies, strategies, systems and procedures are implemented and complied with at district level. Ensure effective communication arrangements within the district for all employees. Ensure that the district adheres to and promotes the Batho Pele principles in the delivery services.

ENQUIRIES : Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143

POST 37/129 : **DEPUTY DIRECTOR: AUXILIARY SERVICES REF NO: SAC 2018/10**

SALARY : R697 011 per annum (Level 11)

CENTRE : Head Office (Polokwane)

REQUIREMENTS : An undergraduate qualification NQF level 6 OR equivalent Qualifications in Public Administration / Supply Chain management as recognized by SAQA, At least 3-5 years' experience at lower management, valid driver's license (attach copy). Core: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Policy formulation and Analytic thinking and Honesty and Integrity.

DUTIES : To ensure effective and efficient delivery of transport services. To ensure effective and efficient delivery of office services. Monitor the implementation of policies practices, procedures and guidelines pertaining to auxiliary services. Management of human and financial capital in the division. To provide sound advice and expedite implementation of all requests and policies emanating from the executing authority and accounting officer, ensure compliance with general transport policies and directive and other applicable legislations. Manage departmental lease, provide office space and the maintenance of departmental building. Ensure that workplace facilities are compliant and adhere to occupational health and safety act. Manage a pool of departmental fleet.

ENQUIRIES : Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143

POST 37/130 : **ASSISTANT DIRECTOR: TRANSPORT REF NO: SAC 2018/11**

SALARY : R356 289 per annum (Level 09)

CENTRE : Head Office (Polokwane)

REQUIREMENTS : An undergraduate qualification NQF level 6 OR equivalent Qualifications in Transport Management / Office Admin /Public administration as recognized by SAQA, At least 2-3 years' experience at lower management, valid driver's license (attach copy). Core: People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, and Honesty and Integrity.

DUTIES : Manage the acquisition of vehicles, conduct analysis on the condition of vehicles, facilitate the payments of insurance and licencing of new vehicles, monitor vehicle assets register, Process applications for subsidised vehicles, process travelling fuel allowance and claims for SMS, MMS, GSMT, Scheme B, Manage the hiring of vehicle for the MEC and Departmental staff prepare memos in respect of vehicles purchases for approval. Liaise with service providers. Ensure purchase and allocation of Government vehicles. Liaise with stakeholders with regard to mechanical conditions of vehicles in relation to purchase price versus maintenance costs for disposal purposes and replacement. Arrange the secret markings, provincial marking, number plating and licencing.

ENQUIRIES : Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143

POST 37/131 : **ASSISTANT DIRECTOR: SALARIES REF NO: SAC 2018/12**

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification NQF level 6 OR equivalent Qualifications in Commerce/Financial Management as recognized by SAQA. At least 2-3 years' experience at lower management, Valid driver's license (attach copy). Core: People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, and Honesty and Integrity.

DUTIES : Control PERSAL salary administration, register Persal users and allocate functions. Management of Payroll of the Department. Develop salary payment processes and procedures. Handle salaries suspense accounts. Clear PERSAL exceptions before month- end closure of books. Management of payment for salaries and supplementary allowance. Management of distribution and return of payroll as prescribed in the Treasury Regulations. Reconcile monthly payment made to SARS and departmental accounts.

ENQUIRIES : Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143

POST 37/132 : **ASSISTANT DIRECTOR: CONDITION OF SERVICES & REMUNERATION REF NO: SAC 2018/13**

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification NQF level 6 OR equivalent Qualifications in Human Resources and Public Administration as recognized by SAQA, At least 2-3 years' experience at lower management ,working experience with Persal system and exposure in the management of the HRM environment,Valid driver's license (attach copy). Core: People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, and Honesty and Integrity.

DUTIES : Administer housing allowance and medical aid Scheme, Implementation of leave management, Operation policies, procedures and systems of HRM, management of service benefits. Administration of remuneration matters. Management of service terminations, Administration of compensation in respect of injuries on duty. Manage life cycle events of employees. Management of human resources. Extensive knowledge of PERSAL.

ENQUIRIES : Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143

POST 37/133 : **ASSISTANT DIRECTOR: ACQUISITION REF NO: SAC 2018/14**

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office (Polokwane)
REQUIREMENTS : An undergraduate qualification NQF level 6 OR equivalent Qualifications in Commerce/Financial Management as recognized by SAQA, At least 2-3 years' experience at lower management and valid driver's license (attach copy). Core: People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, and Honesty and Integrity.

DUTIES : Maintaining Departmental Acquisition Planning/Compliance, manage bid administration (compile bid document, bid advertisement, closing and evaluation of bids, manage acquisition processes, serve as a secretariat for the Departmental bid Evaluation committee, manage the transversal and departmental contracts and management of human and financial capital of sub directorate, Administer the

bidding process. Compile bid documents, policy and general conditions. Comply and adhere to government bidding procedures and process. Maintain and update database of suppliers. Manage human resources.

ENQUIRIES : Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143

POST 37/134 : **STATE ACCOUNTANT: SALARIES REF NO: SAC 2018/15**

SALARY : R242 475 per annum (Level 07)

CENTRE : Head Office (Polokwane)

REQUIREMENTS : An undergraduate qualification NQF level 6 OR equivalent qualification in Commerce/Financial Management as recognized by SAQA, At least 1-3 years' experience at lower management and Valid driver's license (attach copy). Core: Financial Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Analytic thinking and Honesty and Integrity.

DUTIES : Collect and distribute of Payroll of the Department to different district. Process payroll transactions. Implement developed salary payment processes and procedures. Clearing of salaries suspense accounts. Clear PERSAL exceptions before monthly closure of books. Capturing of payment for salaries and supplementary allowance. Reconcile monthly payment made to SARS and departmental accounts. Administer deductions and prepare manual IRP5 reports. Clear EBT rejection of payroll. Maintain salaries ABC limits. Prepare monthly Fund Requisition for submission to Provincial Treasury. Consolidate annual Cash Flow Projections.

ENQUIRIES : Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143

POST 37/135 : **PERSONAL ASSISTANT TO HOD REF NO: SAC 2018/16**

SALARY : R242 475 plus benefits (Level 07)

CENTRE : Head Office (Polokwane)

REQUIREMENTS : An undergraduate qualification NQF level 6 OR equivalent Qualification in Secretariat or office admin as recognized by SAQA, At least 1-3 years' experience in Admin Environment and Valid driver's license will be an added advantage. Core: Basic Financial Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation skills, Analytic thinking and Honesty and Integrity.

DUTIES : Perform a variety of administrative tasks pertaining to giving support to the HoD, e.g. receiving and referral of correspondence to other programmes as requested by the HoD and maintain contacts database. Make follow-ups on outstanding reports from colleagues. Perform tasks of a personal and secretarial nature for the HOD such as screening correspondence, calls, bookings and appointments. Manage both electronic and paper diary. Make travel and meeting arrangements both locally and nationally. Maintain high standards of efficiency when dealing with clients and creating a general professional atmosphere at all times. Develop and maintain a system for storage and prompt retrieval of information and track incoming and outgoing mail.

ENQUIRIES : Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143

POST 37/136 : **GENERAL WORKER (X2 POSTS)**

SALARY : R96 549 (Level 02)

CENTRE : Muti wa Va-Tsonga (Mopani District) Ref No: Sac 2018/17

REQUIREMENTS : Schoemandsdal Museum (Vhembe District) Ref No: Sac 2018/18

REQUIREMENTS : ABET Qualification level 2/3 will an added advantage or Grade 10. Competencies: Communication skills will be an added advantage, Able to read and write.

DUTIES : Perform routine activities in museum maintenance; ensure availability of maintenance materials, cutting, collection and transportation of raw materials. Restoration and renovations of all museum traditional structures, etc. cleaning of museum facilities and structures, care for museum collections and objects, assist with demonstrations during museum activities such as daily guided tours,

ENQUIRIES

exhibitions, outreach programmes, shows and educational programmes ,etc.
perform routine activities in respect of livestock such as care for museum livestock,
inspection and treatment against ticks and other illnesses, render any manual
labour necessary for the effective operation of the museum from the supervisor.
: Ms Ramavhanda N.D @ 015 284 4038 and Musia N @ 015 284 4143

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH**

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representatively in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

- APPLICATIONS** : All applications should be directed to: The Head of Department OR Private Bag X 11285 Nelspruit; 1200, Hand delivered to: Building No 3 Government Boulevard, Riverside Park Ext 2, and Nelspruit 1200
- FOR ATTENTION** : Ms Gugu Nkosi, Mr Michael Mlangeni or Mr Emmanuel Makokoropo
- CLOSING DATE** : 28 September 2018 (at 14h00 sharp). All applications received after the closing date and time will NOT be entertained. Apply as early as possible to avoid disappointments, please.
- NOTE** : Application should be submitted on Z83 form obtainable from any public services Department and should be accompanied by recently certified copies of qualifications (preferably within 3 months), ID/passport and curriculum vitae. Please quote the Correct references on your form and where possible the station/Centre where the post is. Please note: one application form per post. No faxed applications will be accepted. NB: Candidates who are not contacted within 3 months after the closing date must consider their applications as having been unsuccessful except for professional posts, which will be finalised within 3 months. In line with the vetting strategy of the Public Service, personal details of applicants will be verified during the selection should be submitted on Z83 form obtainable from any public services department and should be accompanied by certified copies of qualifications, ID/passport and curriculum vitae. Please quote the references on your form and where possible the station/centre where the post is. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are requested to apply and indicate such in their application forms).

OTHER POSTS

- POST 37/137** : **CHIEF EXECUTIVE OFFICER REF NO: MPDOH/SEPT/18/01**
- SALARY** : All inclusive salary MMS Package of R826 053 per annum [Level 12] all-inclusive 70/30 split MMS package that must be structured according to the MMS dispensation. The successful candidate must sign a performance agreement within three (3) months of appointment. The recommended candidates will be subjected to a competency assessment.
- CENTRE** : Mmamethlake Hospital
- REQUIREMENTS** : A Degree / Advanced Diploma in a health related field. Registration with the relevant professional council plus a Degree / Diploma in Health Management or a Degree / Advanced Diploma in a Management field. At least five (5) years management experience in the health sector at least at middle management. Experience as a health service manager or significant experience in management in a health service environment. A valid Code B driver's license is an inherent requirement. Competencies: Knowledge: Knowledge of relevant legislations such as National Health Act, Public Finance Management Act (PFMA), public Service and related regulations and policies. Core-competencies: strategic capabilities and leadership programme and project management, financial management, change management, people management and empowerment. Process Competencies: Service delivery innovation, knowledge management, problem solving and analysis, communication, client orientation and customer focus.
- DUTIES** : To plan, direct, co-ordinate and manage the efficient and effective of clinical and administrative support services through working with the key executive management team at the hospital within the legal and regulatory framework, to represent the hospital authoritatively at provincial and public forums, to provide strategic leadership to improve operational efficiency within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic plan for the hospital to ensure that it is in line with the ten (10) point plan, National,

Provincial, Regional and District Plans. Financial Management: Maximize revenue through collection of all income due to the hospital, ensure that the hospital is managed within budget in line with PFMA and relevant guidelines, ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resource mobilization, monitoring and evaluation and asset and risk management. Facility management: ensure business support and systems to promote optimal management of the institution as well as optimal service delivery, ensure that system and procedure are in place to ensure planning and timeous maintenance of facilities and equipment. Human Resource Management: Develop, implement and maintain human resource management policies and guidelines, systems and procedures that will ensure effective and efficient utilization of human resources, promote a safe and healthy working environment through compliance with relevant legislation including occupational health and safety committees. Ensure continuous development and training of personnel and implement monitoring and evaluation of performance. Procurement and Management of Equipment and Suppliers: Implement procurement and provisioning system that is fair, transparent, competitive and cost-effective in terms of provincial delegated authority and in line with the PFMA, ensure that goods and services are procured in a cost-effective and timely manner. Clinical and corporate governance: oversee clinical governance to ensure high standards of patient care establish community networks and report to the hospital board. Responsible for the corporate governance inclusive of infrastructure planning and maintenance as well as occupational health and safety, management institution's risks to ensure optimal achievement of health outcomes.

- ENQUIRIES** : Ms. G Mokone Tel No: 013 766 3340 / Ms. D Khoza Tel No: 013 766 3087
- POST 37/138** : **PHARMACIST ASSISTANT (POST - BASIC GRADE 1) REF NO: MPDOH/SEPT/18/02**
(Re-advertisement)
- SALARY** : R196 218 - R221 034 per annum plus OSD benefits
CENTRE : Bernice Samuel Hospital
REQUIREMENTS : Post Basic Pharmacist Assistant qualification or equivalent. Registration with the S A Pharmacy Council as a Pharmacist Assistant (Post Basic). Computer literate. Relevant experience will be an added advantage. Basic Communication and interpersonal skills. Basic knowledge of pharmaceutical processes, knowledge of relevant legislation and policies, record keeping and basic knowledge of drug supply management. Work effectively as part of a team.
- DUTIES** : The incumbent of the post will work under direct / indirect supervision of a Pharmacist. Issue medication to patients and wards as per Prescription. Measuring and distribution of stock to patients and wards. Pre-packing, informing patients on the correct use of medicine. Receive, Read and check prescriptions for legality, authenticity and validity. Stock control which includes receiving, issuing and maintenance thereof. Bulk compounding of stock in accordance with good Manufacturing Practice and Standard Operating Procedures. Advise and support patients and other health care professionals regarding pharmaceutical issues. Networking with all relevant stakeholders. Address pharmacy vigilance.
- ENQUIRIES** : Ms. G Mokone Tel No: 013 766 3340 / Ms. D Khoza Tel No: 013 766 3087

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

APPLICATIONS : Applications quoting the relevant reference should be forwarded as follows: The Acting Head of the Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand deliver to: MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Kimberley.

FOR ATTENTION : Mr H. Williams

CLOSING DATE : 28 September 2018

OTHER POSTS

POST 37/139 : **MANAGER: EMPLOYEE HEALTH AND WELLNESS**

SALARY : R697 011 (all inclusive package) (SL11)

CENTRE : Kimberley Office

REQUIREMENTS : A 3 year tertiary qualification in Social Sciences or Health Sciences or equivalent, with at least 3-5 years' relevant experience on Assistant Director Level in the EHW environment.

DUTIES : Manage the implementation and promotion of HIV/AIDS, STI and TB, prevention support and treatment programmes. Ensure the facilitation and promotion of Health and Productivity Management within the department. Manage the implementation of Safety, Health, Environment and Risk Quality. Implementation and provisioning of Health and Wellness related interventions. The incumbent will be expected to also manage the gender equity and mainstreaming programmes in the department.

ENQUIRIES : Adv M.S. Phera Tel No: (053) 839 4028

POST 37/140 : **OFFICE MANAGER: OFFICE OF THE HOD**

SALARY : R697 011 per annum (all inclusive package) (SL11)

CENTRE : Kimberley Office

REQUIREMENTS : Relevant 3-year tertiary qualification with 3-5 years' experience in office administration. Valid driver's licence will be pre-requisite.

DUTIES : Undertake policy and/or line function tasks as required. Execute research, analyse information and compile complex documents. Draft responses for submission to internal and external authorities. Co-ordinate external strategic alliances between the office of the HOD and other stakeholders; Liaise with stakeholders to ensure integration of programmes. Provide strategic support within the office of the HOD. Collect and compile information for the HOD with regard to issues that needs to be discussed and actioned. Provide secretariat services and compile the agenda of meetings chaired by the HOD and ensure circulation of accompanying memoranda. Co-ordinate in cooperation with HR and Ethics Officers the performance agreements/assessments and financial disclosures pertaining to members of SMS's; Manage general support services in the office of the HOD. Set up and maintain systems in the Office that will ensure efficiency of the office. Establish, implement and maintain effective process/procedures for information and documents flow to and from the office. Manage the financial and human resources, of the office of the HOD.

ENQUIRIES : Adv. M. S. Phera Tel No: (053) 839 4028

POST 37/141 : **ASSISTANT MANAGER: JOB EVALUATION**

SALARY : R356 289 per annum (SL9)

CENTRE : Kimberley Office

<u>REQUIREMENTS</u>	:	A relevant 3 year tertiary certification or equivalent qualification. Minimum of three years' experience in Public Administration. Proven training and experience as a Job Evaluation Analyst.
<u>DUTIES</u>	:	Assist with the development of organisational structures and post establishment within the department. Supervise the rendering of a job evaluation function. Assist with the compilation of HR Plans and HR Implementation Reports.
<u>ENQUIRIES</u>	:	Mr H. Williams Tel No: (053) 839 4076
<u>POST 37/142</u>	:	<u>ASSISTANT MANAGER: DEVELOPMENT AND SUPPORT (CO-OPS)</u>
<u>SALARY</u>	:	R356 289 per annum (SL9)
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	3 Year tertiary qualification in Economics / Entrepreneurship / Business Management 3 years' relevant experience in business support environment; preferably Co-operatives sector.
<u>DUTIES</u>	:	Manage the establishment and advocacy of Co-operatives in the Province. Ensure that support and advice is provided to the clients in terms of the access to markets. Facilitate market research in order to provide sound advice to clients. Coordinate the dissemination of information through awareness campaigns. Ensure that support is provided to clients in terms of financial and non-financial support. Manage the coordination of coaching and mentoring programmes for clients in terms of the establishment of the co-operatives. Oversee projects and correct implementation of the business plan. Identify skills needs and give input on strategic planning. Manage the monitoring and progress of established co-operatives. Facilitate the gathering of information regarding the progress made and success of the established business for reporting purposes. Ensure the maintenance of a client database. Prepare unit budget and quarterly reports.
<u>ENQUIRIES</u>	:	Mr V. Mothibi Tel No: (053) 802 1613
<u>POST 37/143</u>	:	<u>ASSISTANT MANAGER: LOCAL ECONOMIC DEVELOPMENT</u>
<u>SALARY</u>	:	R356 289 per annum (SL9)
<u>CENTRE</u>	:	Namakwa (Springbok) Office
<u>REQUIREMENTS</u>	:	A Bachelor Degree in Economics/ Business / Management /Development Studies is required. At least 3 year's relevant LED experience. Understanding of confidentiality in Government. Valid driver's licence. Knowledge of the Northern Cape Province socio-economic and geographic profile. All elements of Management including, but not limited to: Financial, stakeholder, project, business management. The skills, experience and knowledge required will be as follow: business, strategic planning and research. Knowledge of government policies and processes, above average skills in IT (Microsoft programmes), planning and stakeholder management, effective communication skills (verbal and writing). The ability to manage and work in a team and independently is a prerequisite.
<u>DUTIES</u>	:	To assist District and Local Municipalities to develop local economies in partnership with key stakeholders as identified by the Provincial LED Strategy and local LED Strategies. To provide project support and advice for LED projects at District and Local Municipal level. To facilitate and support the Local LED Strategy alignment, development and integration of LED, IPAP, NDP, PSDF and the PGDS for customized district and local LED support. To assist the district and local municipalities to improve their ability to leverage competitive and comparative advantage for growth, to coordinate and facilitate skills development and capacity building among LED practitioners and officials at district and local municipal level. Support and assist Provincial, District and Local LED Forums.
<u>ENQUIRIES</u>	:	Mr H. Louw Tel No: (053) 802 1638
<u>POST 37/144</u>	:	<u>ASSISTANT MANAGER: STRATEGIC MANAGEMENT</u>
<u>SALARY</u>	:	R356 289 per annum (SL9)
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	Relevant B-Degree or equivalent qualification. Minimum of three years' experience in Public Financial Management. Knowledge and understanding of the Medium Term Strategic Framework, the Framework for the Strategic Plans and Annual

		Performance Plans, the Policy Framework for Government wide Monitoring and Evaluation and the Framework for managing Programme performance information.
<u>DUTIES</u>	:	Align strategic and annual performance planning with emphasis on the outcome oriented monitoring and evaluation approach. Align strategic and annual performance plan with other broader plans, policies, projects and programmes. Align annual performance plan, budget statement #2 and the budget speech. Communicate possible policy, planning and strategic changes at National and Provincial level. Conduct Environmental and stakeholder analysis to establish needs and priorities. Develop and maintain systems and structures to optimise planning processes.
<u>ENQUIRIES</u>	:	Mr T. Palm Tel No: (053) 839 4050
<u>POST 37/145</u>	:	<u>ASSISTANT MANAGER: KNOWLEDGE MANAGEMENT (MIS)</u>
<u>SALARY</u>	:	R356 289 per annum (SL9)
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	Relevant 3 year qualification in Computer Sciences, Information Management, Information Technology and/or Knowledge Management sciences. 3 years Practical experience in Knowledge management or related fields. Experience in community development and related policies/Implementation strategies. Must have driver's Licence.
<u>DUTIES</u>	:	Develop Stakeholders partnerships to support Knowledge Economy. Develop Stakeholder relationships to improve efficiency and effectiveness. Liaise with departmental stakeholders to ensure effectiveness and efficiency of interventions. Establish and maintain stakeholder database. Analyze target community needs and develop appropriate partnerships and solutions. Implement Knowledge Economy/ICT Interventions appropriate to the target community needs. Support the monitoring and evaluation requirements of implemented interventions.
<u>ENQUIRIES</u>	:	Mr. R. Grewan Tel No: (053) 830 4836
<u>POST 37/146</u>	:	<u>ASSISTANT MANAGER: RESEARCH AND DEVELOPMENT</u>
<u>SALARY</u>	:	R356 289 per annum (SL9)
<u>CENTRE</u>	:	Kimberley Office
<u>REQUIREMENTS</u>	:	Relevant B-Degree with Economics or statistics and training courses in management practices OR policy development. 3 Years working experience preferably in research environment.
<u>DUTIES</u>	:	Conduct Economic Research to enhance Provincial Economic Development planning. Contribute towards the development of the departmental research agenda outlining the research priorities of the Department over Medium term expenditure Framework (MTEF) period. Compile Economic intelligence reports based on the research and analysis of international, national, regional and provincial economic and social data. Support departmental initiatives/projects through research advisory services. Build sound and sustainable relationships with relevant stakeholders to enhance provincial research capacity. On-going job accountabilities (Ad-HOC).
<u>ENQUIRIES</u>	:	Ms. K. Nkosi Tel No: (053) 830 4861

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF COMMUNITY SAFETY**

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 October 2018
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POST

- POST 37/147** : **DEPUTY DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY COMPLIANCE
REF NO: CS 2018-24**

- SALARY** : All-inclusive salary package of R697 011 per annum (Level 11)
- CENTRE** : Department of Community Safety, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree); A minimum of 3 years management experience. Recommendations: Occupational Health and Safety related qualification; SAMTRAC (10-day course); NEBOSH; Advanced HIRA qualification; Tertiary SHERQ qualification. Knowledge of Occupational Hygiene Management legislations and standards. Competencies: Knowledge of the following: Business and Management principles involved in strategic planning; Resource allocation; Human resource modelling, Leadership, Technique, Production methods and coordination of people and resources; Principles and processes for providing customer services including needs assessment, Meeting quality standard for services and evaluation of customer satisfaction; Project management; Legislative and regulatory requirements, policies and standards.

- DUTIES** : Developing and enforcing policies to establish a culture of health and safety in the WCG; Evaluating practices, procedures and facilities to assess risk; Conducting of audits; Analysis of data and conducting of hazard identification and risk assessments; Comply with Legislation related to the OHS environment; Monitor compliance to policies and laws; Provide an advisory service to WCG departments on OHS; Determine the strategic direction to ensure continuous improvement of OHS within the WCG; Manage the performance of assigned personal to achieve (agreed) key result areas (KRAs) that derive from the Sub-Directorates Work Plan /Project plans; Manage information by applying tools and technologies to inform decision-making in government operations and produce reports; Identify weaknesses and gaps in service delivery; Develop and implement opportunities to improve service delivery; Manage the human resources of the Sub-Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent appreciated and perform orientated staff and sound labour relations; Plan the Sub-Directorate's budget and manage income and expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently.

- ENQUIRIES** : Mr D Coetzee at (021) 483 3960

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 October 2018
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These

candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POST

- POST 37/148** : **DEPUTY DIRECTOR: INFRASTRUCTURE RESEARCH AND EVENTS REF NO: CAS 2018-34**
- SALARY** : All-inclusive salary package of R697 011 per annum (Level 11)
CENTRE : Department of Cultural Affairs and Sport, Western Cape Government
REQUIREMENTS : An appropriate 3 year tertiary qualification (B-Degree/National Diploma or equivalent qualification); A minimum of 3 years' management experience. Recommendations: Minimum of 1-year public sector finance experience in terms of financial and budget management; Report writing. Competencies: Knowledge of the following: Relevant legislation pertaining to this function; Budgeting processes; Public Financial Management Act; People Development/Management skills; Proven computer literacy (Microsoft Word, EXCEL, PowerPoint, Outlook); Decision making and initiating skills; Persuading and influencing skills; Formulating strategies and concepts; Analysing; Creative and innovative thinking demands; Good writing skills; Planning and organising skills; Excellent communication (written and verbal) and presentation, relating and networking skills in at least two of the official languages of the Western Cape Province.
- DUTIES** : Manage the coordination of major Sporting Events; Promote employee wellness and Healthy lifestyles by the hosting of regional sport days in all six service and districts and creating opportunities to socialise and compete in a social way; Develop the Western Cape as a preferred sport destination by hosting/bidding and assisting relevant partners in Major sport events and through the sports tourism; Manage facilitation and coordination of infrastructure support; Develop Sport Infrastructure through upgrading existing and developing new sport facilities in the Western Cape; Financial Management; Manage Specialised Services budget in line with the PFMA and the approved budget; Human Resource Management; Manage Specialised Services and its two components to effect mandate as per Business Plan.
- ENQUIRIES** : Mr T Tutu at (021) 483 9622

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 October 2018
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POST

- POST 37/149** : **ENVIRONMENTAL OFFICER (PRODUCTION): COASTAL MANAGEMENT – GRADE A REF NO: EADP 2018-37**
- SALARY** : Grade A: R256 815 – R285 021 per annum
 Grade B: R301 104 - R334 179 per annum
 Grade C: R353 082 - R448 035 per annum (OSD as prescribed).
- CENTRE** : Department of Environmental Affairs, Western Cape Government

- REQUIREMENTS** : An appropriate 3-year National Diploma in Environmental, Natural, Physical, Earth or Engineering Sciences; A valid code B driving licence. Recommendations: An appropriate B-Degree (or higher qualification) in Environmental, Natural, Physical, Earth or Engineering Sciences; Project Management experience; Knowledge of coastal and environmental management, legislation, policies and regulations. Competencies: Knowledge of coastal and environmental management and ecological processes; Knowledge of relevant coastal and environmental legislation; Excellent communication and presentation skills; Good communication (written, verbal and presentation) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills (MS Word, Excel, PowerPoint, etc.); Must be able to meet strict deadlines; Self-motivated and able to use own initiative; Ability to work well under pressure; The ability to work well within a team and independently; Honesty and Integrity.
- DUTIES** : Support the administration and the implementation of the NEM: Integrated Coastal Management Act, 2008 (Act No. 24 of 2008) and any other applicable legislation, policies, strategies and programmes pertaining to coastal management (including but not limited to the Public Launch Site Regulations and the Estuary Management Protocol); Support the provincial lead agency for coastal management with the development/review and implementation of the Provincial Coastal Management Programme and any other programmes developed to facilitate the implementation of the ICM Act, the Provincial Coastal Management Programme and associated regulations, policies or strategies applicable to the coastal zone; To support the provincial lead agency for coastal management to conduct research / surveys in respect of Coastal Systems / issues and data collection; Support the provincial lead agency for coastal management with the provision of an integrated coastal management regulatory, advisory, advocacy, governance, planning and support service; Provision of advice and support to internal and external stakeholders (including municipalities) through representation on committees and forums as well the development of legislation, policies, guidelines etc.; Ensure that relevant organs of state are capacitated with respect to their responsibilities and mandates in terms of the ICM Act and other relevant legislation, policies, protocols and programmes applicable to the coastal zone.
- ENQUIRIES** : Ms I Bekko at (021) 483 3370

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 37/150** : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL: PSYCHIATRY)**
Chief Directorate: Rural Health Services
- SALARY** : R1 643 352 per annum (A portion of the package can be structured according to the individual's personal needs).
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Psychiatry. Experience: A minimum of 3 years' appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Psychiatry. Inherent requirements of the job: Valid (Code B/EB) drivers licence. Willingness to work after hour to cover the Psychiatry Department. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Must have strong record of Clinical Expertise and clinical governance, research and experience of training and teaching at both under and post graduate

levels. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Ability to deal with problems of a generalist nature, as well as focus on sub-specialty requirements.

DUTIES : Manage overall performance of a 24/7 psychiatry service according to the Mental Healthcare Act, including being part of the after-hours call roster. Clinical and corporate governance of the Psychiatry Functional Business Unit which includes financial and human resource management. Co-operation and liaison with other Departments within the hospital and functions within the Executive Management Team and apply knowledge of public health administration and management. Supervise and train junior and senior staff, as well as teaching of undergraduates and postgraduates rotating in Psychiatry Department.

ENQUIRIES : Ms E Vosloo, Tel No: (023) 348-1113

APPLICATIONS : To the Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town 8000.

FOR ATTENTION : Ms C Dawood

NOTE : Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

CLOSING DATE : 28 September 2018

POST 37/151 : **HEAD CLINICAL UNIT GRADE 1 (MEDICAL: ORTHOPAEDICS)**
Chief Directorate: Rural Health Services

SALARY : R1 643 352 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Orthopaedics. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Orthopaedics. Experience: A minimum of 3 years appropriate experience as Medical Specialist after registration with the HPCSA as a Medical Specialist in Orthopaedics. Inherent requirements of the job: Valid (Code B/EB) drivers licence. After hour cover of Orthopaedics Department. Competencies (knowledge/skills): Good communication skills in at least two of the three official languages of the Western Cape. Must have strong record of Clinical Expertise and clinical governance, research and experience of training and teaching at both under and post graduate levels, as well as accreditation for Good Clinical Practices in research. Strong people management skills, analytical thinking, problem-solving, decision-making and ability to work in a multi-disciplinary team. Ability to deal with problems of a generalist nature, as well as focus on sub-specialty requirements.

DUTIES : Manage overall performance of a 24/7 orthopaedic service, including being part of the after-hours call roster. Clinical and corporate governance of the Orthopaedics Functional Business Unit which includes financial and human resource management. Co-operation and liaison with other Departments within the hospital and function within the Executive Management Team and apply knowledge of public health administration and management. Supervise and train junior and senior staff, as well as teaching of undergraduates and postgraduates rotating in Orthopaedics Department.

ENQUIRIES : Ms E Vosloo, Tel No: (023) 348-1113

APPLICATIONS : To the Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town 8000.

FOR ATTENTION : Ms C Dawood

NOTE : Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post.

CLOSING DATE : 28 September 2018

POST 37/152 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES**

SALARY : R853 551 per annum (A portion of the package can be structured according to the individual's personal needs).

CENTRE : Groote Schuur Hospital, Observatory

<u>REQUIREMENTS</u>	:	Minimum educational qualification: A qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with a professional council: Current registration with the SAPC as a Pharmacist. Experience: A minimum of 3 years' appropriate experience after registration as a Pharmacist with the SAPC. Competencies (knowledge and skills): In-depth knowledge of relevant legislation, regulations, policies and procedures pertaining to pharmacy practice within public healthcare. In-depth knowledge of relevant finance and supply chain instructions applicable to procurement of medicines in the public sector. Experience in managing pharmaceutical budgets. Leadership and management skills including organisation, strategic planning and operational management of the pharmacy. Knowledge and experience of human resource management, especially labour relations, performance management, staff development and disciplinary procedures. Exceptional interpersonal, communication and conflict resolution skills to manage staff and stake holder relationships. Computer literacy in Excel, Word, PowerPoint and JAC to record, analyse and present pharmaceutical expenditure data. Practical project management skills and process improvement skills.
<u>DUTIES</u>	:	Ensure medicine availability and ensure the correct storage, control and distribution of medicines within the facility. Management of the procurement of medicines, including contract management. Monitor pharmaceutical expenditure, interpret and analyse expenditure trends and provide recommendations on control measures to the Pharmacy and Therapeutics Committee. Ensure compliance to financial and supply chain management regulations. Monitor data input quality on IT systems in use in Pharmacy e.g JAC and IPS. Prepare monthly and Bi-annual financial reports. Implement quality process improvement. Management of the human resources including staff development, managing labour relations as well as administrating disciplinary processes, leave rosters, SPMS and SOPS. Implement and manage bi-annual Stock takes of all Pharmacy locations.
<u>ENQUIRIES</u>	:	Ms V Naicker, Tel No: (021) 404-3216
<u>APPLICATIONS</u>	:	To the Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935.
<u>FOR ATTENTION</u>	:	Ms N Mbilini
<u>NOTE</u>	:	A competency test will form part of the interview process. No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	28 September 2018
<u>POST 37/153</u>	:	<u>DEPUTY DIRECTOR: PROFESSIONAL SUPPORT SERVICES</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R826 053 per annum (A portion of the package can be structured according to the individual's personal needs).
<u>CENTRE</u>	:	Western/Southern Sub-structure
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Health related degree or diploma registrable with the South African Pharmacy Council (SAPC), South African Nursing Council (SANC) or Health Professional Council of South Africa (HPCSA). Experience: Extensive relevant experience in the Public Sector Health Services or Health Service Management or Health Support Services. Inherent requirement of the job: A valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Knowledge of the District Health Services (DHS), as well as knowledge and application of regulations, policies and procedures relevant to health services. Experience in policy and planning, with advanced computer literacy and experience in document and report writing and monitoring and evaluation. Good Interpersonal and leadership skills. Knowledge of Occupational Health, Infection Prevention and Control as well as Employee. Health and Wellness policies and strategies with experience in quality assurance and improvement. Experience in Public Health preferably with a post graduate qualification in Public Health (or equivalent).
<u>DUTIES</u>	:	Co-ordinate research and projects identified by the District Management. Strategically co-ordinate quality improvement initiatives for the Sub-Structure, inclusive of establishing functional quality management structures across the service platform. Co-ordinate the District Health Plan development process for the Sub-structure. Strategic preparation for registration with the office for Standards Compliance (National Core Standards) (NCS and Ideal Clinic). Drive and co-

ordinate the District Health Expenditure Review process. Manage Planning and communication interfaces for infra-structure projects and maintenance in Geographic area.

ENQUIRIES : Ms W Smith/Mr F Le Roux Tel No: (021) 202 0956/954
APPLICATIONS : The Director: Metro Health Services, Southern/ Western Sub-structure Office, DP Marais Nurses Home, Corner of White and Main Roads, Retreat, 7945.
FOR ATTENTION : Mr F Le Roux
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 28 September 2018

POST 37/154 : **REGISTRAR (MEDICINE) (X2 POSTS)**

SALARY : R780 612 per annum (A portion of the package can be structured according to the individual's personal needs). (It will be expected of the successful candidates to participate in a system of remunerated commuted overtime).

CENTRE : Division of Forensic Medicine and Toxicology University of Cape Town (X1 Post)
Division of Forensic Medicine University of Stellenbosch (X1 Post)

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner. Experience: None after registration with the HPCSA as Medical Practitioner. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when required. Each Registrar will be appointed in a specific training complex but could be required to work in rural Regional FPS Mortuary for at least 3 months for every year of training. Registrars will be required to register as post-graduate students with the University of Stellenbosch/Cape Town. All applicants must be South African citizens or permanent resident. Completion of the Diploma in Forensic Pathology from the CMSA in the 1st year. Competencies (knowledge/skills): Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Research methodologies, FPS Techniques. Previous Forensic Pathology Experience and/or appropriate post-graduate Forensic qualifications will be advantageous. Appropriate and sufficient clinical experience since obtaining the degree of MBChB and after completion of internal rotations. Knowledge, expertise and experience with regards to providing medical services in Forensic Medicine.

DUTIES : To meet all reasonable requirements and tasks set by the Head of the Division in Forensic Medicine and/or other Specialists (Consultants) within the Division, with respect to the purpose of the post. Achievement of requirements and tasks as set by the Head and/or other Specialists within the Department. Effective and efficient provision of a full-time service within the Department. Advancement and progression through the requirements of the Post-graduate degree with successful completion of the M-Med degree and FC for Path. Optimal research and interest in forensic sciences, forensic pathology and techniques in the field of forensic medicine.

ENQUIRIES : Prof L Martin, Tel No: (021) 406-6412 (University of Cape Town)
Prof J Dempers, Tel No: (021) 931-8043 (University of Stellenbosch)
APPLICATIONS : The Director: Forensic Pathology Services, U2 Building, Fransie Van Zijl Drive, Tygerberg, 7505.

FOR ATTENTION : Mr B Wepener
NOTE : No payment of any kind is required when applying for this post. Candidates will have to undergo profiling assessments prior to appointment. Consideration will be given to existing employees who are already on higher salary packages to retain their existing salary position, as personal. As such they are entitled to receive pay progression. Appointment as Registrar will be for a maximum contract period of 4 years. Employees in service who opt to continue with their pension benefits as Registrar, will be required to resign after completion of their registrarship should they not be successful for advertised Specialist positions. Should registration with the HEI as a student be discontinued for any reason the appointment of Registrar also discontinues. Applicants must indicate whether they have bursary obligations.

CLOSING DATE : 28 September 2018

POST 37/155 : **ASSISTANT MANAGER NURSING (SPECIALTY: PSYCHIATRY)**
 Chief Directorate: Metro Health Services

SALARY : R581 826 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with duration of at least 1 year accredited with SANC in Advanced Psychiatric Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse and Proof of registration for 2018. Experience: A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the above period must be appropriate/recognisable experience in Mental Health Nursing after obtaining the 1-year post-basic qualification as mentioned above. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Willingness to work day and night duty as well as shifts, including weekends and public holidays for planned periods. On-call duties and after-hour duties for the Nursing Division. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Office suite). In-depth knowledge and understanding of mental health and nursing legislation, related legal and ethical practices, guidelines, relevant public-sector legislation, People Management and Finance Policies and procedures. Ability to work independently, apply management principles in leadership, problem solving, conflict resolution and interpersonal skills. Good verbal and written communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Responsible for management of the psychiatric nursing service and coordination of activities and communication with the relevant supervisors and stakeholders. Manage and monitor the effective utilisation of human, financial and physical resources. Deliver quality psychiatric nursing care throughout the module and provide on-going support to the nursing service. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures incorporating the National Core Standards. Liaise with relevant stakeholders on day and night shift, i.e. referring hospitals family members, security service and SAPS. Participate in and encourage nursing research at the institution.

ENQUIRIES : Mr M Photo, Tel No: (021) 826-5801
APPLICATIONS : The Chief Director: Metro Health Services, Private Bag X15, Parow 7500.
FOR ATTENTION : Mr M Photo
NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical assessment.

CLOSING DATE : 28 September 2018

POST 37/156 : **ASSISTANT MANAGER NURSING (AREA: NIGHT DUTY)**
 Chief Directorate: Metro Health Services

SALARY : R532 449 (PN-A7) per annum
CENTRE : Mitchells Plain District Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e Diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirements of the job: Willingness to work irregular hours which include night duty shifts, weekends, public holidays and overtime should the need arises. Willingness to do relief duties should a need arises. Competencies (knowledge and skills): Ability to lead and manage the nursing service within scope of practice and accepted nursing standards. Excellent communication skills (written and verbal) in at least two of the three official

languages of the Western Cape. In depth knowledge and understanding of legal and ethical legislations, Acts and Policy's related to nursing practice, Health Care, National Core Standards and the Public service. Knowledge of South African Triage and emergency care system. Basic computer literacy (MS Word, Excel and Power-Point presentation).

- DUTIES** : Clinical governance, provide leadership, technical and management support for the provision of adequate and efficient comprehensive holistic patient care. Total Quality Management, facilitate and ensure the provision of cost effective quality health care; evaluate nursing service practices and clinical outcomes; ensure professional, legal and National Core Standard compliance. Resource planning and management in accordance with relevant directives and Legislation (human, health technology, financial and physical). Information management and utilisation of information technology – data collection and analysis. Service delivery, assist with meeting service delivery targets as per Annual Operational Plans; Patient Health education and promotion strategies. Promote and maintain constructive working relationships with all stakeholders.
- ENQUIRIES** : Ms A Brown, Tel No: (021) 377-4410/4781
- APPLICATIONS** : The Chief Executive Officer: Mitchells Plain Hospital: 8 AZ Berman Drive Mitchells Plain; 7785.
- FOR ATTENTION** : Ms C Johnson
- NOTE** : No payments of any kind are required when applying for this post.
- CLOSING DATE** : 05 October 2018

POST 37/157 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE)**
Chief Directorate: Metro Health Services

- SALARY** : R532 449 (PN-B3) per annum
- CENTRE** : Khayelitsha Community Health Centre
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC (48). Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one-year post-basic qualification as mentioned above. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, public holidays and weekends to manage hospital after hours. Competencies (knowledge/skills): Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpretation, leadership, decision-making and conflict resolution and organisational skills. Basic computer literacy (MS Word, Excel and Outlook). Ability to effectively communicate in at least two of the three official languages of the Western Cape.

- DUTIES** : Coordinate and delivery quality nursing care within the department. Participate in formulating, monitoring and implementation of policies, guidelines, standards, procedures and regulations pertaining to nursing care within the relevant department. Provide effective support and management of human, material and financial resources, as well as functional business FBU management principles. Manage staff performance, training and personal development of self and subordinates, including management of under-performance and grievances. Collect, provide and use relevant information for the enhancement of service delivery. Participate in and encourage nursing research.

- ENQUIRIES** : Mr D Binza, Tel No: (021) 360-5200
- APPLICATIONS** : The Director: Khayelitsha/Eastern Sub-structure Office, Corner of Walter Sisulu and Steve Biko Drive, Khayelitsha, 7784.
- FOR ATTENTION** : Ms E Weaver

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a competency test.

CLOSING DATE : 28 September 2018

POST 37/158 : **OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL UNIT) (X2 POSTS)**
Chief Directorate: Emergency and Clinical Support Services

SALARY : R420 318 (PN-A5) per annum
CENTRE : Western Cape Rehabilitation Centre, Mitchell's Plain
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Registration with a professional council: Registration with SANC as a Professional Nurse and proof of current registration required (licensing receipt 2018). Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: Willingness to work shifts, weekends, public holidays and relief night-duty. Competencies (knowledge/skills): Excellent verbal and written communication skills in at least two of the three official languages of the Western Cape. Knowledge and insight of relevant legislation and policy related to nursing within the public Sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards including Patient centred ICF based goalsetting. Effective interpersonal, leadership, decision making and conflict resolution skills, good organisational skills and the ability to function under pressure and computer literacy (i.e. MS Word, Excel, Outlook and PowerPoint).

DUTIES : Supervise and co-ordinate the provision of effective and efficient holistic/integrated client care through excellent quality care. Manage and monitor proper utilisation of human, financial and physical resources. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain professional growth and ethical standards and promote quality of nursing care. Co-ordinate and monitor the implementation of Nursing care plan and evaluation thereof within the Professional team. Develop and maintain constructive working relationship with nursing and other stakeholders (i.e. inter-sectorial and interprofessional, inter-departmental teamwork) and ensuring that participation in research related activities are evident in the practice.

ENQUIRIES : MS L Saville, Tel No: (021) 370-2312
APPLICATIONS : To the Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.

FOR ATTENTION : Ms R Hattingh
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 05 October 2018

POST 37/159 : **ADMINISTRATION CLERK: SUPPORT**
Chief Directorate: Rural Health Services

SALARY : R163 563 per annum
CENTRE : Worcester Regional Hospital
REQUIREMENTS : Minimum educational qualification: Grade 12/ Senior Certificate. Experience: Appropriate Office Administration experience. Inherent requirements of the job: Ability to work overtime and be on standby. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge on policies regarding the use of government transport. Proficient in at least two of the three official languages of the Western Cape. Computer literacy in Microsoft Office Excel.

DUTIES : Supervise the Transport Services Section. Provision of clerical support within the Support Services Component. Manage Human Resources function. Manage Finance functions. Effective monitoring and evaluation reporting.

ENQUIRIES : Ms Z Ndevu, Tel No: (023) 348-1125
APPLICATIONS : To the Chief Executive Officer: Worcester Hospital, Private Bag X3058, Worcester, 6850.
FOR ATTENTION : Ms H Swart

NOTE : Short-listed candidates will be expected to complete a practical test. No payment of any kind is required when applying for this post.

CLOSING DATE : 05 October 2018

POST 37/160 : **ADMINISTRATION CLERK: INFORMATION MANAGEMENT**
West Coast District

SALARY : R163 563 per annum

CENTRE : Cederberg Sub-district (Stationed at Lamberts Bay Clinic)

REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Inherent requirement of the job: Valid (Code B/EB) driver's licence. Experience: Appropriate experience in Information Management. Competencies (knowledge/skills): Understand the DITCOM process and Information Technology. Knowledge and experience in SINJANI; PHCIS, TIER.net, ETR.net. Proficiency in at least two of the three official languages of the Western Cape. Computer literacy (MS Word, Excel, PowerPoint and Access).

DUTIES : Perform administrative role as a member of the information management team and participation in health information coordinating activities. Collect, collate, compile data, validate data, analyse data trends, ensuring proper data flow, data quality monitoring and preparing and data reports for meetings. Capture data on the system. Local supervision of the Tier.net database, computer hardware, software issues and IT related queries Effective patient folder management. Assist with administrative duties in reception/admissions department.

ENQUIRIES : Ms AM Parring, Tel No: (027) 482-1484

APPLICATIONS : The Medical Manager: Citrusdal Hospital, Cederberg Sub-district, Citrusdal, 7340.

FOR ATTENTION : Ms AM Parring

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 05 October 2018

POST 37/161 : **HOUSEHOLD AID**
Eden District

SALARY : R96 549 per annum

CENTRE : Mossel Bay Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a household/cleaning environment in a health facility. Inherent requirement of the job: Willingness to work weekends, overtime, public holidays and night duty. Ability to do physical tasks and operate heavy duty cleaning and household equipment. Rotate in wards according to the needs of the service. Competencies (knowledge/skill): Basic knowledge of cleaning of equipment. Knowledge of stock, assets, linen and equipment control. Ability to communicate in two of the three official languages of the Western Cape.

DUTIES : Deliver an effective cleaning service such as dusting, washing, scrubbing, polishing, washing and refuse removal. Adhere to safety measures and ensure adherence to Occupational Health and Safety policies and Infection Prevention Control measures. Render assistance to the supervisor with general housekeeping duties such as control of cleaning and household equipment, care and control of linen and serving of meals to patients. Support to housekeeping supervisor and adhere to policies and cleaning practices.

ENQUIRIES : Ms JA Mahlangu, Tel No: (044) 604-6104

APPLICATIONS : To the Eden District Office, Private Bag X 6592, George, 6530.

FOR ATTENTION : Ms S Pienaar

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 05 October 2018

POST 37/162 : **FOOD SERVICES AID**
Chief Directorate: Rural Health Services

SALARY : R96 549 per annum

CENTRE : Worcester Regional Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience in a large scale food service unit. Inherent requirements of the job:

Ability to lift and move heavy equipment and supplies. Ability to be on your feet for a period of 12 hours per day. Ability to work shifts during the day, weekends and public holidays. Competencies (knowledge/skills): Ability to communicate efficiently (read and write) in at least two of the three official languages of the Western Cape. Ability to prepare meals according to standardised recipes, as well as safely and correct handling of industrial equipment. Basic knowledge of the food service hygiene and safety principles. Conflict management.

DUTIES : Perform all tasks emanating from the preparation and serving of food. Maintain safety and hygiene standards. Assist in the receiving and safe storage of food and other products. Assist with the informal in-service training of new employees.

ENQUIRIES : Ms H Botha, Tel No: (023) 348-1222

APPLICATIONS : The Chief Executive Officer: Worcester Regional Hospital, Private Bag X3058, Worcester, 6850.

FOR ATTENTION : Ms H Swart

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 05 October 2018

POST 37/163 : **PORTER**
Chief Directorate: Metro Health Services

SALARY : R96 549 per annum

CENTRE : Wesfleur Hospital

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Inherent requirements of the job: Willingness to handle bodies (corpses). Ability to handle heavy objects. Willingness to work irregular hours as required. Competencies (knowledge/skills): Good interpersonal skills with the rest of the multi-disciplinary team, as well as the public. Ability to work in a team environment and independently. Good communication skills in at least two of the three official languages of the Western Cape.

DUTIES : Provide an effective service for the smooth and safe movement of patients. Assist with the efficient running of the hospital. Assist with the effective handling and safekeeping of equipment. Assist with the removal of corpses. Assist clinical staff with medical procedures such as the removal of plaster of Paris.

ENQUIRIES : Ms CB Matthews, Tel No: (021) 571-8040

APPLICATIONS : The Manager: Medical Services, Wesfleur Hospital, Private Bag X1, Reygersdal, 7352.

FOR ATTENTION : Mr SD Hlongwane

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 05 October 2018

POST 37/164 : **CLEANER**
Chief Directorate: Metro Health Services

SALARY : R96 549 per annum

CENTRE : Ruyterwacht Community Day Centre

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a Health facility and Hospital environment. Inherent requirements of the job: Ability to operate machinery and equipment. Ability to lift or move heavy equipment and supplies. Competencies (knowledge/skills): Good communication skills (read and write) in at least two of the three official languages of the Western Cape. Ability to work effectively in a team, independently and unsupervised, to accept accountability and responsibility. Able to handle conflict and the ability to work under pressure.

DUTIES : General cleaning and maintenance, for example dust, sweep, polish, scrub and mop, clean windows and walls. Ensure that cleaning equipment, e.g. polishing and scrubbing machines, mops, brooms, buckets are clean after usage and securely stored. Effectively use of cleaning agents and stock as well as elementary stock control. Provide clean linen for consultation rooms and manage clean and soiled linen. Responsible for general hygienic and safe environment in terms of standards and procedures to prevent injuries and the spread of infection. Assist with the offloading and unpacking of stock. Attend training sessions where applicable.

ENQUIRIES : Ms L Rose-Benjamin, Tel No: (021) 534-4361

APPLICATIONS : The People Management Manager: Northern/Tygerberg Sub-structure Office, Bellville Health Park, Karl Bremer Hospital Precinct, Private Bag X1, Bellville, 7535.
FOR ATTENTION : Mr C Davids
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 05 October 2018

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
CLOSING DATE : 01 October 2018
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POST

POST 37/165 : **ASSISTANT DIRECTOR: STRATEGIC SUPPORT REF NO: HS 2018-35**
SALARY : R356 289 per annum (Level 09)
CENTRE : Department of Human Settlements, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-degree or equivalent qualification); A minimum of 3 years' appropriate supervisory experience; A valid code EB driving licence. Recommendations: An appropriate post-graduate qualification in Strategic Management, Research, Monitoring and Evaluation or Business Analysis. Competencies: Knowledge of the following: Strategic planning and reporting processes; Human Resource and Financial Management; Relevant legislation and policy frameworks; Research and policy environment; Strategic business planning tools; Project management; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy (MS Office packages).
DUTIES : Assist with the facilitation of departmental strategic planning processes; Provide support to the compilation of the departmental Strategic and Annual Performance Plans; Ensure alignment of departmental Strategic and Annual Performance Plans with the Multi Year Housing Development Plan and its Business Plan as well as provincial and national strategic imperatives; Co-ordinate alignment of Annual Performance Plan and Housing Business Plan and Budget plan; Co-ordinate Medium Term Expenditure Committee engagements with Provincial Treasury; Assist with the compilation of the department's annual report; Provide a support service to the minister and head of department in respect of strategic engagements with senior managers; Support the Batho Pele principles through the coordination of all the Batho Pele initiatives undertaken by the department; Co-ordinate inputs in preparation for cabinet engagements; Provide support to directorates in the development of business plans.
ENQUIRIES : Ms S Adams at (021) 483 8159

DEPARTMENT OF THE PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
CLOSING DATE : 01 October 2018
NOTE : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical

support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POSTS

POST 37/166 : **GISC PROFESSIONAL (PRODUCTION): PROVINCIAL SPATIAL INFORMATION REF NO: DOTP 2018-94**

SALARY : Grade A: R585 366 – R630 597 per annum
Grade B: R669 300 – R717 636 per annum
Grade C: R758 241 – R893 175 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Department of the Premier, Western Cape Government
: An appropriate 4-year B-Degree in GISc or relevant qualification; A minimum of 3 years post-qualification GISc professional experience required; A valid code B driving license; Compulsory registration with South African Geomatics Council (SAGC) as a GISc Professional. Recommendations: Experience in the application of GIS software packages (ArcGIS 10.4.X and ArcGIS online) to support policy analysis; Working knowledge of system development, design, upgrade and maintenance; ArcGIS software and Decision support tools; Experience of working in a SharePoint environment. Competencies: Knowledge of the following: Data and statistics; Extensive knowledge of geographic information systems; Public policy analysis; Geomatics legislation; Spatial data standards; Programming languages like SQL, Python or Java; Possession of good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Excellent literacy skills in MS Packages (Excel, Word and PowerPoint); Project management, conflict management and negotiation skills.

DUTIES : Support and maintain an integrated spatial information system Support standardization of GIS and integration of GIS into the data and information systems in WCG and with local authorities and national government; Ensure implementation of spatial information standards and procedures; Produce spatial information products in alignment of spatial information requirements and the strategic imperatives/business purposes of the Province; Produce spatial information products for advocacy and capacity building in the Province; Provide operational GIS support; Participate and liaise with relevant bodies and forums on GIS matters.

ENQUIRIES : Mr J du Preez at (021) 483 5079

POST 37/167 : **CHIEF ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATIONAL DESIGN REF NO: DOTP 2018-97**

SALARY : R356 289 per annum (Level 09)
CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in management sciences or public administration; A minimum of 3 years' experience in Organisational Development; Evaluate Job Analyst Certificate; A valid code B driving licence. Recommendations: Experience in Job Evaluation; Experience of Organisation Design Methodologies. Competencies: Extensive knowledge of the following: Organisation Design Techniques; Evaluate Job Evaluation System; Public Service regulations and prescripts; Problem Solving and Analytical skills; Persuading and Influencing skills; Planning and Organising skills; Relating and Networking skills; Delivering on Results and meeting customer expectations; Proven computer literacy skills; Basic numeracy skills; Verbal & written communication skills, including report writing/info-mapping skills.

DUTIES : Design and develop OD intervention methodologies and instruments; Execute and supervise: the design and planning of appropriate interventions based on diagnosis, the design of Organisational structures, the design process and competency based job descriptions/job profiles and work measurement resulting in establishment; Conduct and supervise job evaluations and facilitate interdepartmental job evaluation and OSD establishment- related coordination; Function as a Project leader in respect of functional specialist and project teams.

ENQUIRIES : Ms L Isaacs at (021) 466 9503

POST 37/168 : **TALENT SOURCING OFFICER: TALENT SOURCING REF NO: DOTP 2018-101**

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree with a minimum of 3 years' experience in a Recruitment and Selection environment; A valid code B driving licence. Recommendations: An appropriate B-Degree (or higher qualification) in Industrial Psychology; Experience with technical recruiting which includes e-Recruit support and the administrative processes which is associated with these tasks; Proven candidate sourcing and relationship building skills; Direct liaison with media and recruitment agencies w.r.t advertising of vacancies; Willingness to work longer hours in line with print media publication times. Competencies: Knowledge of the following: Competency based recruitment processes, inclusive of head hunting processes; Shortlisting and selection processes; Online recruitment; Application and good interpretation of recruitment and selection policies and relevant legislation; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Networking, working with people and ability to meet customer expectations.

DUTIES : Advertising of vacancies, inclusive of on-line advertising; Creation of pre-selection/applicant questionnaires; Response handling of applications; Facilitate selection and drafting of shortlists; Create competency based interview questions; Responsible for logistical arrangements for interviews; Finalise selection processes through competency assessments/proficiency tests and nominations; Maintenance of the recruitment and selection database.

ENQUIRIES : Mr F Gerber at (021) 483 6028

POST 37/169 : **ORGANISATIONAL DEVELOPMENT PRACTITIONER: ORGANISATION DESIGN REF NO: DOTP 2018-95 (X2 POSTS)**

SALARY : R299 709 per annum (Level 08)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in Behavioural Sciences (Industrial Psychology), Management Sciences, or Public Administration; A minimum of 1 year relevant experience in the public service; A valid code B driving licence. Recommendations: Exposure to Job Grading; Basic working knowledge of Organisational Development Methodologies. Competencies: Knowledge of the following: Organisation Design Methodologies; Statutory framework governing the broad management of the Public Service; Wage grading or evaluate system; Organisation development theory, practice and techniques; Key elements/determinants of organisational performance as they relate to the field of organisation development; Project Management; Benchmarking; Research skills; Proven computer literacy skills; Basic numeracy skills; Communication (written and verbal) and report writing/info-mapping skills in at least two of the official languages of the Western Province; Ability to function as a self-managing employee.

DUTIES : Execute and implement OD interventions by means of facilitation, group problem solving, capacity building and other appropriate OD techniques in respect of the following areas: Strategic management (strategic and operational plans); Organisational (re)design resulting in organisational structure; Work measurement resulting in establishment; Job (re)design resulting in a job description; Job evaluation; Improve service delivery through business process interventions; Coordinate and facilitate the Batho Pele programme; Facilitate service delivery improvement initiatives; Assess the efficacy of service delivery improvement interventions; Facilitate change management interventions related to employee, team and organisational behaviour aspects; Perform interventions on organisational culture, transformation and Change Management; Perform interventions on individual, group, inter-group and management level (including team development, leadership and management development); Document and report on OD interventions; Provide input into the Directorate's information management system and database with specific reference to OD interventions.

ENQUIRIES : Mr D Heynes at (021) 466 9703

PROVINCIAL TREASURY

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 October 2018
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POST

- POST 37/170** : **ASSISTANT DIRECTOR: CLIENT INTERFACE REF NO: PT 2018-37**
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Provincial Treasury, Western Cape Government
- REQUIREMENTS** : An Appropriate 3-year National Diploma/B-Degree in Economics/Public Policy/Business Administration/Finance or related field; A minimum of 3 years' relevant experience in the management and co-ordination of budgetary processes environment. Recommendations: A valid code B driving licence; Experience in the Municipal and/or Provincial government environment; Have strong financial background knowledge; Knowledge of budget processes and procedures; Knowledge of financial norms and standards as well as Acts such as MFMA and PFMA and related prescripts. Competencies: Ability to work under pressure; Good written and verbal communication skills in at least two of the three official languages of the Western Cape; Computer skills, especially MS Word and Excel; Information management skills; High level negotiating skills; Project Management skills; Planning and organising skills.
- DUTIES** : Coordinate and monitor Provincial and Municipal Budgetary Processes; Maintain document management of budget and related information; Manage the PT components workflow and related document warehouse (network/server or web enabled system); Ensure the implementation of Technical Engagement Processes (Budgetary related engagements with Provincial Departments and Municipalities).
- ENQUIRIES** : Mrs T Bosser at (021) 483 6422

DEPARTMENT OF SOCIAL DEVELOPMENT

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- CLOSING DATE** : 01 October 2018
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POSTS

- POST 37/171** : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: DSD 2018-102**
- SALARY** : All-inclusive salary package of R697 011 per annum (Level 11)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3 year tertiary qualification (National Diploma/ B-Degree or equivalent qualification) with a minimum of 5 years relevant experience in an Internal Control and Governance environment of which 3 years must be

management experience. Recommendations: None. Competencies: Knowledge of the following: Policy Development; Budgeting processes; Financial norms and standards; Public Financial Management Act; National Treasury Regulations; Provincial Treasury directives/instructions; Public service Anti-Corruption Strategy and Fraud Prevention measures; Principles and practices of financial accounting; Internal controls and techniques; Government accounting standards (GRAP and modified cash standards); Economic Reporting Framework including Standard Chart of Accounts; Risk Management Frameworks; Government Financial Systems; Human Resource Management; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Ensure proper governance; Develop policies, procedures and processes pertaining to the internal control unit; Develop and review compliance monitoring tools; Investigate and report on irregular/fruitless and wasteful expenditure; Check and verify correctness of AFS/IFS (includes note and audit file); Evaluate the effectiveness of financial prescripts (inspections); Ensure implementation of corrective measures and preventative controls with regard to key controls, CGRO, GAP, and FMCMM; Provide fraud and losses management services; Ensure the implementation and maintenance of an integrated loss control system; Maintain, interpret, advise and implement a departmental anti-fraud strategic management plan inclusive of fraud prevention policy in consultation with the PFS; Perform managerial task with regards to the Sub-directorate.

ENQUIRIES : Mr JO Smith at (021) 483 8679

POST 37/172 : **DEPUTY DIRECTOR: ACQUISITION CONTRACT MANAGEMENT AND LOGISTICS REF NO: DSD 2018-105**

SALARY : All-inclusive salary package of R697 011 per annum (Level 11)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate B-Degree with a minimum of 3 years' management experience in a Supply Chain Management/Acquisition, Contract Management and logistics environment. Recommendations: A valid code B driving licence. Competencies: Knowledge of the following: Policy Development SOP's; Financial norms and standards (PFMA, National Treasury regulations, Provincial Treasury Directives/Instructions; Human Resource Management; Financial Management processes; Strategic Sourcing and Preferential Procurement/BEE; Procurement activities; Procurement policies/procedures/contract management; Industry trends and best practices including sourcing strategies and the different mechanisms for procurement; Organising skills for record keeping and safeguard; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy.

DUTIES : Responsible for Acquisition Management; Implement strategic sourcing plan; Responsible for Contract Management and administration including bid administration; Logistics Management; Generate, receive and process orders; Perform all Human Resource Management roles and responsibilities with regard to the Sub-directorate.

ENQUIRIES : Ms P Mabhokwana at (021) 483 8438

POST 37/173 : **SOCIAL WORK SUPERVISOR: WEST COAST REF NO: DSD 2018-86**

SALARY : R363 507 per annum (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Recommendations: None. Competencies: Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently effective; Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; The ability and competence to

		ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently; The understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; Ability to compile complex reports.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Ms C Nell at (027) 213 2096
<u>POST 37/174</u>	:	<u>SOCIAL WORK SUPERVISOR: PROFESSIONAL SERVICES - DE NOVO REF NO: DSD 2018-103</u>
<u>SALARY</u>	:	R363 507 per annum (OSD as prescribed)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP; Registration with the SACSSP as a Social Worker; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP; A valid code B driving licence. Recommendations: None. Competencies: Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently effective; knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being; the ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources effectively and efficiently; the understanding and ability to ensure that supervisees provide social services towards protecting people who are vulnerable, at-risk and unable to protect themselves; Ability to compile complex reports; Proven computer literacy.
<u>DUTIES</u>	:	Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes rendered; Attend to any other matters that could result in, or stem from, social instability in any form; Supervise employees; Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
<u>ENQUIRIES</u>	:	Ms L Goosen at (021) 202 9251
<u>POST 37/175</u>	:	<u>CHIEF REGISTRY CLERK: LOGISTICAL SERVICES REF NO: DSD 2018-107</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Department of Social Development, Western Cape Government
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate or equivalent qualification) with a minimum of 6 years experience in a registry environment. Recommendations: Qualification in Archives or Record Management; Leadership/supervisory experience; The management of performance and development of staff. Competencies: Proven knowledge of the following: Social Development systems, Departmental policies and procedures, Public Service Legislation and procedures, Archives Act and related instructions, Labour saving devices; Managerial skills; Coordinate work; Problem solving skills; Interpersonal relations/team work; Planning and organising skills; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

- DUTIES** : Manage information contained in records; Retrieval of information and the safekeeping of records; Ensure files needed/requested for research purposes are searched for; Implement and maintain disposal programmes; Ensure archives (closed files) are not build on to (after being used for research purposes), in other words if a file has been archived no additional filling is allowed on that closed file; Ensuring that registers is open and maintained; Keep record of the movement of all records; Perform all supervisory function within a HR administration component.
- ENQUIRIES** : Mr C Palmer at (021) 763 6200
- POST 37/176** : **CHILD AND YOUTH CARE TEAM LEADER: VREDELUS PROFESSIONAL SERVICES REF NO: DSD 2018-101**
- SALARY** : Grade 1: R148 065 per annum (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : A Grade 12 (Senior Certificate or equivalent qualification); A minimum of 7 years appropriate experience in child and youth care work after obtaining the required qualification; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of the following: Developmental programmes; Clerical/administrative procedures; Rules and procedures of the care centre; Professional norms and standards; Professional ethics; Ability to intervene and resolve conflict; Communication (written and verbal) skills in a least two of the three official languages of the Western Cape; Able to understand, facilitate and supervise the care and development of children and youth.
- DUTIES** : Serve as a team leader for child and youth care workers during a shift; Render care services to residents; Continuous professional development; Perform clerical/administrative support functions; Implementing policy; Track progress in the implementation of the recommended developmental programs.
- ENQUIRIES** : Ms M Benting at (021) 931 0236

DEPARTMENT OF TRANSPORT AND PUBLIC WORKS

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 01 October 2018
- NOTE** : Only applications submitted online will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. Please ensure that you submit your application before the closing date as no late applications will be considered. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16:00 should you experience any difficulties with your online application, contact the Helpline: 0861 370 202.

OTHER POSTS

- POST 37/177** : **PROGRAMME MANAGER: CHIEF ENGINEER/ CHIEF QUANTITY SURVEYOR/ CHIEF ARCHITECT/ CHIEF CONSTRUCTION PROJECT MANAGER REF NO: TPW 2018-223**
- SALARY** : All-inclusive salary package as per OSD prescripts is as follows:
Chief Engineer: R991 281 (Grade A)
Chief Construction Project Manager: R991 281 (Grade A)
Chief Quantity Surveyor: R854 154 (Grade A)
Chief Architect: R854 154 (Grade A)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : A relevant B-degree (or equivalent) in the built environment (Quantity Surveying, Engineering, Architecture or Project Management) with a minimum of 6 years' appropriate post-registration experience as a Professional Construction Project Manager, or a minimum of 6 years' post qualification experience in Quantity Surveying/Engineering or Architecture; A valid driving licence (Alternative mode of transport for applicants with disabilities not in possession of a driving licence); Compulsory professional registration with one of the following professional bodies:

ECSA, SACQSP, SACAP, SACPCMP. Recommendations: None. Competencies: Knowledge of the following: experience of contract documentation and administration, act/regulations of Occupational Health and Safety, National Building regulations, SANS and all relevant built environment legislation; Programme and Project management, research and planning procedures; Financial management; Experience in project management, formulation of policies in a multi-disciplinary professional environment; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.

DUTIES : Manage professional in-house project teams and relevant committees for a particular project or package of projects; Manage the procurement process of projects; Monitor, control and report on project/programme implementation; Identify and extract information to assist client departments with the drafting of their user asset management plan; Research and study literature to keep abreast of new technologies and procedures, including interaction with professional councils, boards and organisations; Assisting technical staff to achieve the pre-determined performance indicators and service delivery imperatives; Management of framework, term service and consultant agreements including appointments, management, payment processes.

ENQUIRIES : Ms R Kok (021) 438 3056

POST 37/178 : **CHIEF QUANTITY SURVEYOR: QUANTITY SURVEYOR SERVICES REF NO: TPW 2018-206**

SALARY : All-inclusive salary package of R854 154 per annum (Grade A, OSD as prescribed).

CENTRE : Department of Transport and Public Works, Western Cape Government

REQUIREMENTS : A relevant Degree in Quantity Surveying or equivalent qualification; Compulsory registration with SACQSP as a professional Quantity Surveyor; A minimum of 6 years post qualification Quantity Surveying experience required; A valid Code B driving licence. Recommendations: None. Competencies: Technical knowledge in the following: Programme and Project Management; Quantity Survey legal and operational compliance; Quantity survey operational communication; Process knowledge and skills; Maintenance skills and knowledge; Mobile equipment operational skills; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgment; Skills and competencies: Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Financial Management; Customer focus and responsiveness; Communication; Computer skills; People management; Planning and organising; Conflict management; Negotiation skills; Change management.

DUTIES : Quantity Survey analysis effectiveness: perform final review and approvals or audits on quantity survey procedures; Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology; Maintain quantity survey operational effectiveness: manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources; Set quantity survey standards , specifications and service levels according to organisational objectives to ensure optimum operational availability; Monitor quantity survey efficiencies according to organisational goals to direct or redirect quantity survey services for the attainment of organisational objectives; Financial Management: ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Manage the commercial added value of the discipline-related programmes and projects; Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate , monitor and control expenditure according to budget to ensure efficient cash flow management; Governance: allocate, monitor and control resources; Compile risk logs (database) and manage significant risk according to sound risk management practice and organisational requirements; Provide technical specialist services for the operation of quantity survey related matters to minimise possible risks; Manage and implement knowledge sharing initiatives in support of individual development

plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives; People Management: manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES :

Mr R Monare at (021) 483 5310

POST 37/179 :

MONITORING OFFICER: CONTRACT MONITORING REF NO: TPW 2018-203

SALARY :

R299 709 per annum (Level 08)

CENTRE :

Department of Transport and Public Works, Western Cape Government

REQUIREMENTS :

An appropriate 3-year National Diploma/B-Degree; A minimum of 3 years contract monitoring and administration experience; A valid code B driving licence. Recommendations: None. Competencies: Knowledge of all legislation, regulations and policies impacting on public transport activities, or relevant to, public sector procurement and contract management; Knowledge of financial and personnel delegations and reporting processes for DTPW; Knowledge of National and Provincial Treasury Regulations and Directives; External relationship management skills; Analytical and problem-solving ability; Attentive to detail; Strong negotiation skills; Conflict resolution skills.

DUTIES :

Monitoring the establishment of services; Assist with the finalisation of routes and timetables for the operator contract; Attending weekly monitoring meetings and monthly contract meetings; Recommend the cancellation of contracts; Verification of claims and penalties; Assist with the submission of claims; Evaluate and recommendation of applications from operators for changes to the contracted services; Reporting on any estimated shortfall to allow for interventions for additional funding; Ensure transfer of funds from National Department of Transport; Manage staff leave, grievances and disciplinary processes; Provide training to staff.

ENQUIRIES :

Mr G Martin at (021) 483 4095

POST 37/180 :

ENGINEERING TECHNICIAN, ELECTRICAL (PRODUCTION): ENGINEERING SERVICES: HEALTH REF NO: TPW 2018-205

SALARY :

Grade A: R293 652 – R314 853 per annum

Grade B: R334 179 – R360 240 per annum

Grade C: R380 364 – R448 035 per annum (OSD as prescribed)

CENTRE :

Department of Transport and Public Works, Western Cape Government

REQUIREMENTS :

A National Diploma in Engineering or relevant qualification that allows for registration with the Engineering Council of South Africa (ECSA); Compulsory registration with ECSA as an Engineering Technician; Completion of candidacy period or a minimum of 3 years post qualification technical (Engineering) experience. Recommendations: A valid code B driving licence. Competencies: Technical knowledge areas: Project Management knowledge and experience; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Competencies and skills: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Communication; People Management; Planning and Organising; Change Management; Good analytical, problem solving, interpersonal and organisational skills; Good communication (verbal and written) skills in at least two of the three official languages of the Western Cape province; Proven computer literacy (MS Project, Word, Excel, and PowerPoint).

DUTIES :

Render technical services; Assist Engineers, Technologists and associates in field, workshop and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Produce technical designs with specifications and submit for evaluation and approval by the relevant authority;

Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; Supervise and control technical and related personnel and assets; Research and development; Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering related matters.

ENQUIRIES

:

Ms J Thomas at (021) 483 2004