

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 44 OF 2018

DATE ISSUED: 02 NOVEMBER 2018

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.

AMENDMENT : **INDEPENDENT POLICE INVESTIGATIVE DIRECTORATE**: kindly note that the post of Principal Investigator (X2 posts) with Ref No: Q9/2018/39 advertised in Public Service Vacancy Circular 43 dated 26 October 2018 has been withdrawn. We apologise for the inconvenience caused.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
ARTS AND CULTURE	A	3-4
BASIC EDUCATION	B	5-6
COOPERATIVE GOVERNANCE	C	7-8
HIGHER EDUCATION AND TRAINING	D	9-12
HUMAN SETTLEMENTS	E	13-14
JUSTICE AND CONSTITUTIONAL DEVELOPMENT	F	15-23
LABOUR	G	24-27
NATIONAL TREASURY	H	28-32
OFFICE OF THE PUBLIC SERVICE COMMISSION	I	33
PLANNING, MONITORING AND EVALUATION	J	34-36
PUBLIC WORKS	K	37-64
RURAL DEVELOPMENT AND LAND REFORM	L	65-87
TRADE AND INDUSTRY	M	88-90
TRANSPORT	N	91-92
WATER AND SANITATION	O	93-100

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	P	101--122
GAUTENG	Q	123-139
KWAZULU NATAL	R	140-158
LIMPOPO	S	159-163
MPUMALANGA	T	164-170
NORTHERN CAPE	U	171-175
NORTH WEST	V	176-178
WESTERN CAPE	W	179-185

DEPARTMENT OF ARTS AND CULTURE

The Department of Arts and Culture is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications



- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the number and the name of this publication to: The Director: Human Resource Management, Department of Arts and Culture, Private Bag X897, Pretoria, 0001. Applications can also be hand delivered to the Department of Arts and Culture, Sechaba House (previously known as VWL Building), 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria
- CLOSING DATE** : 16 November 2018 at 16:00
- NOTE** : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Applications must be submitted on Form Z83, obtainable from any Government department or online at www.gov.za. All sections of the Z83 must be completed and signed and the application form should be accompanied by a comprehensive CV (including three recent and contactable referees) and Original Certified Copies of the applicant's ID and educational qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) prior to the selection process. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Failure to submit the required documentation will automatically disqualify applications. No faxes or e-mails will be accepted. The Department reserves the right not to fill the above-mentioned post(s). The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. All applicants are required to disclose memberships of boards and directorships that they may be associated with. The successful candidate will have to annually disclose his/her financial interests. Identified candidate(s) will be subjected to a Government specific competency assessment.

OTHER POST

- POST 44/01** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 57/2018**
- SALARY** : R356 289 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 Years National Diploma/Degree in Human Resource Management or equivalent qualification. 2 – 3 years' experience in Human Resource environment including Performance Management Development System. Good knowledge of Human Resource prescripts and procedures. Good knowledge of Public Service Regulations of 2016 and the Public Service Act and relevant policies. Good communication and interpersonal relations skills. Functional knowledge of PERSAL. Knowledge of PMDS framework. Planning and organising skills. Research and presentation skills.
- DUTIES** : To administer all the aspects of the PMDS including probations and assessments. Provide support and advice to all employees in the crafting of performance agreements. Provide Secretarial and advisory service to the moderating committee meeting at branch and departmental levels. Drafting of submissions for approval of implementation of the moderating committee recommendations to the Minister/Director-General. Assist in policy formulation and implementation of the PMDS policy. Assist in developing performance development plans for officials and ensure implementation with HRD. Conduct workshops. Ensure implementation of relevant incentive annual performance assessment schemes in line with the policy.

ENQUIRIES

:

Facilitate payments of performance bonuses and pay progressions. Correctly capturing on PERSAL and give notice for approval. Communicate outcomes to officials via letters.
Ms N Ngcama Tel No: 012 441-3430

DEPARTMENT OF BASIC EDUCATION

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

- APPLICATION** : Submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 23 November 2018
- NOTE** : Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV and certified copies of qualifications. NB as of 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. Correspondence will only be entered into with short-listed applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not considered.

OTHER POSTS

- POST 44/02** : **DEPUTY DIRECTOR (BRANCH CO-ORDINATOR) (REF NO: DBE/42/2018)**
Branch: Finance and Administration
- SALARY CENTRE NOTE** : R826 053 per annum (All- Inclusive remuneration package)
Pretoria
- Applications are invited from appropriately qualified persons for this middle management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong operations management skills and abilities. The successful candidate will be responsible for the management of the workflow for a Branch consisting of three (3) Chief Directorates and nine (9) Directorates.
- REQUIREMENTS** : An appropriate and recognised Bachelor's degree in Commerce or an equivalent three-year qualification. This should ideally be supported by substantial experience in financial management and administration which includes at least four (4) years' experience at a supervisory level is required. Computer literacy, working knowledge of BAS and PERSAL, excellent communication, inter-personal and writing skills are essential. Internal control and/or auditing experience as will be added advantages. Candidates should have experience of interacting and engaging with high-level strategic planning processes and the ability to organise and manage workflow. Knowledge and experience in Government administrative policies, procedures and planning, project management and the use of electronic information resources is crucial. Knowledge of the Public Finance Management Act and Treasury Regulations is essential. The incumbent will be required to be a proactive individual, able to work under enormous pressure and must be capable of working independently without constant supervision. Applicants must have a valid driver's license and be willing to travel as required.
- DUTIES** : The successful candidate will be responsible for the management of operations, business processes and workflow of the Branch, supporting the consolidation of Branch inputs and reports for various audiences, including the management of budgets and cash flows for the Office of the Deputy Director-General. Provide executive support to the Branch Head and administrative support to the senior managers in the Branch. Prepare a budget for the office of the Deputy Director-General. Keep track of the Branch finances and advise the Branch Head timeously should corrective measures be necessary. Prepare letters, memoranda and submissions. Develop agendas and collate minutes and decisions of various meetings. Establish Branch and office procedures as well as operating systems. Liaise with managers within the Branch as well as with other executive assistants,

executive managers and the Parliamentary Office. Collate and prepare Strategic and Operational Plans of the Branch. Manage the collation of monthly programme reports, quarterly reports, annual reports. Quality assure Branch documents and manage monthly cash flows of the office of the Branch Head. The incumbent will also be required to manage some projects on behalf of the Branch Head.

NOTE

: The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Shortlisted candidates may be required to make a presentation to the interview panel, as well as undergo a writing test.

ENQUIRIES

: Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3295

DEPARTMENT OF COOPERATIVE GOVERNANCE

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

- NOTE** : All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID, all qualifications and all academic records. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department. This is a Senior Management post. Candidates should therefore possess managerial skills. Candidates who are short-listed, could expect to undergo management competency assessments. Management competencies: Strategic capacity and leadership, people management and empowerment, advanced programme and project management, change management, financial management, knowledge management, Service Delivery Innovation, advanced problem solving and analysis, client orientation and customer focus, advanced communication (written and verbal) and advanced presentation/public speaking skills.
- CLOSING DATE** : 23 November 2018

MANAGEMENT ECHELON

- POST 44/03** : **DIRECTOR: SPATIAL PLANNING DISTRICTS AND REGIONS (SALARY LEVEL 13) REF NO: 25031/01**
- SALARY** : An all-inclusive remuneration package of R 1 005 063 per annum. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Development Planning/ Social Science/ Public Administration/ Governance as recognised by SAQA with 5 years relevant work experience at middle management level. A valid driver's license and extensive travelling. Technical competencies: Economic Infrastructure Development, Strategic Integrated Development Planning (IDP), Development Planning and planning related to Local Government legislation, policies, regulations and frameworks, South African system of inter-governmental planning.
- DUTIES** : The incumbent will perform the following duties: Oversee the implementation and strengthening integrated planning through the development of a National Policy Framework. Design and implement support programmes for municipal planning and manage a targeted IDP support programme for Municipalities. Provide strategic guidance in the development of the Integrated Development Plans

(IDPs). Manage the development of systems, processes and measures to build strategic capacity of Municipalities to implement the IDP. Develop effective systems to enhance the full participation of National and Provincial Government and other stakeholders in the IDP processes. Monitor, review, evaluate and report on Integrated Development Planning.

ENQUIRIES
APPLICATIONS

- : Mr M.V. Rabothata, tel. (012) 334 4882
- : Applications may be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta28@ursonline.co.za; or via fax: 086 415 5709. FOR ATTENTION: URS Response Handling, Tel No: 012 811 1900.

ANNEXURE D

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (TSHWANE SOUTH TVET COLLEGE)
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 : Tshwane South TVET College, P O Box 151, Pretoria, 0001 or alternatively, applications can be hand-delivered to the Head Office, 85 Francis Baard Street, Pretoria, 0001

CLOSING DATE : 16 November 2018
NOTE : Applications must be submitted on form Z83 (available at www.tsc.edu.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, drivers' license and your ID Document (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

OTHER POSTS

POST 44/04 : **ADMIN OFFICER – STUDENT SUPPORT SERVICE COORDINATOR: REF NO.: 7/02/2018 (X2 POSTS)**

SALARY : R242 475.00 per annum plus benefits
CENTRE : Tshwane South TVET
REQUIREMENTS : An appropriate three year diploma OR an equivalent three year qualifications, Grade 12. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability.

DUTIES : Arrange career guidance services. Provide emotional and academically counselling. Identify and intervene social problems. Arrange trauma unit and support groups and refer to other health professional. Assist with poverty alleviation amongst students. Sourcing job placement for graduates with corporate partnership. Provide students with exit opportunities e.g. CV, interview skills, etc. follow up on records of graduates and establish alumni structure. Support students academically. Assist students during enrolment periods (welcome and provide information). Establish Student Leadership Structure (SRC) as mandate by the CET Act16/2006. Arrange different: HIV/AIDS management, Alumni, Committees outreach, substance abuse awareness, etc. implement and assist with Co-curricular activities: sport and cultural.

- ENQUIRIES** : Ms. L Mmesi/ T Molopyane, Tel no: (012) 401 5000
- POST 44/05** : **INFORMATION TECHNOLOGY TECHNICIAN: REF NO: 07/03/2018 (X4 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R242 475.00 per annum plus benefits
: Tshwane South TVET
: An appropriate three year diploma OR an equivalent three year qualifications, Grade 12. A minimum of three years in information security, information technology or relevant field. Working knowledge of and experience in the policy and regulatory environment of information security, especially in the TVET or Higher Education Sector.
- DUTIES** : Installing and configuring computer hardware operating systems and applications. Monitoring and maintaining computer systems and network. Taking staff or clients through a series actions, either face to face or over the telephone to help set up systems or resolve issues. Troubleshooting system and network problems and diagnosing and solving hardware or software faults. Replacing parts as required. Providing support, including procedural documentation and relevant reports. Following diagrams and written instructions to repair a fault or set up a system. Supporting the roll-out of new applications. Setting up new user's accounts and profiles and dealing with password issues. Responding within agreed time limits to call-outs. Working continuously on a task until completion (or referral to third parties, if appropriate). Prioritizing and managing many open cases at one time. Rapidly establishing a good working relationship with customers and other professionals, e.g. software developers. Testing and evaluating new technology. Conducting electrical safety checks on computer equipment.
- ENQUIRIES** : Ms. L Mmesi/ T Molopyane; Tel no: (012) 401 5000
- POST 44/06** : **ADMIN OFFICER – MARKETING OFFICER: REF NO.: 07/04/2018**
- SALARY CENTRE REQUIREMENTS** : R242 475.00 per annum plus benefits
: Tshwane South TVET
: An appropriate three year diploma OR an equivalent three year qualifications, Grade 12. Three years relevant experience, experience in the TVET/PSET Marketing will be an added advantage. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability. Driver's license is a requirement.
- DUTIES** : Implementation of exhibition plans. Profile the work of the College through presenting of a credible and professional image of the College at exhibitions. Developing and implementation of annual calendar of College exhibitions at workshops and exhibitions. Ensure College events, offices, publications, invitations, advertisement and promotional items are correctly branded. Manage logistics of registering and booking exhibition space, delivery, set up, collection and repair of branding items. Liaise with peers and supervisors to develop and implement creative concepts and products for marketing campaigns and exhibitions. Manage the quality control of all branded material. Develop relationships with high schools and community based organisations
- ENQUIRIES** : Ms. L Mmesi/ T Molopyane; Tel no: (012) 401 5000
- POST 44/07** : **SENIOR ADMIN CLERK – CLIENT SERVICE: REF NO.: 05/03/2018 (X4 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R163 563.00 per annum plus benefits
: Tshwane South TVET
: Grade 12 or NQF (Level 4) certificate. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability.
- DUTIES** : Issue statements and Certificates for students. Receive and distribute relevant information and documentation. Receive all relevant forms for capturing of student

	:	information. Capturing of test marks, absenteeism and pre-lims on CMIS. Filing of all documentations. Any other ad hock duties prescribed by the Manager. Ms. L Mmesi/ T Molopyane; Tel no: (012) 401 5000
<u>ENQUIRIES</u>	:	
<u>POST 44/08</u>	:	<u>SENIOR ACCOUNTING CLERK: FINANCE REF NO.: 05/04/2018 (X4 POSTS)</u>
<u>SALARY</u>	:	R163 563.00 per annum plus benefits
<u>CENTRE</u>	:	Tshwane South TVET
<u>REQUIREMENTS</u>	:	Grade 12 with financial subjects. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability
<u>DUTIES</u>	:	Handling of petty cash. Summarize of the College budget. Creating of receipts and invoices for employer and private students. Reconciling bank statements. Handling of all college refunds. Knowledge of the Coltech system would be an advantage. Bursaries – allocate the receipts to the different bursary holds once funds are received. Cash up – print Batch list and compare with cashier receipts to ensure it balance. Check if not balance and rectify if necessary. Invoice of bookshop if it was allocated to student accounts. Printing of report to head office on a monthly basis.
<u>ENQUIRIES</u>	:	Ms. L Mmesi/ T Molopyane; Tel no: (012) 401 5000
<u>POST 44/09</u>	:	<u>SENIOR ADMIN CLERK: LECTURER STUDENT SUPPORT MATERIAL: REF NO: 05/05/2018 (X6 POSTS)</u>
<u>SALARY</u>	:	R163 563.00 per annum plus benefits
<u>CENTRE</u>	:	Tshwane South TVET
<u>REQUIREMENTS</u>	:	Grade 12 or NQF (Level 4) certificate with financial subjects. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability.
<u>DUTIES</u>	:	Responsible for the daily running of the Bookshop. Selling of stationery and books on the Ulti-sales system. Daily balancing of cash and debtors sales and reconciling Debtors accounts. Creating receipts and invoices for employers and private students. Library side: Utilising the Coltech library system in order to receive and distribute textbooks to students and lecturers. Re-ordering of stock. Monthly stock take with month end reports to be forwarded to head office. Meetings and daily communication with all staff members.
<u>ENQUIRIES</u>	:	Ms. L Mmesi/ T Molopyane; Tel no: (012) 401 5000
<u>POST 44/10</u>	:	<u>SENIOR ADMIN CLERK – SUPPLY CHAIN MANAGEMENT: REF NO.: 05/06/2018</u>
<u>SALARY</u>	:	R163 563.00 per annum plus benefits
<u>CENTRE</u>	:	Tshwane South TVET
<u>REQUIREMENTS</u>	:	Grade 12 or NQF (Level 4) certificate. Experience in Procurement environment will be an added advantage. Knowledge of the SAGE Evolution Procurement System will be an added advantage. Ability to work under pressure and even overtime where necessary. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability.
<u>DUTIES</u>	:	Be responsible for advertising a notice inviting companies to register on the College supplier database. Update companies' details if already registered on the supplier database. Capture new items on Sage Evolution system to create (RFQ) request for quotation. Receive email and faxed quotations. Capture prices on the system and send the quotations for evaluation. Capture suppliers' new applications on Sage Evolution system and file the forms. Fill in payment requisition and send for verification before taking it to finance department. Take minutes during meetings, briefing sessions, evaluation and adjudication meetings. Perform procurement related responsibilities and duties that may be assigned from time to time.

ENQUIRIES : Ms. L Mmesi/ T Molopyane; Tel no: (012) 401 5000

POST 44/11 : **SENIOR ADMIN CLERK – FINANCIAL AID: REF NO.: 05/07/2018 (X3 POSTS)**

SALARY : R163 563.00 per annum plus benefits
CENTRE : Tshwane South TVET
REQUIREMENTS : Grade 12 or NQF (Level 4) certificate. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability.

DUTIES : Re-check the correctness of processed student details captured on means test by campuses. Assist with re-verifying supporting documents, capturing and calculating the means test final award of bursaries, liaise with students to rectify mistakes on application forms. Create spreadsheet for qualified and unqualified students and consolidating batches for submission to NSFAS.

ENQUIRIES : Ms. L Mmesi/ T Molopyane; Tel no: (012) 401 5000

POST 44/12 : **SECRETARY TO THE CAMPUS MANAGER: REF NO.:05/08/2018**

SALARY : R163 563.00 per annum plus benefits
CENTRE : Tshwane South TVET
REQUIREMENTS : Grade 12 or NQF (Level 4) certificate. Practical experience as an Office Administration, Secretary or Personal Assistant will be an added advantage. 0-1 year working experience in office administration. Good communication skills (written and verbal), ability to read, write and pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy, high level of reliability and sound organizational skills. Willingness to work extra hours when required.

DUTIES : Provides administrative and secretarial support to the Campus Manager. Minute taking during meetings. Coordinate and arrange meetings. Prepare supporting documentation for meetings, presentations, reports and projects. General administrative duties, including photocopying, scanning and faxing; and performing any other duties delegated by the Campus Manager. Arrange all logistics for workshops. Track and process documents. Diary management, office filing and administration of correspondence. Management of the Office and perform other related duties assigned.

ENQUIRIES : Ms. L Mmesi/ T Molopyane; Tel no: (012) 401 5000

POST 44/13 : **SENIOR ADMIN CLERK: HUMAN RESOURCE: REF NO.:05/09/2018**

SALARY : R163 563.00 per annum plus benefits
CENTRE : Tshwane South TVET
REQUIREMENTS : Grade 12 or NQF (Level 4) certificate. Experience in the relevant field will be an added advantage. Exposure to interpretation of the implementation of the HR policies in an HR working environment will be an advantage and minutes taking skills.

DUTIES : Responsible for general office administration (filing, faxing, photocopying). Typing, receiving and distributing of documents for HR related matters. Compile monthly reports. Attend all HR meetings. Compile HR documents to the Department of Higher Education and Training. Attend to enquiries related to HR.

ENQUIRIES : Ms. L Mmesi/ T Molopyane; Tel no: (012) 401 5000

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** : P O Box11506, Tiegerpoort, 0056, via email: dohs@ursonline.co.za or via fax: 086 654 1819
- FOR ATTENTION** : URS Response
- CLOSING DATE** : 16 November 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. Please note that this is a re-advertisement, candidates who previously applied need not re-apply.

MANAGEMENT ECHELON

- POST 44/14** : **CHIEF DIRECTOR: EXECUTIVE SUPPORT IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO: DOHS/38/2018**
3 Year Contract
- SALARY** : R1 189, 338 per annum (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have an appropriate degree or equivalent qualification which may include Law, Administration and/or in the Housing and Human Settlements disciplines and/or relevant NQF equivalent. The applicant must have at least five (5) years' experience and exposure at a senior strategic and operational management level. The successful applicant must have good administrative, operational, liaison and communication skills, both written and verbal. The applicant must have experience, knowledge and understanding of administration as well as managing and ensuring strategic, operational, administrative efficiency and compliance within an intergovernmental institutional framework. It is essential that the successful applicant is ICT literate. The knowledge of good practice and initiatives for efficient and effective administration and decision making will be an advantage. Substantive knowledge and understanding of Government policies, legislation, regulatory objectives and strategies; Knowledge and understanding of policy, legislative and regulatory framework of the state and government.
- DUTIES** : The successful candidate will: Lead and manage the administrative responsibilities and accountability for efficient and effective strategic and operational decision making of the Department; the review, establishment and maintenance and management of efficient strategic, operational and administrative decision making systems in the Office of the Director-General and/or Department. Manage

provision of executive, secretarial and logistical support for the Office of the Director-General. Manage and oversee the administrative and operational interface between the Department, Ministry, Parliament and Cabinet. Manage the provision and support for the efficient and effective Human Settlements. Manage and assist in the coordination, implementation and achievement of the objectives of the Departmental intergovernmental framework including the Forum Of South African Directors-General and Cabinet Cluster Management requirements; Manage the development and implementation of the strategic, operational, financial and human resources plans of the Unit. Manage the functional administrative support of the Office of the Director-General; Provide Executive administrative support including strategic operational advice to the Director-General as maybe required. Effectively manage the linkages and liaison of the Office of the Director-General with the Office of the Minister/s; Provide quality assurance and oversight on documentation including correspondence, submission and memoranda; Provide support to ensure effective operational and business planning processes within the Department; Ensure and oversee the strategic, annual and operational for the unit; Manage the human resources and personnel of the unit.

ENQUIRIES
NOTE

- : Charles Ramalepe, Tel: (012) 444-9113
- : Female candidates and people with disabilities are encouraged to apply.

DEPARTMENT OF JUSTICE & 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 : 19 November 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 44/15 : **MASTER: REF NO: 18/194/MAS**

SALARY : R1 005 063 – R1 183 932 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

CENTRE : Master of the High Court: Pretoria

REQUIREMENTS : An LLB Degree or 4 years recognized legal qualification at NQF level 7; 5 years' experience should be at middle/ senior management level; Knowledge and experience in the functional fields and services provided by the Masters of the High Court; Knowledge of the Administration of Estate, Mental Health, Insolvency, Companies, Close Corporations, Trust Property Control Act and other relevant legislation; A valid driver's license. Skills and Competencies: Financial management; Leadership; Strategic and conceptual orientation; Communication skills; Change management; People development and empowerment; Project management; Time management; Ability to work in a highly pressurized environment; Computer literacy

DUTIES : Key Performance Areas: Monitor and improve the administration of Guardian Funds service; Manage, monitor and improve the administration of insolvency services; Monitor and improve the administration of deceased estates services and trust services; Manage, monitor and improve the administration of curatorship services; Provide strategic leadership and guide the roll-out of PEAS (Paperless Estate Administration System) to strategic service points within the jurisdiction of the office of the Master Pretoria.

ENQUIRIES : Mr Lehong Tel No: (012) 357 1264

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.

POST 44/16 : **PRINCIPAL LEGAL ADMIN OFFICER REF NO: 18/137/CLO**

SALARY : R1 005 063 – R1 183 932 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement.

- CENTRE REQUIREMENTS** : National Office, Pretoria
 : An LLB or appropriate equivalent 4 year legal degree (NQF7); A post graduate qualification in international Law/Relations will be an added advantage; A minimum of 5 years at middle/Senior Management Level; Knowledge of the South Africa legal system, legal practices and related spheres; Knowledge of the Constitution, 1996, the Institution of legal proceedings against certain organs of State Act, 2002, Public Finance Management Act 1999, Truth Reconciliation and the State Liability Act, 1957; Knowledge and experience in office administration; A valid driver's licence. Skills and Competencies: Strategic capabilities and leadership; Project management; Planning and organizing; Financial and change management; Computer literacy (MS Office, Excel & PowerPoint); Communication skills (written and verbal); Research and knowledge management; Service delivery innovation; Analytical and problem solving; People management and empowerment; Client orientation and customer focus.
- DUTIES** : Provide advice on civil litigation and related matters; Collect departmental debts by handling the process from the in mora stage until finalization in respect of our service debtors; Provide advice on the recovery or writing off of losses of state funds, property, damages to state vehicle and finalization of matters; Perform duties relating to contract vetting and attend to misconduct appeal matters; Provide effective people management.
- ENQUIRIES APPLICATIONS** : Ms. K. Ngomani Tel No: (012) 357 8661
 : 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.

OTHER POSTS

- POST 44/17** : **REGIONAL AUDIT MANAGER REF NUMBER 18/169/IA**
- SALARY** : R697 011 – R821 052 per annum (All Inclusive Remuneration Package). The successful candidate will be CENTRE: Regional Office: East London required to sign a performance agreement.
- REQUIREMENTS** : An appropriate 3 year B Degree or National Diploma with majors in Auditing/Internal Auditing and Accounting; At least 5 years' experience in Internal Auditing of which 2 years should be at a supervisory level or completed articles with 3 years relevant internal audit experience of which one year should be at a supervisory level; Must be pursuing either the Chartered Accountant (CA) or Certified Internal Auditor (CIA) designation and must also be a member of the Institute of Internal Auditors; A valid driver's licence. Skills and Competencies: Strategic capability and leadership; Programme and project management; Communication skills (written and verbal); People management and empowerment; Change management; Service delivery innovation; Financial management.
- DUTIES** : Develop Internal Audit three year rolling plan and annual audit plans; Plan, execute and report on complex and high level audit assignments; Lead and manage audit teams to ensure that audit projects are executed in accordance with the prescribed standards and performance targets are achieved; Manage Internal Audit resources to ensure that they are used effectively, efficiently and economically; Provide effective Stakeholder management and co-ordination.
- ENQUIRIES APPLICATIONS** : Mr. O Melato Tel No: (012) 315 1351
 : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
- POST 44/18** : **IT PROJECT MANAGER: BUSSINESS SOLUTIONS REF NO: 18/185/ISM (X3 POSTS)**
 (1 Year Contract Appointment)

SALARY : R697 011 - R821 052 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement

CENTRE : National Office Pretoria

REQUIREMENTS : A National Diploma/Degree in Information Systems/Technology/Computer science or equivalent qualification NQF6; Three years' experience within the Information Systems Environment; Five years' experience in IT environment of which 3 years should be in IT project Management related practices; Knowledge/experience of Project Management in IT Public Sector; Knowledge of application development, architecture, infrastructure and software package development projects; A valid driver license. Skills and competencies Application of project management skills; Decision Making; Interpersonal skills; Communication skills (verbal and written); Problem solving; Attention to detail; Computer literacy.(Ms Office)

DUTIES : Key Performance Areas: Ensure projects remain aligned to the Department's Strategic Plan; Manage and achieve the predefined objectives/scope of the project; Plan and compile project plans and the project delivery strategy; Manage project documentation and configuration management for audit requirement and compliance; Produce and generate project status to stakeholders and facilitate war rooms sessions; Produce the benefits tracking documents and ensure that the project attain the envisaged benefits; Maintain contact with all relevant project stakeholders throughout the project life cycle in order to ascertain levels of satisfaction with progress; Manage project related issues, risks, escalate contractual problems, filling and prepare project closure reports as well as documentation.

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 Building, Pretoria, 0001.

POST 44/19 : **DEPUTY DIRECTOR: BUSINESS INTELLIGENCE ANALYST REF NO 18/186/ISM (12 Month Contract Appointment):**

SALARY : R697 011 - R821 052 per annum (All Inclusive Remuneration Package). The successful candidate will be required to sign a performance agreement

CENTRE : National Office, Pretoria

REQUIREMENTS : A National Diploma/Degree in Information Systems/Technology/Computer Science/Industrial Engineering or equivalent qualification at NQF Level 6; A minimum of 5 years' experience in a business analyst role, with proven business intelligence experience; Knowledge and experience of data analysis/mapping, interpretation and presentation is essential; Knowledge and experience in large data extraction, cleansing and migration (ETL process) is essential; Knowledge coupled with experience in working in an agile design & development environment will be an added advantage; Experience/Exposure (with certification) in designing and executing SQL scripts will be an added advantage; Experience/Exposure in designing operational reports and dashboards in power BI will be an added advantage; A valid driver's licence. Skills and competencies: Communication (verbal and written) skills; Customer Orientation; Stakeholder management; Analytical and problem solving skills; Supervisory skills; Computer literacy.

DUTIES : Key Performance Areas: Gather/solicit and document reporting requirements in the form of business requirements specification; Analysis of business requirements and designing the appropriate business intelligence reports and management dashboards; Review and re-design existing business operational reports and management dashboards; Analysis & Mapping legacy data as part of the ETL process on all projects that require data migration; Document detailed functional requirements specifications, in line with the business requirements (including screen design where applicable); Validate own report/dashboard designs against business requirements to ensure delivery of a quality product; Develop and /or Update user/training manuals and/or standard operating procedures; Oversee the development and testing of the operational reports and management dashboards; Contribute in all the change management and communication efforts related to the deployment of business

		solutions/applications; Play a lead role in the piloting and /or deployment of all business intelligence solutions.
<u>ENQUIRIES</u>	:	Ms. E Zeekoei Tel No: (012) 315 1436
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>POST 44/20</u>	:	<u>DEPUTY DIRECTOR: BUSINESS PROCESS ANALYST: REF NO: 18/187/ISM (12 Months Contract Appointment) (2 POSTS)</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 National Diploma/Degree in Information Systems/Technology/Computer Science/Industrial Engineering or equivalent qualification at NQF Level 6; IIIBA or similar certification will be an added advantage; A minimum of 5 years' experience in a process analyst or business analyst role; Knowledge / experience in applying formal business process modeling and process re-engineering methods; Experience in the implementation of ICT solutions in a solution analyst design capacity; Knowledge coupled with experience in working in an agile design and development environment will be an added advantage; Knowledge in working with business process management tools/repositories will be an added advantage; A valid driver's license. Skills and competencies: Communication (verbal and written) skills; Customer Orientation; Analytical and problem solving skills; Supervisory skills; Computer literacy.
<u>DUTIES</u>	:	Key Performance Areas: Gather/solicit and document business process requirements in the form of a business requirements specification; Analyze, document and present current business processes, procedures and business rules; Document detailed functional requirements specifications in line with the business requirements and business goals (including screen designs where applicable); Validate own solution designs against business requirements to ensure delivery of a quality product; Oversee the development and testing of business applications; Develop and/or update user/training manuals and/or standard operating procedures; Contribute in all the change management and communication efforts related to the deployment of business solutions/applications; Play a lead role in the piloting and deployment of business solutions/applications.
<u>ENQUIRIES</u>	:	Ms. E Zeekoei Tel No: (012) 315 1436
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>POST 44/21</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY, (LP5-LP6) REF NO: 18/158/SA</u>
<u>SALARY</u>	:	R482 907 – R1 133 979 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	State Attorney: Kimberley
<u>REQUIREMENTS</u>	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification legal/litigation experience; The right of appearance in the High Court of South Africa will be an added advantage; Admission as a conveyancer will be an added advantage; A valid driver's licence. Skills and competencies: Legal research and drafting; Case flow management; Computer literacy; Communication skills (written and verbal) with ability to moderate and lead people; Supervisory and mentoring skills; Creative and analytical; Problem solving and conflict management; Accuracy and attention to detail.
<u>DUTIES</u>	:	Guide and train Candidate State Attorneys; Handle litigation and appeals in the following Courts: Magistrates, High, Labour, CCMA, Supreme Court of Appeal,

		Constitutional Court, Land Claims, Tax and Tax Tribunals; Draft and/or settle all types of contract on behalf of the various client departments; Render Legal opinions and advice; Deal with all forms of arbitration, including inter-departmental arbitrations; Manage conveyancing and notarial services.
<u>ENQUIRIES</u>	:	Mr. E. Seerane Tel No: (012) 315 1780
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>POST 44/22</u>	:	<u>SENIOR ASSISTANT STATE ATTORNEY (LP5-LP6): REF NO 18/195/SA</u>
<u>SALARY</u>	:	R482 907- R1 133 979 (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement
<u>CENTRE</u>	:	State Attorney: Pretoria
<u>REQUIREMENTS</u>	:	An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 4 years appropriate post qualification litigation experience and conveyancing experience; A thorough knowledge of legal practice, office management, accounting systems and trust accounts; The right of appearance in the High Court of South Africa; Knowledge of the government prescripts and transformation objective as well as the Constitution of South Africa; A valid driver's licence. Skills and competencies: Computer literacy; Legal research and drafting; Dispute resolution; Case flow management; Communication skills (written and verbal); Accuracy and attention to detail.
<u>DUTIES</u>	:	Key Performance Areas: Represent the State in Litigation and Appeal in the High Court, Magistrates Courts, Labour Courts, Land Claims, CCMA, Tax and Tax tribunals; Furnish legal advice and opinions; Draft and/or settle all types of arrangements on behalf of various clients; Attend to liquidation and insolvency, queries, conveyancing and notarial services; Deal with all forms of arbitration, including inter-departmental arbitration, register trust and debt collection; Provide supervision and training to other professional staff.
<u>ENQUIRIES</u>	:	Ms. K. Ngomani Tel No: (012) 357 8661
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.
<u>POST 44/23</u>	:	<u>DEPUTY MASTER MR-6 (03 POSTS)</u>
<u>SALARY</u>	:	R448 269 – R1 084 437 per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Master of the High Court Pretoria REF NO: 18/193/MAS Master of the High Court Grahamstown (1) REF NO: 18/161/MAS:
<u>REQUIREMENTS</u>	:	LLB degree or a four year recognized legal qualification; 8 years appropriate post qualification legal experience; Knowledge of the Administration of Estates, Mental Health, Insolvency Act, Companies, Close Corporations, Trust Property Control Acts and other relevant legislations; Experience in the functional fields of the services provided by the Masters of the High Court; A valid driver's licence. Skills and competencies: Estate duties; Trusts; Administration of Estates; Legal research and drafting; Dispute Resolution; Planning, organizing and analytical skills; People development and empowerment; Strategic and conceptual orientation; Problem solving and decision making skills; Good communication skills (verbal and written); Computer literacy;
<u>DUTIES</u>	:	Key Performance Areas: Monitor and advice on conductive determinations and assessment of Estate duties; Monitor and review all legal and administrative operations at the Office of the Master of the High Court; Ensure effective and efficient delivery of service, financial and human resource management within the Office of the Master; Draft legal documents that provide clear justification; Mediate and conciliate disputes by advising on the outcome of its resolution.

- ENQUIRIES** : (GRAHAMSTOWN): Mr C Msiza _ (012) 315 4754 and (PRETORIA): Mr. M Lehong Tel No: (012) 315 1264
- 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 Building, Pretoria, 0001.
- POST 44/24** : **COURT MANAGER (2 POSTS)**
- CENTRE** : Klerksdorp Magistrate Court: REF NO: 18/VA28/NW
- CENTRE** : Magistrate's Office, Eshowe: REF NO: 18/68/KZN
- SALARY** : R 444 693 – R523 818 per annum. The successful candidate will be required to sign a performance agreement.
- 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** : MAHIKENG: Ms. L Shoai _ (018) 397 7054.
KWAZULU-NATAL: Mr J.N. Mdaka _ 031 372 3000
- APPLICATIONS** : MAHIKENG: 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.
- 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
- POST 44/25** : **OFFICE MANAGER (X2 POSTS)**
- SALARY** : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Master Of The High Court: Pietermaritzburg Ref No: 18/173/MAS (X1 Post)
Master of The High Court: Johannesburg Ref No: 18/178/MAS (X1 Post)
- REQUIREMENTS** : Bachelor's Degree/National Diploma in Office Administration or equivalent qualification; At least 3 years' experience in Administration environment; Knowledge of finance and procurement directives and procedures; Knowledge of all legislation and policies that inform the Department's administrative support activities; Knowledge of the core functions of the Masters Office; A valid driver's license. Skills and competencies: Communication skills (verbal and written); Computer literacy (MS Office); Financial management; Leadership and management skills; Analytical and presentation skills; Negotiation and numerical skills.
- DUTIES** : Key Performance Areas: Manage procurement and finance of goods and services; Manage documents and undertake policy or line function tasks as required; Coordinate external strategic alliances between the office and other stakeholder; Manage general support and resources services in the office; Provide required office administrative expertise; Provide effective people management.

- ENQUIRIES APPLICATIONS** : Mr. M. Maeko Tel (012) 315 1996 or Mr. C Msiza (012) 315 4754
 : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 44/26** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: 18/138/DG (X2 POSTS)**
- SALARY** : R356 289 – R419 679 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Pretoria
 : 3 years Degree/ National Diploma in Public Administration, Monitoring, Evaluation and Quality Management or equivalent; 3 years relevant experience in Performance Planning, Monitoring and Evaluation; Knowledge of the framework for strategic plan and annual performance plans; Knowledge of the framework for managing programme performance information and other relevant prescripts; Knowledge of policy development; A valid driver's licence. Skills and competencies: Computer literacy (MS Word, PowerPoint, Outlook and Excel); Research and analytical skills; Monitoring, evaluation and report writing skills; Communication skills (written and verbal); Accuracy and attention to detail; Presentation and facilitation skills; Ability to work under pressure.
- DUTIES** : Key Performance Areas: Develop and review departments reporting policies; Facilitate adherence to signed procedures and that the department reports have proper source document; Ensure the planning and coordination of data collection process using automated reporting; Compile in-year reports monthly, quarterly and annual performance reports; Provide support in the evaluations and development of the evaluation system.
- ENQUIRIES APPLICATIONS** : Ms. D. Modibane (012) 315 1668
 : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
- POST 44/27** : **ASSISTANT STATE ATTORNEY, (LP3-LP4) REF NO: 18/175/SA**
- SALARY** : R283 854 – R805 179. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : State Attorney: Cape Town
 : An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa will be an added advantage; A valid driver's licence. Skills and Competencies: Legal research and drafting; Dispute resolution; Case flow management; Computer literacy; Strategic and conceptual orientation; Communication skills (written and verbal).
- DUTIES** : Key Performance Areas: Handle litigation and appeals in the High Courts, Magistrate's Court, Labour Court, Land Claims Court and CCMA, Draft and/or settle all types of agreements on behalf of the various clients; Furnish legal advice and opinion; Deal with all forms of arbitration, including inter-departmental arbitrations and debt collections; Attend to Liquidation and insolvency, queries, register trust and companies.
- ENQUIRIES APPLICATIONS** : Mr. Kooko Tel No: (012) 315 1164
 : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 44/28** : **ASSISTANT MASTER: MR3- MR5 (5 POSTS)**
- SALARY** : R242 064 – R867 399 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

- CENTRE** : Master of the High Court: Pietermaritzburg (1) REF NO 18/171/MAS
 : Master of the High Court: Johannesburg (1) REF NO: 18/179/MAS:
 : Master of the High Court Pretoria: (3) REF NO: 18/192/MAS
- REQUIREMENTS** : LLB Degree or four years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estate Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Masters of the High Court. Skills and competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute resolution; Time management.
- DUTIES** : Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust, Curatorship and the operations regarding the Guardian's Fund; Advise on the interpretation of wills and other legal issues; Coach and advice on the supervision of trusts in terms of the Act; Provide strategic direction to the office; Manage the operations regarding the Guardian's Funds and resources in the office.
- ENQUIRIES** : Pietermaritzburg: Mr. S. Maeko Tel No: (012) 315 1996
 : Johannesburg: Mr C. Msiza Tel: No: (012) 315 4475
 : Pretoria: Mr M Lehong Tel: No: (012) 315 1264
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 44/29** : **HUMAN RESOURCE PRACTITIONER REF NO: 18/197/HR**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : A 3 year relevant Degree or National Diploma in HR or equivalent qualification; Experience in Human Resource Management within the public service specifically in respect of recruitment and selection; Skills And Competencies: Problem-solving skills; Organizing skills; Organizing skills; Communication skills (verbal and written); Confidentiality, tact and discretion when dealing with people; Loyalty, commitment and integrity; Analytical and decision-making skills.
- DUTIES** : Conduct recruitment process and competency assessments for the department; Render Human Resource advice, liaison services and determine best practice with regard to recruitment matter; Facilitate advertising, interview and selection processes for recruitment campaigns; Keep statistics of HR functional matters and analyze these reports; Perform Recruitment administrative functions Assist with Performance Management and Development matters.
- ENQUIRIES** : Ms E Sebelebele Tel No: (012) 357 8662
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: Human Resource: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.
- POST 44/30** : **SENIOR HUMAN RESOURCE OFFICER REF NO: 18/196/HR**
- SALARY** : R242 475 – R285 630 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : Grade 12 or equivalent qualification; 3 years relevant experience in Human Resource; Working knowledge and understanding of the legislative framework governing the public service; Working knowledge of PERSAL system skills and competencies Problem-solving skills; Computer literacy (Ms Office); Communication skills (verbal and written); Ability to work under pressure; Interpersonal relations; Analytical; Team work
- DUTIES** : Key Performance Areas: Supervise and undertake the more complex implementation and maintenance of human resource administration practices; Handle human resource administration enquiries; Implement conditions of service

and service benefits; Assist with Performance Management and Development matters; Supervise human resource staff.

ENQUIRIES : Ms E Sebelebele Tel No: (012) 357 8662

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

POST 44/31 : **STATE ACCOUNTANT (3 POSTS) REF NO: 18/198/CFO (3 years Contract Appointment)**

SALARY : R242 475 + 37% = R332 191 in lieu of benefits per annum. The successful candidate will be required to sign a performance agreement

CENTRE : National Office, Pretoria

REQUIREMENTS : An appropriate 3 years Degree/National Diploma in Financial Accounting/Financial Management; At least 1 year relevant experience in Internal Control/Financial Accounting/Auditing/Supply Chain; Knowledge of Financial Provisioning and/or Administration procedures and processes; Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and other legislative prescripts skills and competencies Computer literacy (Word, Excel, BAS, SCM systems and Persal); Computer literacy (Word, Excel, BAS, SCM systems and Persal); Planning and organizing skills; Good interpersonal relations and communication skills (written and verbal); Ability to work independently in a high pressurized environment; Analytical skills; Analyse and solve problems; Report writing skills;

DUTIES : Key Performance Areas: Analyse payment, orders and journals made and prevent re-occurrence of non-compliance; Detect, investigate and report possible, irregular, unauthorized, fruitless and wasteful expenditure; Review all Petty Cash at Head Office to ensure compliance to prescripts; Detect and investigate internal control weakness in identified areas and make recommendations; Compile investigation reports and statistics.

ENQUIRIES : Ms N. Joseph Tel No: (012) 357 8646

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

POST 44/32 : **ESTATE CONTROLLER EC1, (03 POSTS)**

SALARY : R186 828 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE : Master of the High Court: Kimberley (1) REF NO: 18/172/MAS
: Master of the High Court: Johannesburg (1) REF NO: 18/176/MAS
: Master of the High Court Pretoria: (1) REF NO: 18/190/MAS

REQUIREMENTS : An LLB degree or recognized four years legal qualification. Skills and Competencies: Legal research and drafting; Case flow management; Estate duties; Trust; Dispute resolution; Communication skills (verbal and written); Problem solving; Customer focus; Attention to detail; Computer literacy.

DUTIES : Administer deceased and Insolvent Estates, Curatorships, Trusts and all aspects related to the administration thereof; Determine and assess estate duties in terms of the Estate Duties Act; Conduct research and draft legal documents; Render administrative function of the office

ENQUIRIES : Mr. S. Maeko Tel No: (012) 315 1996 (KIMBERLEY)
: Mr. C. Msiza Tel No: (012) 315 4754 (JOHANNESBURG)
: Mr. M Lehong Tel No: (012) 315 1264 (PRETORIA)

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

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 : 19 November 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 44/33 : **PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/8/208**
SALARY : R974 634 per annum (OSD)
CENTER : Provincial Office: Free State
REQUIREMENTS : Master of Psychology plus registration with HPCSA as a Counselling, Industrial, Clinical Psychologist. Three (3) years appropriate experience as Clinical Psychologist after registration with HPCSA as a Psychologist in any identified categories. Valid driver's license. Knowledge: Relevant Government Strategies, Relevant ILO conventions, Financial Management, Human Resource Management, Recruitment and Selection Processes. Skills: Counselling, Planning and organising, Verbal and written communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking, Information management.
DUTIES : Supervise employment counselling to assist workers to enter the Labour Market. Provide technical supervision of psychological assessment of worker-seekers in the Province. Supervise self-help employment counselling in Labour Centres. Establish training programme for Career Counsellors in the Province. Ensure professional record-keeping is done in the Province on employment counselling work. Provide counselling services to the referred clients.
ENQUIRIES : Ms E Maneli Tel No: (051) 505 6350
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein

FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein

POST 44/34 : **DEPUTY DIRECTOR: COID REF NO: HR4/4/8/207**

SALARY : R 826 053 per annum (all inclusive)
CENTER : Provincial Office: Free State
REQUIREMENTS : Three (3) year tertiary qualification in Public Management/ Business Management/ Operations Management/Nursing Diploma/ HRM. Three (3) years functional experience in the disability claims and or medical insurance (including disability claims) processing environment. Two (2) years management experience in the disability claims and or medical insurance (including disability claims) processing environment. Knowledge: COIDA guidelines on application of COID (for government departments), Public Service regulation, Public Service Act, Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA), Promotion of Administrative Justice Act (PAJA), DoL and Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles), Technical Knowledge. Skills: Leadership, Operational management, Creative and Innovation, Analytical thinking, Financial Management, Change Management, Service delivery innovation (SDI), Planning and organising, Problem solving, Decision making, People management and empowerment (including developing others), Communication (written and verbal), Risk Management, Computer literacy.

DUTIES : Manage efficient provision and coordination of compensation benefits in the Province. Manage the operations of COID Business Unit in the Province. Provide operational and technical support to Processing Labour Centres within the Province. Manage stakeholder engagements for COID within the Province. Manage human, financial and physical resources of the sub-directorate.

ENQUIRIES : Dr. N Kahla, Tel: (051) 505 6397
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein

FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein

POST44/35 : **REGISTERED PSYCHOMETRIST/ COUSELLOR REF NO: HR4/4/5/86**

SALARY : Grade 1 (R 547 917. - R 608 103) (OSD) 5 years relevant experience
Grade 2 (R 626 481. - R 695 295) (OSD) 8 years relevant experience
Grade 3 (R 712 950.00 - R 791 253) (OSD) 16 years relevant experience

CENTRE : Labour Centre: Dundee
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 T Khumalo, Tel: (034) 21 23147
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 : Sub-directorate: Human Resources Management, Kwazulu-Natal

POST 44/36 : **PRINCIPAL COIDA: EMPLOYER AUDITOR REF NO: HR4/4/8/206**

SALARY : R 444 693 per annum
CENTER : Provincial Office: Free State

<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification in Financial Accounting/ BCOM Accounting/ BCOM Law/ BCOM Commerce/ LLB). Two (2) years functional experience in compliance/ Inspections and Enforcement Environment. Two (2) years supervisory experience. 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, Computer literacy, Interpersonal, Communication written and verbal, Research, Innovative and creative.
<u>DUTIES</u>	:	Manage the implementation of SOP's and COIDA employer audit service enforcement strategy. Manage the inspection and audits of the employers in relations to COIDA. Manage and coordinate advocacy campaigns on COIDA. Manage resources of the section.
<u>ENQUIRIES</u>	:	Ms. A Mantutle, Tel: (051) 505 6210
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Bloemfontein
<u>POST 44/37</u>	:	<u>PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR4/4/9/40</u>
<u>SALARY</u>	:	R 444 693 per annum
<u>CENTER</u>	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	Three years relevant tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Two (2) years supervisory experience. Two (2) years functional experience in Auditing/ Financial Management. A Valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skill Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem solving, Interviewing listening and observation, Innovative, Analytical, Research, Project Management
<u>DUTIES</u>	:	Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA & COIDA matters. Control the Process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Manage the resources within the Inspectorate and Enforcement Unit.
<u>ENQUIRIES</u>	:	Mr. ABM Mampuru, Tel: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735, or hand delivers at University Drive, Provident House, Mmabatho
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Mmabatho
<u>POST 44/38</u>	:	<u>ASSISTANT DIRECTOR: TRAINING AND PERFORMANCE MANAGEMENT REF NO: HR4/4/7/45</u>
<u>SALARY</u>	:	R 356 289 per annum
<u>CENTER</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	Three (3) year relevant tertiary qualification in Human Resource Management/Human Resource Development/Training and Development or equivalent in the Field of Human Resource Management/Development Environment. Two (2) years Supervisory experience. Two (2) years functional experience in the Human Resource Development/Training environment. Knowledge: Human Resources Management Policies, Human Resources Systems and Procedures, Performance Management, Project Management, Public Service Act and Resolution, All Labour Legislation, Code of good conduct in the Public Service, Departmental Policies and Procedures, Batho Pele Principles. Skills: Management, Financial management, Computer literacy, Innovative, Analytical, Communications, Interpersonal, Time Management, Team building, Training, mentoring and coaching, Problem solving, Technical, Project Management, Quality management.

- DUTIES** : Coordinate and monitor the implementation of Human Resource Development initiatives in the Province. Administer implementation of performance management system. Facilitate implementation of Human Resource Development and Performance Management policies. Monitor the Coordination and facilitation of Orientation and Induction programmes In the Province. Monitor and evaluate the impact of training implemented in the Province. Manage all the resources of the Sub unit.
- ENQUIRIES** : Mr LM Nkotsoe, Tel: (013) 655 8762
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 7263, Emalaheni, 1035
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Mpumalanga

NATIONAL TREASURY

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. It is intended to promote representivity through filling of these posts. Our buildings are accessible to people with disabilities.

- APPLICATIONS** : Applications should be accompanied by a comprehensive CV and originally certified copies of Z83 (non-negotiable), qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria 0001 or to the e-mail address mentioned below. No late applications will be accepted. Please 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. Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 1 month of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right to fill or not fill the below-mentioned posts.
- POST 44/39** : **MANAGEMENT ECHELON**
DIRECTOR: LOCAL GOVERNMENT BUDGET ANALYSIS (X2) (Ref no: S056/2018)
 To advise municipalities and municipal entities in the preparation and implementation of their allocated budgets, and evaluate and assess municipal budgets in the monitoring and implementation of budgetary performances pertaining to the development and maintenance of financial and non-financial information.
 DIVISION: INTERGOVERNMENTAL RELATIONS (IGR)
- SALARY CENTRE REQUIREMENTS** : R1, 005,063.00 per annum (all-inclusive remuneration package)
 : Pretoria
 : A Degree (NQF 7) in Economics or Public finance/Accounting, A minimum of 5 of years' experience obtained at a middle management level in Local Government planning, financing, budgeting, aligned with MFMA, Knowledge and experience of the Local Government sphere operations and publication of information, Knowledge and experience in the manipulation of databases and information systems, Experience in Report writing and Financial analysis.
- DUTIES** : Provide strategic guidance on the budget preparation process of municipalities, Monitor and assess municipal budgets and facilitate alignment with broad national priorities, Participate in annual budget visits and consultative sessions to municipalities, Draft budget assessment reports on municipalities for key internal and external stakeholders, Monitor trends in municipal revenue and expenditure utilisation and devise corrective steps for implementation, Coordinate municipal mid-year budget and performance assessment engagements with clients, Verify information contained in budget statements and reports prior to publication, Coordinate budget and financial data for the annual IGFR, MTBPS, Budget Review and other National Treasury publications, Generate a chapter on the bi-annual municipal budget and expenditure review, Provide inputs to the TCF, Budget Council, Budget Forum, PCC, SCOF in the NCOP and Cabinet and other oversight structures, Advice sector departments pertaining to municipal budgets and finance related matters, e.g. disputes between organs of state, Provide support, guidance and monitor implementation of the MFMA, Provide training to municipalities and provincial treasuries on prudent financial management practices such as conducting funding compliance tests on tabled and adopted budgets, Assist with the maintenance of the financial and non-financial database in line with the budget reform agenda of Government, Assess the validity and integrity of the IDPs, Budgets, SDBIPs, and Annual Reports for inclusion in the AFS of municipalities, Provide inputs to the Division of Revenue Bill drafting process

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.igr@treasury.gov.za. Please state reference number and title of position on the subject line of the email.
ENQUIRIES : Ms Anne Tjale 012 395 6608
CLOSING DATE : 19 November 2018 at 12:00

POST 44/40 : **DIRECTOR: TERTIARY SECTOR (Ref no: S058/2018)**
Monitor and evaluate economic developments in the tertiary sector, in particular services to businesses like transport, electricity and telecommunications. To provide policy advice on these developments to stakeholders and evaluate proposed policies in these sectors.
DIVISION: ECONOMIC POLICY (EP)

SALARY : R1, 005, 063.00 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Degree (NQF Level 7) in Economics/ Econometrics, A Post-graduate degree in Economic/Econometrics will be an added advantage as recognised by SAQA, A minimum of 5 years' experience at a middle management level (Deputy Director) in economic policy analysis, Knowledge and experience of applied microeconomics, Knowledge of the different research engines, analysis and the ability to interpret economic policy outcomes.

DUTIES : Provide inputs on developments in the tertiary sector and advise on the potential implications for the economy, Analyse policy proposals and drivers that can stimulate growth within the sector, Provide inputs to speaking notes and speeches, which will be for the sole benefit and utilisation of the Minister and DG, Develop databases of microeconomic and macroeconomic indicators to assist in the estimation of costs and benefits within the tertiary sector, Provide inputs on real economy policy issues developed in conjunction with internal stakeholders, Research and analyse factors that affect growth in the tertiary sector, Benchmark economic developments against international best practices and trends to keep stay relevant pertaining to real issues impact the tertiary sectors • Engage stakeholders on policy and related issues affecting the tertiary sector, Engage stakeholders on policy and related issues affecting the tertiary sector, Prepare briefing notes to the Director General and Minister on policy issues pertaining to the tertiary sector, Provide inputs and advice on various policy proposals and debates, Represent the National Treasury at all relevant for a, Coordinate projects and provide the projected financial impact thereof, Provide inputs in the determination of funding requirement for projects during the MTEF period, Monitor expenditure commitments and trends, Manage the tertiary sector directorate to ensure that it meets its stated objective.

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.ep@treasury.gov.za, Please state reference number and title of position on the subject line of the email

ENQUIRIES : Ms Caroline Modibane Tel No: 012 315 5092
CLOSING DATE : 19 November 2018 at 12:00

POST 44/41 : **DIRECTOR: PUBLIC FINANCE (X2) (Ref no: S060/2018)**
To address qualitative and quantitative public finance arrangements, analyse sector policies and strategies and implementation, provide advice to departments and other stakeholders; participate in National Treasury decision-making and manage staff.
DIVISION: PUBLIC FINANCE (PF)

SALARY : R1, 005, 063.00 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Degree (NQF level 7) in the Economic Sciences, Development Studies or the Social Sciences as recognised by SAQA, A minimum of 5 years' experience at a middle management level in: strategic management, including management of policy processes and project management, In-depth knowledge of policy development and implementation, Detailed knowledge of South African public finance, fiscal relations, government policy processes, budget processes and financial management.

DUTIES : Provide advice and strategic direction in public finance and budget processes, Analyse submissions to the budget process; draft budget documents (Medium-Term Budget Policy Statement, Budget Review, Estimates of National Expenditure: Appropriation Bill etc.), Plan, implement, monitor and evaluate budget matters, Address budget reform and the development of three-year budgets (MTEF) cycle and service delivery indicators, Communicate trends and processes for implementation in annual budget process and engage with stakeholders, Maintain sound relationships with stakeholders in the sectors and pursue a process of modernisation and reform, Develop and maintain reporting systems and verify databases, Advise on compliance with the Public Finance Management Act and National Treasury regulations, Address service delivery performance relating to government plans and strategies, Analyse department and sector policies and strategies and provide advice to stakeholders, Conduct policy research, Draft reports and documents, Initiate areas for policy analysis, institutional reform & implementation, support for strengthening coherence of policy processes, policy analysis and costing

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.pf@treasury.gov.za. Please state reference number and title of position on the subject line of the email

ENQUIRIES : Ms Caroline Modibane 012 315 5092

CLOSING DATE : 19 November 2018 at 12:00

OTHER POSTS

POST 44/42 : **DEPUTY DIRECTOR: TRANSVERSAL CONTRACTING (Ref no: S061/2018)**
 Coordinate and manage commodity process within Transversal Contracting for the efficient facilitation and processing of transversal term contracts on behalf of government.
 DIVISION: OFFICE OF THE CHIEF PROCUREMENT OFFICER (OCPO)

SALARY : R697, 011.00 – R821, 052.00 per annum (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Degree (NQF 7) in Economics/ Business Economics/ Supply Chain or equivalent qualification as recognised by SAQA, 4 years' experience obtained in corporate or public sector Supply Chain Management environment, In-depth knowledge of PFMA, Treasury Regulations, In-depth knowledge of SCM legislation, policies and procedures.

DUTIES : Management of Centralized Contracts, Manage the facilitation and administration of Transversal Term Contracts on behalf of the State, Promote and support strategic procurement, Implement strategic procurement, Compliance and risk management, Improve internal control environment Promote Government Socio-economic objectives, Implement Government policies aimed at improving the socio-economic objectives.

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to recruit.ocpo@treasury.gov.za. Please state reference number and title of position on the subject line of the email

ENQUIRIES : Ms Caroline Modibane 012 315 5092

CLOSING DATE : 19 November 2018 at 12:00

POST 44/43 : **HUMAN RESOURCES BUSINESS PARTNER (Ref no: S062/2018)**
 Provide a fully Integrated HR Service to the National Treasury, and establish a culture of excellence through value-adding HR offerings and processes.
 DIVISION: CORPORATE SERVICES (CS)

SALARY : R697, 011.00 per annum (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Degree / National Diploma in Human Resources Management or any relevant qualification as recognised by SAQA, A minimum of 5 years' experience in the broader HR field, Knowledge and experience in the delivery of HR processes and leading change within business units, Knowledge and experience of the prescribed policy and regulatory framework of government.

- DUTIES** : HR Service Delivery, Establish and maintain strong relationship management and service excellence with stakeholders and uphold the HR Brand equity in line-functionaries, Establish partnerships with line-functionaries to execute relevant HR Processes to the Business (Divisions), Identify understand and translate Line/ Business needs into value-adding HR initiatives, Implement systems and processes to ensure that HR meets its strategic objectives, in line with those of the National Treasury, Establish HR service Delivery as the 1st and single point of contact in the Divisions on related matters/ queries/ requests, Be a custodian of: Line-functionaries HR needs, HR processes in Line (Talent Management Offerings), HR policies procedures & practices in Line (HR Governance), Provide HR support and guidance to both Managers and employees within the Division, HR Communication, Enable the marketing and communication of HR Initiatives within the National Treasury, HR Governance, Ensure compliance to HR Policies and Procedures, HR Operations, Ensure that transactional HR aspects are kept in line with legislative requirements (employee data, information & records) for Divisions are accurate and valid at all times, Implement processes and procedures to measure HR's impact and contribution to the National Treasury's effectiveness, Evaluate HR policies and align services offerings, HR Projects, Manage key strategic HR projects, implementation and their deliverables thereof, Execution and monitoring of progress and compliance on, Policies, procedures, practices & processes in line, Change Management initiatives, Strategic HR initiatives HR Information: Analyse and interpret HR reports, and identify positive and negative trends, with recommendations thereof, Provide relevant HR management information/reports as per business requirements, Achieve HR key performance indicators and objectives in the Divisions (HR Dashboard & Scorecard Indicators, metrics), Relationship Management, Develop and maintain effective relationships with Line (both managers and employees).
- APPLICATIONS** : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to Recruit.EXEC@treasury.gov.za Please state reference number and title of position on the subject line of the email
- ENQUIRIES** : Ms Caroline Modibane 012 315 5092
- CLOSING DATE** : 19 November 2018 at 12:00
- POST 44/44** : **MANAGER: HUMAN RESOURCES DEVELOPMENT (Ref no: S063/2018)**
Coordinate, facilitate, conduct and organise training and development programmes for employees in the National Treasury and engage external service providers pertaining to training material and related resources.
DIVISION: CORPORATE SERVICES (CS)
- SALARY** : R697, 011.00 per annum (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Degree / National Diploma in Human Resources Management or any relevant qualification as recognised by SAQA, Minimum of 4 years' learning and development experience at junior management level, Knowledge of the procurement procedures of the public sector, Knowledge and exposure to different training delivery methodologies, Exposure to research and possess strong presentation and facilitation skills.
- DUTIES** : Coordinate Training and Development Initiatives: Coordinate, facilitate and control internal training programmes, Design and develop a strategic operational framework for implementation pertaining to operational training and development, Oversee the compilation of training manuals, Provide career development sessions, induction and orientation, Provide inputs to Research and development in terms of training relevance and appropriateness, Measure training according to ROI model in terms of training programmes, Manage the implementation and coordination of training plans and programmes for business units, Coordinate and manage graduate development programmes including Internship, bursaries and Learnerships, Engage stakeholders on training programmes through internal marketing and branding strategies, Coordinate the ABET and Internal bursary programme Facilitate Training Programmes: Manage the implementation of operational training and development strategy aligned to the Talent Management Programmes, Coordinate the planning, scheduling of all operational training programmes, Oversee the implementation and execution of the orientation and

induction programme for employees and graduates, Coordinate the implementation and execution of the coaching and mentoring programme, Coordinate the liaison of interns and monitor their progress Stakeholders Engagement, Liaise with external training providers pertaining to offerings for business, Manage subject matter experts, mentors and coaches, Initiate the sourcing and management of service providers for training programmes, Recommend the sourcing of donors and sponsors of technical and behavioural training programmes, Manage the customisation of training programmes to accommodate the diversity of stakeholders, Perform research on training programmes and recommend advertisement of the programmes after approval, Recommend and source training provider panel for training requirements, Evaluate the validity of training programmes for implementation, Obtain information external courses justify their sustainability and make recommendations on training requirements, Communicate and market training programmes within the National Treasury Monitoring and Control, Implement and coordinate a quality and measurement framework for training provided, Manage the evaluation of effectiveness of learning programmes presented, Evaluate feedback and statistics from training interventions, Identify on an on-going basis areas of concern and manage gaps for improvement Administration: Manage the overall administration function of operational training, Submit quarterly reports on al operational training activities, Provide statistical information pertaining to training for annual training plans.

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001 or e-mail to Recruit.EXEC@treasury.gov.za Please state reference number and title of position on the subject line of the email

ENQUIRIES : Ms Caroline Modibane 012 315 5092

CLOSING DATE : 19 November 2018 at 12:00

OFFICE OF THE PUBLIC SERVICE COMMISSION

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

APPLICATIONS : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria or you can email your application to recruitment@opsc.gov.za.

FOR ATTENTION : Mr M Mabuza

CLOSING DATE : 23 November 2018 at 15:45

NOTES : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Test to determine their suitability for the post. Please take note that late applications will not be accepted. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

POST 44/45 : **SENIOR HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: SHRP/10/2018**

SALARY : R299 709 – R353 043 ANNUM (SALARY LEVEL 8)

CENTRE : HEAD OFFICE, PRETORIA

REQUIREMENTS : Three (3) years National Diploma/Bachelor's Degree (NQF Level 6/7) in Human Resource Management or Development or related qualification in Human Resources. Minimum of at least 3 years' experience in Human Resource Development. Must have knowledge of relevant legislations, policy development and formulation. Knowledge of regulatory framework relating to Skills Development Act, Labour Relations Act, South Africa Qualification Authority, National Human Resource Strategy, Public Service Act, Public Service Regulations, Employment Equity Act, and Basic Condition of Employment Act. Must have experience in PERSAL. Skills and competencies: Good report writing skills, good presentation skills, good interpersonal relations and computer literacy (MS Office Suite). Good communication skills (written and verbal). A valid driver's license.

DUTIES : The successful candidate will be responsible for: Management of AET, Internship, Learnerships and Work Place Integrated Learning. Manage Bursary Administration in line with the Bursary Policy in the OPSC. Orientation/ Re-Oriented of new/ existing staff in the OPSC. Implementing the Workplace Skills Plan and report on training activities. Human Resource Management and Mentoring of Interns and Learners.

ENQUIRIES : MS TEBOGO LESHABA TEL: 012 352 1108

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation (DPME), attention Ms J Mchunu, by mail to Private Bag X944, PRETORIA, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria.
- CLOSING DATE** : **16 November 2018 @ 12:00 pm**
- WEBSITE** : www.dpme.gov.za
- 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.
- POST 44/46** : **SPECIALIST: LOCAL GOVERNMENT REF NO: 085/2018**
Outcome: Local Government and Human Settlements
- SALARY** : R826, 053. – R973, 047. All-inclusive salary package per annum (Salary Level 12)
The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.
- CENTRE REQUIREMENTS** : Pretoria
An appropriate 3-year tertiary qualification (NQF 6) in the areas of Municipal Administration/Public Administration, law, built environment, finance, economics, social sciences or equivalent with at least 6 years' appropriate experience of which 3 years should be in the management of programmes from ASD level. An NQF 7

qualification, specialised training/courses and/or knowledge and experience in municipal finance will serve as an added advantage. Competencies / Skills: Project / Programme Management skills; Understanding of current issues in the local government sector legislation, policies and practices; Knowledge of local government prescripts, policies and practices and programmes and experience in performance monitoring and/or management. 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. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality. Willingness to travel and work irregular hours and a valid Driver's License

DUTIES : The successful candidate will be responsible to support the development, implementation and maintenance of a municipal performance assessment system and assess management and administrative practices in municipalities. This entails assisting in the design and updating of relevant performance indicators for specific management areas through practical application of the tool; Supporting and giving guidance and oversight on activities in respect of administering the performance assessment tool; Assist in carrying out the regular performance assessment of individual municipalities and collect and analyse data from a wide range of sources to inform the performance assessment of individual municipalities. Assist in the capturing and consolidation of the assessment scorecards; Assist in liaising with provinces regarding the development and monitoring of improvement plans; Support reporting on activities and findings to key stakeholders and interested and/or affected parties; Support collaboration with DCoG, National Treasury, provincial departments of local government, sector departments and Offices of the Premier to do the above and assist with ad hoc projects as and when required for the improvement of the LGMIM.

ENQUIRIES : Ms J Mchunu Tel No (012) 312-0462.

POST 44/47 : **SPECIALIST: PLANNING ALIGNMENT REF NO: 86/2018**
Chief Directorate: Planning Alignment

SALARY : R826, 053.00 – R973, 047.00 all-inclusive salary package per annum (Salary Level 12). The remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within the relevant framework.

CENTRE REQUIREMENTS : Pretoria
: An appropriate 3-year tertiary qualification (NQF 6) in the areas of Social Sciences, Economics, Public Administration or Commerce with at least 6 years' appropriate experience of which 3 years should be in the areas of strategic planning, M&E and/or budgeting frameworks and 3 years at ASD level. An NQF 7 qualification or specialised training/courses will serve as an added advantage Competencies / Skills: The ideal candidate should have knowledge of Strategic Planning Processes Frameworks and Legislation; Monitoring, Reporting & Evaluation Frameworks; Basic Research Methodologies and Government Budgeting Frameworks. 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. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Personal attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and focused, solution orientated and able to work under stressful situations and the ability to maintain high levels of confidentiality.

DUTIES : The successful candidate will be responsible to provide support with the oversight and direction of Strategic Plans and Annual Performance Plans, reporting and implementation programmes in government. This entails analysing the draft Strategic Plans and Annual Performance Plans of departments, provide advice and resolve queries related to medium term planning ; Reviewing and refining the

Planning Frameworks and providing content, administrative, logistical support and training w.r.t. medium term planning for national departments and public entities. Assess quarterly performance reports, provide training and support on the quarterly reporting system to national departments and public entities, provide technical and administrative support during performance dialogue sessions with national departments Provide support to the Senior Planning Specialist, compile and make presentations during planning fora's for both national departments and Public Entities. Ensuring the Chief Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) and DPSA prescripts are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Chief Directorate and ensuring sound corporate governance mechanisms for the Chief Directorate.
Ms J Mchunu Tel No (012) 312-0462.

ENQUIRIES

DEPARTMENT OF PUBLIC WORKS

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

- APPLICATIONS** : **Head Office:** The Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or Central Government Offices Building, Corner of Vermeulen (Madiba) and Bosman Streets, Pretoria. ATTENTION: Ms NP Mudau **Pretoria Regional:** The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms M Masubelele. **Johannesburg Regional:** The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr M Mudau **Kimberley Regional:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms N Hlongwane
- CLOSING DATE** : 23 November 2018 at 16h00
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply.
- : **ERRATUM** : Kindly be advised that the following positions advertised on Circular No: 42 has been withdrawn: Construction Project Manager (14 posts) Ref No: 2018/113A-F, Control Works Manager (1 post) Ref No: 2018/120B Johannesburg Regional Office, Chief Artisan (Grade A) (6 posts) Ref No: 2018/126A and 2018/126B, Senior Accounting Clerk: Batch Control Ref No: 2018/160 (2 posts), Senior Foreman Horticulture Ref No: 2018/163, Security Officer: Security Services Ref No: 2018/165 (4posts). All the positions have been re-advertised.

OTHER POST

- POST 44/48** : **CHIEF ARCHITECT REF NO: 2018/166**
- SALARY** : R 854 154 – R 976 635 per annum (All-inclusive Salary package in accordance with OSD)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : B Degree in Architecture or relevant qualification and six (6) years Architectural post qualification experience required. Compulsory registration with the South African Council of the Architectural Profession (SACAP). A valid driver's license. KNOWLEDGE: Architectural design, Knowledge in the field of energy efficiency and sustainable design, A good understanding and competence in the context of the built environment, Developed knowledge and understanding of National Government's responsibility to improve access to Government services, Legislative and legal aspects of built environment developments and informed decision-making, Knowledge of contract building law to the extent applied in the profession is also important, Experience in conducting Feasibility studies would be advantageous as well as knowledge or the real estate industry and asset management. SKILLS: Well-developed project management, analytical, planning,

legal compliance, interpersonal, communication, executive report-writing and presentation skills as well as computer literate and capable to operate the MS Office Suite and AutoCAD, Must be an innovative and creative thinker, resourceful, people orientated, assertive, hard-working and self-motivated, be able to use Professional judgment in decision making and be able to work under pressure, Must have the ability to give technical inputs on small, large and mega projects as well as to project life cycle planning in support of immovable asset / portfolio management.

DUTIES : Review and evaluation existing and proposed built infrastructure, consultant's designs, drawings and details against best practice norms as applicable to new construction, rehabilitation, refurbishment, upgrade and maintenance in line with Departmental requirements, building regulations, legislation and municipal by-laws. Apply the policies, methods, practices and standards as well as ensure compliance with Departmental space and cost norms requirements. Visit facilities to assess and develop technical reports. Assess standards of installation, operations, maintenance and records. Understanding of user requirements and translation into options or accommodation solutions which may include the development of conceptual design. Provide technical reports so as to inform feasibility studies of small, medium and mega projects in the evaluation of the effectiveness and efficiency of existing and proposed architectural designs and built infrastructure in line with building grades, layout, space programming and space analysis. Determine the cost efficiency of projects and develop life cycle models and cost of different accommodation solutions in relation to construction time. Advise on economic life of existing infrastructure. Make recommendation on value enhancing strategies for the government property portfolio. Project manages the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Make forecast on the performance of state fixed assets while considering micro and macro-economic policies and the impact thereof on state investment and the property industry. Conduct sensitivity analysis to enable the formulation of proactive strategies for optimum portfolio management. Assess the financial and socio- economic benefits for all property investment/disinvestment option. Provide inputs into the development of business processes and guidelines for making sound investment decisions. Executive report writing.

ENQUIRIES : Mr V Bedesi, Tel No: (012) 406 2047

POST 44/49 : **CHIEF TOWN PLANNER: DISTRICTS AND RURAL PLANNING INNER-CITY REGENERATION (PLANNING AND PRECINCT DEVELOPMENT) Ref No: 2018/167**

SALARY : R854 154--976 635 per annum (All-inclusive Salary package in accordance with OSD)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A B Degree in Urban /Town and Regional Planning or relevant qualification with six years post qualification professional experience required. Compulsory Registration as Professional Planner with the South African Council for Planners (SACPLAN), Experience in urban design will serve as an advantage • A valid driver's licence, Knowledge: Proper developed knowledge and understanding of National Government's responsibility to improve access to Government services, Inter-related macro/micro town planning related to the development of Government precincts and revitalization and development of district and rural centres for improved inner-city (CBD), Development of site development plans to meet inner-city regeneration and initiatives, Project management principles (including the coordination of various activities of others) • Liaison with district and rural authorities, Feasibility studies, Legislative and legal aspects of built environment developments and informed decision-making, Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, report-writing and presentation skills, Computer literacy.

DUTIES : The main purpose of the position is to plan for the development of identified government precincts within the spatial development parameters of district and rural municipalities to ensure integration. This is to be achieved through, inter alia: Collaboration with User Departments, sector departments, national and municipal

spheres of government. Government estate footprint assessment and prioritization of targeted municipalities. Development of opportunities into packaged accommodation solutions. Integration of site development plans with urban fabric. Identification of State buildings for brownfield development. Identification of land parcels in precincts for development. Alignment of user needs. Site due diligence and adherence to planning legislation. Integration of site development plans. Draft and signed land availability agreements. Facilitate site clearance and bulk service installation. Project manage all town planning related tasks towards packaged precinct solutions. Co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of Project Execution Plans and manage site clearance standards as agreed with Project Managers. Compile spatial development frameworks (SDF) in line with Municipal Planning. Human Capital Development-Mentor: train and develop candidate town and regional planners and town and regional planners to promote skills/knowledge transfer and adherence to sound town and regional planning principles and code of practice, Supervise town and regional planning work and processes; Performance management and development.. Research/literature studies on town and regional planning technology to improve expertise; Liaise with relevant bodies/councils on town and regional planning-related matters. The extent of effective and efficient research and development.

- ENQUIRIES** : Ms S Subban, Tel No: (012) 406 2044 / 1790.
- POST 44/50** : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: CORRECTIONAL SERVICES Ref 2018/168**
- SALARY** : R826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification in the related field. Appropriate experiences in the relevant field. Knowledge of Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; financial administration processes and systems; maintenance of databases; procurement processes and systems. Skills: Advanced numeracy; advanced computer literacy. Ability to work under pressure; facilitation; research. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.
- DUTIES** : To manage the alignment of the accommodation portfolio of Justice & Others - verify accommodation particulars to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant service providers; liaise with Justice & Others regarding leasing issues, facilities management and maintenance; liaise and interact with regional offices and service providers; assist client with request for funding of accommodation needs; extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Co-ordinate and monitor the budget and expenditure levels of Justice & Others - analyse budget on WCS and PACE; monitor expenditure levels; verify funds which are deposited in Justice & Others' suspense account; verify if deposited funds are accounted for and allocated to the correct services; conduct the monthly reconciliation of the suspense account; prepare cost analyses for the development and leasing of accommodation; align cash flows, project plans and quality reports per services on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF); provide budget inputs for the managers, Key Account Management, Justice & Others and others and Customer Building. Provide management support with general office functions related to the accommodation portfolio of Justice & Others- liaise with project managers on progress per project; verify registered services on the Work Control System (WCS)

for incorrect data; co-ordinate meetings with executing units and service providers; compile agenda and verify minutes of the previous meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration-: Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.

- ENQUIRIES** : Mr B Kgasoane, Tel No: (012) 406 2020
- POST 44/51** : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: JUSTICE & OTHERS Ref 2018/169**
- SALARY** : All-inclusive salary package of R826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification in the related field. Appropriate experiences in the relevant field. Knowledge of Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; financial administration processes and systems; maintenance of databases; procurement processes and systems. Skills: Advanced numeracy; advanced computer literacy. Ability to work under pressure; facilitation; research. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.
- DUTIES** : To manage the alignment of the accommodation portfolio of Justice & Others - verify accommodation particulars to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant service providers; liaise with Justice & Others regarding leasing issues, facilities management and maintenance; liaise and interact with regional offices and service providers; assist client with request for funding of accommodation needs; extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Co-ordinate and monitor the budget and expenditure levels of Justice & Others - analyse budget on WCS and PACE; monitor expenditure levels; verify funds which are deposited in Justice & Others' suspense account; verify if deposited funds are accounted for and allocated to the correct services; conduct the monthly reconciliation of the suspense account; prepare cost analyses for the development and leasing of accommodation; align cash flows, project plans and quality reports per services on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF); provide budget inputs for the managers, Key Account Management, Justice & Others and others and Customer Building. Provide management support with general office functions related to the accommodation portfolio of Justice & Others- liaise with project managers on progress per project; verify registered services on the Work Control System (WCS) for incorrect data; co-ordinate meetings with executing units and service providers; compile agenda and verify minutes of the previous meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration-: Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement

and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.

ENQUIRIES :

Mr B Kgasoane Tel No: (012) 406 2020

POST 44/52 :

DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: DEFENCE & MILITARY VETERANS Ref 2018/170

SALARY :

All-inclusive salary package of R826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE :

Head Office (Pretoria)

REQUIREMENTS :

A three year tertiary qualification in the related field. Appropriate experience in the relevant field. Knowledge of Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; financial administration processes and systems; maintenance of databases; procurement processes and systems. Skills: Advanced numeracy; advanced computer literacy. Ability to work under pressure; facilitation; research. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.

DUTIES :

To manage the alignment of the accommodation portfolio of Justice & Others - verify accommodation particulars to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant service providers; liaise with Justice & Others regarding leasing issues, facilities management and maintenance; liaise and interact with regional offices and service providers; assist client with request for funding of accommodation needs; extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Co-ordinate and monitor the budget and expenditure levels of Justice & Others - analyse budget on WCS and PACE; monitor expenditure levels; verify funds which are deposited in Justice & Others' suspense account; verify if deposited funds are accounted for and allocated to the correct services; conduct the monthly reconciliation of the suspense account; prepare cost analyses for the development and leasing of accommodation; align cash flows, project plans and quality reports per services on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF); provide budget inputs for the managers, Key Account Management, Justice & Others and others and Customer Building. Provide management support with general office functions related to the accommodation portfolio of Justice & Others- liaise with project managers on progress per project; verify registered services on the Work Control System (WCS) for incorrect data; co-ordinate meetings with executing units and service providers; compile agenda and verify minutes of the previous meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration-: Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.

ENQUIRIES :

Mr B Kgasoane Tel No: (012) 406 2020

POST 44/53 :

DEPUTY DIRECTOR: PROPERTY PAYMENTS (2x Posts) REF NO: 2018/ 171

<u>SALARY</u>	:	All-inclusive salary package of R826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Economics, Accounting, business studies or relevant qualification, Relevant working experience in Property Management and / or finance Management experience, Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage, Willingness to travel, Valid unendorsed drivers licence. Knowledge: Knowledge of the property industry, Property management processes and systems, Procurement and tender regulations, Public Finance Management Act, Treasury Regulations, financial delegations and applicable financial management legislation. Skills: Effective communication skills, Advanced report writing skills, Numeracy and accounting, Computer literacy, Ability to work with service providers and clients at various levels, Organisation and planning, Relationship management, Project management, Interpersonal and diplomacy skills, Presentation skills, Analytical thinking, Problem solving skills, Decision making skills, Negotiation, Conflict resolution, Motivational skills. Personal Attributes: Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hard-working, highly motivated.
<u>DUTIES</u>	:	Development, implement and maintain property debt management policies; develop and give advice on the implementation of debt management procedures and policies; ensure that annual financial results are compiled in accordance with policies, prescripts and directives; implementation internal control policies in compliance with departmental policies; develop and implement procedures to reduce the outstanding debt; Develop mechanism to assist with debt recovery and below market rentals; Monitor debtor age analysis trend and provide intervention where required; verify debtors monthly schedule; respond to and resolve audit queries and compile monthly expenditure reports. Effective management of the sub-directorate- administrate employment related processes of the component; Manage the budget and expenditure of the component; Co-ordinate units monthly and quarterly reports. Maintain and update creditors and customers master data files. Implement and monitor compliance to internal control measures. Development of policy guidelines. Manage budgets of the Section .Liaise with clients regarding property payments and revenue. Respond to audit queries. Manage staff and employment related processes. Management of the Section.
<u>ENQUIRIES</u>	:	Mr E Nkuna, Tel No: (012) 406 1210
<u>POST 44/54</u>	:	<u>DEPUTY DIRECTOR: IAR ACCOUNTING (2 POSTS) Ref 2018/172 (24 Months Contract)</u>
<u>SALARY</u>	:	All-inclusive salary package of R826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Financial Accounting; Asset Management or related qualification; relevant experience in Asset Management, financial reporting and project management. Asset Management; Accounting; Financial Management; Property Management; Project Management. KNOWLEDGE: Framework for supply chain management; Structure and functioning of the Department; Business functions and processes of the Department; Supply Chain Management; GIAMA; Asset Management; Public Finance Management Act; GRAP requirements for immovable assets; Financial Accounting; Treasury Regulations; Public Service Act and Regulations. SKILLS: Strategic capability and leadership; Programme and project management; Information and Knowledge management; People Management and empowerment; Problem solving and change management; Policy analysis and development; Client orientation and customer focus; Service delivery innovation; Financial management; Communication (verbal and written); Computer literacy; Stakeholder management; Planning and coordination; Presentation and facilitation; Quality management. PERSONAL ATTRIBUTES: Ability to handle confidential information; Analytical thinking; Innovative; Creative; Resourceful; People orientated; Assertive;

<u>DUTIES</u>	: Hardworking; Trustworthy; Self-motivated; Ability to work independently. Ability to work under pressure; a valid Driver's licence.
<u>DUTIES</u>	: Implement Immovable Asset Register Management (IARM) policies and procedures: Perform regular review and assessments of IARM policies and procedures to ensure that they are aligned to the GRAP (16, 17 and 103), GIAMA, PFMA and other statutory requirements. Liaise with technical and other units that inform GRAP compliance. Ensure IAR compliance with relevant legislations requirements -Identify completed projects for capitalisation; Design and manage a plan for physical verification of completed projects; Ensure that the IAR is updated with acquisitions, valuations, disposals and transfers; Apply deemed cost on properties (transfer, additions etc.); Perform monthly reconciliations for itemised billing, leases, AUC, municipal rates & taxes and other customer transactions. Perform reconciliations between Deeds and the IAR bi-annually; Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the Interim Financial Statements and Annual Financial Statements; Perform reconciliation between properties handed over for physical verification and QA report and update IAR; Investigate and report on variances; Make necessary recommendations to resolve discrepancies; Develop and implement IAR risks management controls:-Develop the risk and control matrix; and monitor compliance thereof; Analyse audit reports and develop audit remediation plans; Implement audit plans and respond to audit queries. The management of the sub-unit and human resources -Manage budget and expenditure of the component efficiently; Provide advisory support to management on asset register; Manage the administration, training and development of staff; Ensure that performance appraisals are carried out quarterly.
<u>ENQUIRIES</u>	: Mr S. Sokhela, Tel No: (012) 406 1143 / 2043
<u>POST 44/55</u>	: <u>DEPUTY DIRECTOR: LEASED PROPERTY Ref 2018/173</u>
<u>SALARY</u>	: All-inclusive salary package of R826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE REQUIREMENTS</u>	: Head Office (Pretoria) : A three year tertiary qualification in Real Estate Management or related qualification; relevant experience on supervisory or Assistant Director Level in Asset Management/ Property/Facilities Management. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. Skills: Effective communication skills; advanced report writing skills; computer literacy; planning and organising; numeracy; diplomacy skills; interpersonal skills; policy analysis and development problem solving; presentation skills; hardworking; self-motivated; ability to work under pressure; ability to communicate at all levels. Must be prepared to travel; drivers licence; willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	: To participate in the development of policy and master plan for lease portfolio, provide guidelines and inputs on drafting plans regarding leased properties; ensure compliance to property legislations; ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends; Reconciliation of revenue and expenditure of all freehold and leased property. Manage the implementation of strategies for lease management and return of investments for National Government lease portfolio; Develop and implement impact assessment and sustainability protocols for lease management, Monitor long term approaches to revenue management, accurate property valuations and rentals; Management and administration of leased property, ensure effective functionality of leased properties, ensure effective administration and performance of buildings for client satisfaction; ensure effective administration of leased properties and freehold portfolio, Provide guidance, reporting and leadership for effective implementation of BBBEE activities; Provide clear strategies for lease management for regions. Management of freehold portfolio, Conduct customer satisfactory survey for lease portfolio; Manage the preparation processes of lease agreements; the reconciliation of property payments and revenues with leases manage litigation and/or arbitration related to property payments and revenue; performance of risk management functions on the property portfolio; Create leading benchmarks and

practices for lease management within national government; Monitor and ensure property compliance with local regulations and laws. The administration of leased accommodation, Provision of inputs on SCM procurement processes; Ensure the functionality of negotiations processes. Ensure functionality tool are embedded in process. Ensure lease agreements are within industry trends. Ensure optimal procurement practices for both freehold and lease; administer lease portfolios and agreements; approve rentals and payments regarding leases; negotiate and manage renewals of leased.

ENQUIRIES : Mr M Mabinja, Tel No: (012) 406 2066

POST 44/56 : **DEPUTY DIRECTOR: MAINTENANCE Ref 2018/174**

SALARY : All-inclusive salary package of R826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Property or Facilities Management or the relevant field and relevant experiences. Knowledge: Engineering Industry (Electrical or Civil or Mechanical); Construction Industry; National Building Regulations and Standards; Property and Facilities Management. Skills: Computer Literacy; Planning and Organising; Problem solving; Analytical thinking; Numeric skills; Decision making; management; Motivational skills; Project Management; Advanced communication; Conflict management; Interpersonal skills and Time. Personal Attributes: Resourceful; Solution orientated; Creative; Ability to work under stressful situations; Highly motivated; Trustworthy; Punctuality; Assertive; Hard-working; Ability to work independently. A valid Drivers' license; Prepared to travel; Willing to adapt to working schedule in accordance with office requirements.

DUTIES : Perform research required to stay in touch with new business practices; Develop guidelines, norms & standards, policies and strategies for contract management; Make recommendations for changes and improvements to existing standards, policies, and procedures; Develop and review User Asset Management Plan (U-AMP); Manage the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures; control of reactive and preventative maintenance services in a timely and cost efficient manner; ensure that all stakeholders are given timely and appropriate information about maintenance programs and projects; Prepare documents for equipment procurement and prepare job specifications. Establish schedules and methods for providing facility maintenance services; Identify resource needs; review needs with appropriate management staff; allocate resources accordingly. Manage the conduction and documentation of regular facilities inspections; ensure compliance with health and safety standards; implement best practice processes to increase efficiency; Establish implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work; Compile and submit all required performance and administrative reports; Serve on transversal task teams as required. Procurement and asset management for the sub directorate; Provide functional technical advice and guidance.

ENQUIRIES : Mr Nkosana Kubeka, Tel No: (012) 406 1504

POST 44/57 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT Ref 2018/175**

SALARY : All-inclusive salary package of R826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Property or Facilities Management or related with relevant experience on an ASD level/ Equivalent. A valid driver's licence. Knowledge and understanding of Construction Industry, National Building Regulations and Standards, Facilities Management, Property Management, Archibus - ERP system. Skills: Computer Literacy, Numeric skills, Decision making, Advanced communication and Project Management. Ability to work under stressful situations. Ability to work independently. A valid Drivers' license.

		Prepared to travel. Willing to adapt to working schedule in accordance with office requirements.
<u>DUTIES</u>	:	Develop facilities contract management guidelines, norms & standard, polices and strategies-:Develop guidelines, norms & standards, policies and strategies for contract management; standardise facilities contract management policies; provide information on facilities contract management policies, methods and practices; engage with project managers to ensure correct interpretation of acts, policies and agreements; interpret contracts and related documents for project managers and consultants; Co-ordinate & oversee the preparation, analysis negotiation and review of contracts for facilities management -: Serve as primary departmental contact during contract negotiations. Conduct contract strategy meetings to identify issues and client requirements, facilitate pricing discussions, and obtain input on timelines and deliverables. Establish and maintain strong business relationships with stakeholders and effectively manage contract enquiries, issues, disputes, variations, risks and undertaking negotiations as required. Engage relevant stakeholders in negotiation decisions involving legal or regulatory requirements, contract standards and cost targets. Coordinate the development of facilities management contracts and ensure compliance with procurement procedures and legislation -: Manage the development of key performance indicators for facilities management contracts. Develop cost estimate for contracts; Develop service level agreement for facilities management contracts; Oversee Service Level Agreement Compliance; Review contractual performance to ensure compliance with the terms and to identify non-compliance issues. Maintain deadlines on deliverables. Manage the Sub Directorate-: Maintenance of discipline; Management of performance and development; Undertake Human Resource and other related administrative functions; Establish implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work; Compile and submit all required performance and administrative reports; Serve on transversal task teams as required. Procurement and asset management for the sub directorate; Plan and allocate work. Quality control of work delivered by employees; Provide functional technical advice and guidance.
<u>ENQUIRIES</u>	:	Nkosana Kubeka, Tel No: 012 406 1504
<u>POST 44/58</u>	:	<u>DEPUTY DIRECTOR: GEOGRAPHIC INFORMATION SYSTEMS (GIS) (24 MONTHS CONTRACT) REF NO: 2018/176</u>
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>SALARY</u>	:	All-inclusive Salary Package of R 826 053.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Geographic Information System as recognized by SAQA, registration with SAGC (PLATO), Relevant experience in GIS, Asset Management, Statistical analysis and project management will be an added advantage. Willingness to travel, a valid driver's license, excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking, Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage, Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers, Good Verbal and written communication Skills. Understanding the mandate of the Department, People Management Skills, Strategic leadership and Economic orientation.
<u>DUTIES</u>	:	Design, plan and perform advanced GIS analysis to address organizations strategic objective, Undertake spatial modelling, 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 visualization of data to meet the stated requirement, Manage and implement image processes and procedures, Undertake operational and project requirements. Manage GIS Sub Directorate effectiveness, Allocate, control, monitor and report on all resources, Manage and implement knowledge sharing initiatives e.g. short-term assignments and training,

continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. GIS Establishment and implementation, Undertake cost benefit analysis of GIS in the REIRS branch, Develop process model and workflows diagrams, Implement GIS policy and standards, give support in drafting the Terms of Reference for GIS projects. 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.

ENQUIRIES : Mr. S Sokhela Tel No: (012) 406 2043

POST 44/59 : **DEPUTY DIRECTOR: MOVEABLE ASSET MANAGEMENT Ref 2018/177**

SALARY : All-inclusive salary package of R 697 011.00 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Supply Chain Management/ Financial Management or equivalent. Related financial/asset management experience in the relevant field. Knowledge of Accounting and Business Processes Structure and functioning of the Department; Business functions and processes of the Department; Supply Chain Management; extensive understanding and experience in GRAP reporting principles, Financial Systems (LOGIS and BAS); Public Finance Management Act; Treasury Regulations; Public Service Act and Regulations. Skills: Communication Skills; Problem Solving; Financial Management; Interpersonal Skills; Resource Management; Project Management; Computer Literacy. Personal Attributes: Ability to handle confidential information; Analytical thinking; Innovative; Creative; Resourceful; People orientated; Assertive; Hardworking; Trustworthy; Self-motivated; Ability to work independently. Ability to work for long hours. A valid Driver's licence.

DUTIES : Design and develop asset management systems, policies, perform strategic and annual physical asset management planning, establish the asset management capability of the department; Monitor and review the capturing of all movable assets in the asset register; Monitor and review the allocation of assets; manage the life cycle of movable assets; planning and monitoring of the asset verification process for Head Office and Regional Offices; compile and consolidate both head office and regional office reconciliation in accordance with GRAP standards; manage stock audits and stock takes, asset identification, bar coding and standardization of asset naming and description; manage stock discrepancies and disposal process. Implement policies and processes for efficient management of moveable assets; Ensure effective execution of all functions pertaining to Moveable Asset Management; ensure optimal utilization of assets; Oversee and review the monitoring of assets in accordance with the relevant policy and procedures, prepare relevant reports for management and auditors. Maintenance of discipline; Management of performance and development; Undertake Human Resource and other related administrative functions; Establish implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the sub-directorate and report on progress as required; Develop implement and maintain processes to ensure proper control of work; Compile and submit all required administrative reports; Serve on transverse task teams as required. Procurement and asset management for the sub directorate; Planning and allocate work; Quality control of work delivered by employees; Functional technical advice and guidance.

ENQUIRIES : Mr H Sigwavhulimu, Tel No: (012) 406 1319.

POST 44/60 : **DEPUTY DIRECTOR: SCM ACQUISITION – PROPERTY AND FACILITIES MANAGEMENT REF NO: 2018/178**

SALARY : All-inclusive salary package R697 011.00 per annum (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management and related supply chain management experiences. Knowledge: Thorough knowledge

and understanding of government procurement systems and relevant legislation; supply chain management; built environment industry; In-depth knowledge best practice of Supply Chain Management Framework, Acts, Regulations and Guidelines; Construction Industry Development Board Act (CIDB), 2000 and Regulations. BBEEE Code of Good Practice, Preferential Procurement Policy Framework Act (PPPFA) 2000 (Act 5 of 2000) Skills: Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; numeracy; statistical skills. Personal Attributes: Analytical thinking; innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; able to establish and maintain networks; trustworthy; assertive; hard-working; self-motivated; ability to work independently.

DUTIES : Manage, design and develop acquisition management policies, processes and procedures; Compile operational/supply chain acquisition management plan and obtain approval; Manage the execution of the acquisition management plan; Monitor and review the acquisition management activities; Setting up the Bid Specification Committees, Bid Evaluation, and Bid Adjudication and render a secretariat service to the relevant committees. Compilation of bid documents and advertisements. Publishing of bid documents. Processing and management of bid documents. Receive, evaluate and adjudicate expressions of interest. Management of performance and development. Undertake Human Resource and other related administrative functions. Implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Plan and allocate work. Apply the CIDB prescripts and Code of Conduct across the infrastructure programme; Manage and oversee the implementation of an acquisition management system for the procurement of property and facilities. Participate in development of the Procurement Plans for property and facilities management; management of the responsibilities for the property and facilities management stream for Head Office and Regional Offices, Assist with management controls, Provide timeous reports to management on performance of the SCM value chain for property and facilities management; and Provide support and leadership to Regional Offices for the timeous delivery of property and facilities management. Manage the establishment and administration of various types of contracts (term, ad hoc or transversal contracts) Keep and track records of acquisition status Quality control of work delivered by employees. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPW.

ENQUIRIES : Mr Raymond Naidoo Tel No: (012) 406 1191

POST 44/61 : **CONSTRUCTION PROJECT MANAGER (X14 POSTS) RE-ADVERTISEMENT**
Note: Those who applied previously need to re-apply

SALARY : R679 338 - R728 400 all-inclusive (OSD) package per annum
CENTRE : Cape Town Regional Office Ref No: 2018/179 A(X1 Post)
 Bloemfontein Regional Office Ref No: 2018/179 B(X3 Posts)
 Mthatha Regional Office Ref No: 2018/179 C(X2 Posts)
 Kimberly Regional Office Ref No: 2018/179 D(X4 Posts)
 Port Elizabeth Regional Office Ref No: 2018/179 E(X2 Posts)
 Johannesburg Regional Office Ref No: 2018/179 F(X2 Posts)

REQUIREMENTS : A National Higher Diploma (Built Environment Field) with a minimum of four years (4) and six (6) months certified experience, B-Tech (Built Environment field) with a minimum of four (4) years certified managerial experience, Honours Degree in any Built environment field with a minimum of three (3) years' experience, Compulsory registration with the SACPCMP as a Professional Construction Manager, A valid driver's licence, Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well

		as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.
<u>DUTIES</u>	:	Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.
<u>ENQUIRIES</u>	:	Mr W. Hlabangwane Tel No: 012 406 1734
<u>POST 44/62</u>	:	<u>ASSISTANT DIRECTOR: SECRETARIAT: OFFICE OF THE SENIOR EXECUTIVE OFFICER PMTE REF NO: 2018/180</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 693.00 per annum Head Office (Pretoria)
	:	A three year tertiary qualification in Office Management, management science or related field and appropriate experience in the relevant environment. Knowledge of Minimum Information Security Standards (MISS) Act; structure and functioning of the Department; Departmental standards and regulations; Parliamentary protocol processes; linkages with government clusters; Secretariat responsibilities; knowledge of the property and construction industries. Skills: ability to communicate at all levels; ability to write accurate minutes; language proficiency; report writing; financial administration; organizing and planning; computer literacy; general office management and organisational skills; project management; time management; problem solving skills; decision making skills. Personal Attributes: Analytical thinking; innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; able to establish and maintain personal networks; trustworthy; assertive; ability to work independently.
<u>DUTIES</u>	:	Manage secretariat support to all technical and structured committees within the department manage the arrangement of meetings, including all logistical requirements- e.g. secure venues for meetings and certain departmental events, prepare agendas, minutes and action lists for meetings; ensure quality control on developed, agendas, minutes and related documentation; ensure follow-up and assist with the implementation on decisions taken during meeting, ensure the liaison with internal and external stakeholders in relation to scheduled meetings, ensure management of proper archiving system regarding documentation for meetings, ensure a proper coordination of dates for meetings and incorporate into the Departmental Year Planner, ensure that professional standards are maintained in relation to services rendered and resource requirements, manage, direct and co-ordinate aspects of employment and utilisation of staff attached to the Office; monitor the financial management of the Office and co-ordinate the budget – where necessary make recommendations regarding the utilisation thereof; manage the resource requirements of the Office; manage, sort, analyse and schedule the information framework and flow thereof through the Office; General office management with specification to office inventory, manage office management systems; manage the security profile of the Office; co-ordinate and administrate logistical arrangements – travel and accommodation during meetings; co-ordinate and manage administrative aspects relevant to the sub-directorate.
<u>ENQUIRIES</u>	:	Mr. H Worst Tel No: (012) 406 1382

POST 44/63 : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT (2 x Posts)**
CORRECTIONAL SERVICES: FINANCE AND ADMINISTRATIVE SERVICES
REF NO: 2018/181

SALARY : R 444 693.00 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS :

A three year tertiary qualification in Public Administration or related qualification and appropriate relevant experiences. Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; financial administration processes and systems; maintenance of databases; procurement processes and systems. Skills: Advanced numeracy; advanced computer literacy. Ability to work under pressure; facilitation; and research. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.

DUTIES : Assist with the management and alignment of the accommodation portfolio of Defence & Military Veterans: - verify accommodation particulars to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant service providers; liaise with Defence regarding leasing issues, facilities management and maintenance; liaise and interact with regional offices and service providers; assist client with request for funding of accommodation needs; extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Co-ordinate and monitor the budget and expenditure levels of Defence & Military Veterans: - analyse budget on WCS and PACE; monitor expenditure levels; verify funds which are deposited in Defence's suspense account; verify if deposited funds are accounted for and allocated to the correct services; conduct the monthly reconciliation of the suspense account; prepare cost analyses for the development and leasing of accommodation; align cash flows, project plans and quality reports per services on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF); provide budget inputs for the managers, Key Account Management, Defence and others and Customer Building. Provide management support with general office functions related to the accommodation portfolio of Defence & Military Veterans: - liaise with project managers on progress per project; verify registered services on the Work Control System (WCS) for incorrect data; co-ordinate meetings with executing units and service providers; compile agenda and verify minutes of the previous meetings; liaise and interact with regional offices and service providers. Monitor an effective audit process- audit data to ensure correct distribution and referencing of data; respond to audit queries; resolution of audit queries.

ENQUIRIES : Mr B Kgasoane Tel No: (012) 406 2020

POST 44/64 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS AND REVENUE REF NO:**
2018/ 182

SALARY : R444 693 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS :

A three year tertiary qualification in economics, accounting, business studies or relevant qualification and relevant working experience in Property Management and / or finance, Supervisory experience, Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage, Willingness to travel, Valid unendorsed drivers licence. Knowledge: Knowledge of the property industry, Property management processes and systems, Procurement and tender regulations, Public Finance Management Act, Treasury Regulations, financial delegations and applicable financial management legislation. Skills: Effective communication skills, Advanced report writing skills, Numeracy and accounting, Computer literacy, Ability to work with service providers and clients at various levels, Organisation and planning,

- Relationship management, Project management, Interpersonal and diplomacy skills, Presentation skills, Analytical thinking, Problem solving skills, Decision making skills, Negotiation, Conflict resolution, Motivational skills. Personal Attributes: Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hard-working and highly motivated, research.
- DUTIES** : Ensure that annual financial results are compiled in accordance with policies, prescripts and directives; implementation internal control policies in compliance with departmental policies; Monitor debtor age analysis trend and provide intervention where required. Effectively manage claims by ensuring that debt claims are recovered within prescribed timeframes; ensure that balances are confirmed with client department; resolve tenants disputes on payments; ensure that debt claims are correctly recorded; Monitor tenant's rental payment trend analysis. Ensure compliance with related prescripts, delegations and procedures, Implement internal control measures, Effective implementation of the property expenditure management system, Manage property revenues, Liaise with clients regarding property payments and revenue and respond to audit queries.
- ENQUIRIES** : Mr E Nkuna, Tel No: 012 406 1210
- POST 44/65** : **CONTROL WORKS MANAGER: BUILDING (X 1 POST) RE-ADVERTISEMENT REF NO: 2018/183**
Note: Those who applied previously need to re-apply
- SALARY** : R444 693.00 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A three year tertiary qualification in the Building or civil engineering field with relevant building maintenance and project management experience and extensive supervisory experience. Ability to plan, organize and manage people and resources. A valid driver's license. Computer literacy (MS Excel, Word and Projects). Knowledge and understanding of the PFMA, the OHS Act, LOGIS and EPWP as well as Government procurement systems (including SCM policies). Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good communication (both written and verbal) skills. Professional registration will serve as an advantage.
- DUTIES** : Manage minor projects as well as planned and unplanned maintenance. Conduct building condition surveys of Government buildings. Minor work performance of Chief Works. Compile specifications and handle inspections in the civil and building field. Managers and Works Managers and support staff. Analyze all maintenance reports submitted by Chief and Works Managers. Responsible for site inspections and reports on leased buildings. Assist in site handovers as well as first and final deliveries including close out reports on minor repairs projects under Facilities. Management. Facilitate negotiations with contractors on behalf of the Chief Works Managers. Responsible for checking and verifying the scope of works specifications, estimates and evaluate quotations according to the National Building Regulations and the OHS Act. Plan and execute service contracts for building works. Formulate policies and administrative procedures for building maintenance. Contribute extensively to the budgeting process for maintenance. Manage expenditure of day-to-day maintenance budget as per the PFMA. Compile and submit monthly technical reports to Head: Facilities Management.
- ENQUIRIES** : Mr KC Muthivheli (JHB) Tel No: (011) 713 6097
- POST 44/66** : **CHIEF ARTISAN (GRADE A) (X6 POSTS) RE-ADVERTISEMENT**
Note: Those who applied previously need to re-apply
- SALARY** : R365 646.00 per annum (OSD)
CENTRE : Pretoria Regional Office Ref No: 2018/ 184A (X5 Posts) 1Carpenter, 1Plumber, 1Mechanical-Fitter, 1Boiler Maker, 1Electrician
Kimberly Regional Office: 2018/184B (1 XPOST)
- REQUIREMENTS** : Proof of having passed a Trade Test, and Ten (10) years post qualification experience required as an Artisan/Artisan Foreman. Knowledge of the PFMA and the OHS Act. Knowledge of Project management, Technical design and analysis,

		Knowledge Computer-aided technical applications, Knowledge of legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills. A valid driver's Licence.
<u>DUTIES</u>	:	Effective supervision of day to day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, monitor the removal of refuse and office furniture at state buildings, attend maintenance related meetings with client departments. Assist with financial and procurement administration processes of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities.
<u>ENQUIRIES</u>	:	Mr J De Wit, (Pta) @ 082 889 0283, Ms R Baulackey (Kimberly) Tel: 053 838 5202
<u>POST 44/67</u>	:	<u>ASSISTANT DIRECTOR: SCM ACQUISITION – PROPERTY AND FACILITIES MANAGEMENT REF NO: 2018/185</u>
<u>SALARY</u>	:	R356 289. per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Supply Chain Management or related qualification. Relevant experience in Procurement / Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy and computer literacy are all advantageous. Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.
<u>DUTIES</u>	:	Ensure that SCM prescripts, processes are complied with in line with the relevant legislative and regulatory frameworks. Manage, facilitate, execute, support and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the procurement plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPW. Management of the staff.
<u>ENQUIRIES</u>	:	Mr Herman Masha Tel No: (012) 406 1997

POST 44/68 : **ASSISTANT DIRECTOR: SCM ACQUISITION - INFRASTRUCTURE Ref 2018/186**

SALARY : R356 289. per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS :

A three year tertiary qualification (NQF Level 6) in Supply Chain Management or related qualification and relevant experience in Procurement / Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations, Construction Industry Development Board (CIDB) Act and CIDB Regulations as well as the Standard for Infrastructure Procurement and Delivery Management (SIPDM). Understanding of government procurement systems and processes and of the built environment and property industries. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy and computer literacy are all advantageous. Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.

DUTIES : Ensure that SCM prescripts, processes are complied with in line with the relevant legislative and regulatory frameworks. Manage, facilitate, execute, support and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the procurement plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPW. Management of the staff.

ENQUIRIES : Mr T Tladi, Tel No: 012 406 1864

POST 44/69 : **SENIOR ADMINISTRATION OFFICER: (2 Posts)**
FINANCE AND ADMINISTRATIVE SERVICES Ref 2018/187 A
SAPS & IPID Ref 2018/187 B

SALARY : R299 709. per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS :

A three year tertiary qualification (NQF Level 6) in Financial Administration/Public Administration and relevant experience. Knowledge: Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; State

budgetary systems; business-, accounting- and financial systems. Skills: Numeracy; accounting; organising; interpersonal skills; diplomacy; ability to follow a pro-active and creative problem solving approach; communication; computer literacy. Personal Attributes: Innovative; creative; trustworthy; hardworking; self-motivated; ability to work under pressure; analytical thinking; facilitation; research. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.

DUTIES : Verify accommodation particulars to determine correctness; apply space norms and cost limits to register and program the service; assist with the issuing of pre-designed information requests (PDIR) to Professional Services; assess and analyse accommodation requirements; compile and issue procurement instructions to executing units at Head Office and regional level; liaise with clients regarding leasing issues, facilities management and maintenance; assist client departments with request for funding of leased accommodation; draft and submit report to confirm alternative leased accommodation to regional offices. Ensure that collective funds are deposited in the client department's suspense account; ensure that deposited funds are accounted for and allocated to the correct services; assist with the monthly reconciliation of the suspense account and report to the client departments; prepare cost analyses for leased accommodation; obtain cash flows, project plans and quality reports per services on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF); provide budget inputs for the managers, Key Account Management and Customer Building. Liaise with project managers on progress per project; verify registered services on the Work Control System (WCS) to ensure that the system is updated by project managers; verify PACE report information per Client Department; co-ordinate meetings, arranging a venue and take minutes at meetings; liaise with regional offices and service providers; update filing system and submit copies of documentation to registry.

ENQUIRIES : Mr B Kgasoane Tel No: 012 406 2020

POST 44/70 : **SENIOR ADMINISTRATIVE OFFICER: OFFICE OF THE CHIEF DIRECTOR USER DEMAND MANAGEMENT REF NO: 2018/188**

SALARY : R 299 709.00 per annum
CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Administration / Management or equivalent qualifications and working experience in administration field. Knowledge: Wide range of office management and administrative tasks; Demonstrative computer literacy; relevant legislation/policies/prescripts and procedure; Sound knowledge on financial administration; Research and analysis of documents and situations. Skills: Advanced communication (verbal and written); Basic numeracy; Interpersonal skills; Office administration and organisational skills; Planning and organising; Good telephone etiquette; Computer literacy; High level of reliability. Personal Attributes: People orientated; hard working; Resourceful; Self-motivated; Trust worthy; multilingual; Creative. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Integration of meetings and development of a Corporate Calendar for the year; Compiling of business plan and aligning APP; Liaise and consolidate with stakeholders involved with the office; Ensure the effective flow of information and documents from the Chief Director to subordinates; Obtain inputs, collates and compiles reports; Scrutinizes routine submissions/reports and make notes and/or recommendations for the Chief Director; Resolve queries and complaints through the engagement of relevant stakeholders; Collects, analyses and collates information requested; Remain abreast with the procedures and processes that apply in the office of the manager; Collect and compiles all necessary documents to inform on the contents for the manager; Record minutes/decision and communicates to relevant role-players, follow-up on progress made; Prepares briefing notes for the manager as required; Coordinates logistical arrangements for meetings when required. Manage the budget for the office; Monitor budget expenditure; Provide support with the compilation of the annual budget;

Compilation of the monthly cash flows and expense report; Collect and coordinates all the documents that relate to the manager's budget; Assists manager in determining funding requirements for purpose of MTEF submission; Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending; Check and correlates SAGE reports to ensure that expenditure is allocated correctly; Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose; Compares the MTEF allocation with the requested budget and informs the manager of changes. Monitor, evaluate and reporting monthly/ quarterly / annually on Chief Directorate performance; Report on the performance of the Chief Directorate against operational plan, business requirements and targets; Liaise with the Directors on performance information reports; Quality- assurance the Portfolio of Evidence of the progress reports provided against the targets and performance indicators.

ENQUIRIES : Mr B Kgasoane Tel No: (012) 406 2020

POST 44/71 : **SENIOR ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT (INFRASTRUCTURE) (2 POSTS) Ref 2018/189**

SALARY CENTRE REQUIREMENTS : R299 709.00 per annum
 : Head Office (Pretoria)
 : A three year tertiary qualification (NQF Level 6) in Supply Chain Management or related qualification. Relevant experience in Procurement / Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations, CIDB Act and CIDB Regulations. Understanding of government procurement systems and processes and of the built environment and property industries. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills and computer literacy are all advantageous. Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.

DUTIES : Supervise, facilitate, execute, support and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the procurement plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPW.

ENQUIRIES : Mr T Tladi, Tel. 012 406 1864.

POST 44/72 : **SENIOR ADMINISTRATIVE OFFICER: SCM ACQUISITION – PROPERTY AND FACILITIES MANAGEMENT REF 2018/190**

SALARY : R 299 709 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management or related qualification. Relevant experience in Procurement / Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations, CIDB Act and CIDB Regulations. Understanding of government procurement systems and processes and of the built environment and property industries. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills and computer literacy are all advantageous. Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.

DUTIES : Supervise, facilitate, execute, support and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the procurement plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPW.

ENQUIRIES : Mr Herman Masha Tel No: 012 406 1997

POST 44/73 : **SENIOR PROVISIONING OFFICER: LOGISTICS (Subsistence and Travel) Ref 2018/191**

SALARY : R299 709.00 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Logistics, Financial Management or related qualification and relevant experience in Finance / SCM / Logistics. Computer skills (Excel) and a valid driver's license are compulsory. KNOWLEDGE of the National Treasury Travel Policy Framework, , Supply Chain Management, IT Systems (PERSAL and BAS), Public Finance Management Act, PPPFA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Collective Agreements, Codes of Remuneration and the Condition of Service

		Regulations and Procedures. Knowledge of Accounting and Business Processes. SKILLS: Advanced Communication Skills (verbal and written), Financial Management and excellent Computer skills. Ability to handle confidential information. Analytical thinking. Ability to work long hours.
<u>DUTIES</u>	:	The provision of effective administrative support of the Subsistence and Travel sub-directorate- ensure support in the development, review and update of Logistics policies; ensure introduction of logistics policies to the department; monitor compliance and provide policy support to Head Office and the Regional Offices; provide expert advice on matters related to Subsistence and Travel (S&T) ; provide weekly and monthly statistics and reports on S&T and entertainment; collate, capture data and maintain registers and prepare presentations on S&T; compile quarterly, interim and annual financial reports for Logistics. Prepare responses with regard to the resolution of audit queries-gather information to resolve audit queries and enquiries from management. The provision of effective management support within the sub-directorate- ensure the quarterly assessments and annual performance review of staff; ensure and monitor training of staff; ensure compliance with disciplinary and grievance code and handle administrative issues pertaining to human resources, i.e. leave schedules and meetings with staff. The effective service delivery and logistics services- manage improvement of service delivery activities within the sub-directorate; introduce new initiatives to ensure improved services. The effective client orientation and customer focus that ensures service delivery innovations and empowerment of clients- obtain feedback and monitor identified problems and address them through internal training sessions.
<u>ENQUIRIES</u>	:	Ms Ntombi Mahlangu Tel No: (012) 406 1444
<u>POST 44/74</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF SENIOR EXECUTIVE OFFICER Ref 2018/192</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 242 475.00 per annum Head Office (Pretoria) A three year tertiary qualification in Secretarial, office management or equivalent qualification; relevant experience in rendering a support service to senior management. Knowledge Wide range of office management and administrative tasks; Good telephone etiquette; Demonstrative computer literacy; Relevant legislation; Basic financial administration Skills Advanced communication (verbal and written); Sound organisational skill; Good people skill; Ability to communicate well with people at deferent; Basic numeracy; Office administration and organisational skills; Planning and organising; Ability to act with tact and discretion
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the manager-; receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries; Performs advanced typing work; Records the engagements of the senior manager; Utilises discretion to decide whether to accept/decline or refer to other employees, request for meetings, based on the assessed importance and urgency of the matter; Coordinates with and sensitises/advises the manager regarding engagements; Compiles realistic schedule of appointments; Renders administrative support services-;Ensure the effective flow of information and documents to and from the office of the manager; Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the manager and the unit where required; Collects, analyses and collates information requested by the manager; Clarifies instructions and notes on behalf of the manager; Ensures that travel arrangements are well coordinated; Prioritise issues in the office of the manager; Obtains the necessary signatures on documents like procurement advises and monthly salary reports; Provides support to manager regarding meetings; Scrutinise documents to determine actions/information/other documents required for meetings; Collects and compiles all necessary documents for the manager to inform him/her on the contents ; Records minutes/decision and communicates to relevant role-players, follow-up on progress made; Prepares briefing notes for the manager as required;

		Coordinates logistical arrangement for meetings when required; Collects and coordinates all the documents that relate to the manager's budget.
<u>ENQUIRIES</u>	:	Mr H Worst, Tel No: (012) 406 1382
<u>POST 44/75</u>	:	<u>ADMINISTRATIVE OFFICER: OFFICE OF THE SENIOR EXECUTIVE OFFICER REF 2018/193</u>
<u>SALARY</u>	:	R 242 475.00 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Office Management or equivalent qualification and appropriate experience in clerical and office administration duties. Knowledge: Public Finance Management Act and Wide range of office administration tasks. Skills: Effective communication; Report writing; Basic numeracy; Demonstrative computer literacy; Interpersonal relations; General office administrative and organisational skills. Personal Attributes: Resourceful; Creative; Ability to work under stressful situations; Ability to communicate at all levels; People orientated; Trustworthy; Punctuality; Assertive; Hard-working; Self-motivated and Ability to work independently.
<u>DUTIES</u>	:	Perform office administrative activities; liaise with stakeholders relevant to the office; prepare documentation for meetings, presentations and reports; organise office logistical matters; act as general receptionist; make required transport, travel and accommodation arrangements. Operates and ensure that office equipment, fax machines and photocopiers are in good working order Administrate office correspondence, documents and reports; organise meetings and workshops, and document record thereof; draft and type correspondence and documents; manage the flow of information and documents in the office; manages the leave register and telephone accounts for the unit; Handles the procurement of standard items like stationary, refreshments etc. for the activities for the manager and the unit; manage communication to and from the office; processing of forms and documents related to claims, payments, invoices and consultant fees relevant to the office.
<u>ENQUIRIES</u>	:	Mr H Worst, Tel No: (012) 406 1382
<u>POST 44/76</u>	:	<u>ADMIN OFFICER: IMMOVABLE ASSET REGISTER (GIS SUPPORT) (5 POSTS) Ref 2018/194</u>
<u>SALARY</u>	:	R 242, 475.00 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Property Management, Asset Management or equivalent qualification; Relevant experience in Assets Management and Property management. Asset Management; Project Management; Commerce; Geographic Information Systems; Information Technology; Property Management; Financial Management. KNOWLEDGE: Structure and functioning of the Department; Business functions and processes of the Department; GIAMA; Asset Management; Public Finance Management Act; Treasury Regulations; Public Service Act and Regulations. SKILLS: Communication Skills; Problem Solving; Financial Management; Interpersonal Skills; Resource Management; Programme and Project Management; Computer Literacy; Strategic planning; Influencing skills; Time management; Negotiation skills; Policy formulation; Decision making skills; Motivational skills; PERSONAL ATTRIBUTES: Ability to handle confidential information; Ability to work independently. Ability to work under pressure; Willingness to travel; A valid driver's licence.
<u>DUTIES</u>	:	Conduct the physical verification of immovable assets; Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register; Monitor that all improvements to state property are appropriately identified and recorded in the IAR (Immovable Asset Register); Coordinate the surveying of state land parcels including SDF's is completed; Verify documents or information through Deeds Search with Deeds Office, Surveyor-General, Lapsis (Housing Development Agency website) and Municipalities; Confirming ownership of properties in ensuring that correct and accurate property information is captured on IAR as well with the property that are on Provincial IAR - reflected on Deeds web; Perform such other duties, appropriate to the role, as may be required by the Assistant Director and / or Company from

time to time; IAR Physical Verification desktop planning; Maintain GIS databases, and use GIS software to analyse the spatial and non-spatial information in them. Digitizing building footprints, measuring building extent, and creating virtual sites and merged properties on Quantum Geographic Information Systems (QGIS) application for physical verification purpose. Entering various types of data into GIS databases, such as text or spreadsheet files of latitude and longitude coordinates, tabular data, aerial or satellite imagery, and manual digitizing of map images; Installation, configuration, troubleshooting and monitoring of oracle mobile server and synchronization issues. User administration and support, creating cluster and allocation on the Quality Assurance (QA) system for fieldwork purpose. Support Fieldworkers with physical verification queries and challenges with the Mobile App and distribute properties for fieldwork purpose. Monitoring GEOSERVER operations. Provide accurate fundamental geographic data and metadata; Provide geographic support for the monitoring and evaluation framework; Ensure spatial capturing of data; Analyse captured data to provide sufficient management information; Thematic map making for the monitoring of report; Provide survey report through the production of maps based on evaluation of data; The facilitation and maintenance of the database using structured query language (SQL); Extract and deploy Building, Site, Facility and components reports on the database using SQL Script, required by the DD, and Director or the unit (REIRS).Generate shape files and update the GIS database using Oracle Map builder; Mapping and data loading; Optimise geographic technologies to produce user driven products analysis and informatics.

- ENQUIRIES** : Mr S Sokhela, Tel No: (012) 406 1143 / 2043
- POST 44/77** : **ADMINISTRATION OFFICER: INVESTMENT ANALYSIS REF NO: 2018/195**
- SALARY** : R 242 475 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification, relevant working experience in Office Administration. Be in possession of a valid driver's licence (Code 08). KNOWLEDGE: Knowledge of office management and administration. SKILLS: Time management, People management, Interpersonal and communication skills, Proven planning and organizational skills, Financial management and reconciliation skills, Excellent communication (written and verbal), Computer literacy and operating of MS Office Suite. Knowledge of LOGIS and BAS will be an added advantage. PERSONAL ATTRIBUTES: Trustworthy, Dependable, Innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-motivated, Creative.
- DUTIES** : To manage all telephone calls – screening incoming and outgoing calls in the office of the Director and ensuring the efficient flow of information. To administrative and secretarial support to the Director, i.e. typing, co-ordination of daily activities, management of electronic diary, proper preparation and recording of all meetings and appointments. Provide administrative support to Directorate staff. Liaise with stakeholders relevant to the office. Prepare documentation for meetings, preparing agendas and minutes and assist with the compilation of reports and presentations. Record incoming and outgoing mail, distribute to relevant managers and assist with tracking of documentation. Manage the flow of information and documents in the office. Manage communication to and from the office. Process forms and documents related to claims, payments, invoices and consultant fees relevant to the office. Procure office logistical requirements. Administrate leave arrangements. Administrate required transport, travel and accommodation arrangements. Prepare budget for the Directorate, monitor and reconcile expenditure against the BAS and LOGIS systems, compile and submit budget reports, provide budget information to the Director and colleagues. Handle queries from PPM, KAM, Regional Offices, Project Managers, User Departments and consultants.
- ENQUIRIES** : Mr V Bedesi, Tel No. (012) 406-2047
- POST 44/78** : **ADMINISTRATIVE OFFICER: LOGISTICS (3 POSTS) Ref 2018/196**
- SALARY** : R 242, 475 per annum

<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria)
	:	A three year tertiary qualification in Supply Chain Management or related qualification; relevant experience in the field of Financial Accounting; Logistics or Supply Chain Management. Computer literacy and a driver's license are compulsory KNOWLEDGE: Office Administration; Logistics and Provisioning Policies and Procedures; Financial Systems (LOGIS and BAS); Public Finance Management Act; Financial Administration; Supply Chain Management; PPPFA. SKILLS: Planning and Organising; Report Writing; Problem Solving; Communication Skills; Interpersonal Skills; Resource Management; PERSONAL ATTRIBUTES: Ability to handle confidential information; Analytical thinking; Resourceful; People orientated; hardworking; Trustworthy; Self-motivated; Ability to work independently.
<u>DUTIES</u>	:	Assist with the payment of invoices within the Directorate Logistics. Verify invoices for compliance. Ensure certification of invoices. Prepare payment batches. Update the Reapatala system Receive, record and verify invoices, ensure that payments are finalised with 30 days. Ensure compliance to policy; ensure that invoices are obtained, certified and captured correctly; ensure that schedules are updated on a monthly basis; Capture and maintain registers, Coordinate and collate weekly and monthly statistics. Assist with monthly reconciliations. Compiling and investigate the LOGIS Commitments and LOGIS Accruals, Cost Containment to National Treasury, Open Vouchers of Travel Management Company, BAS and SAGE Accruals. Assist with the preparation of monthly, quarterly and annual financial inputs. Perform any other assigned duties in relation to the implementation of the Supply Chain Management processes.
<u>ENQUIRIES</u>	:	Mr L Matsotso, Tel No: (012) 406 1439
<u>POST 44/79</u>	:	<u>PERSONAL ASSISTANT: OFFICE OF THE SUPPLY CHAIN EXECUTIVE Ref 2018/197</u>
<u>SALARY</u>	:	R242 475. per annum
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria)
	:	A three year tertiary qualification in Secretarial, office management or equivalent qualification; relevant experience in rendering a support service to senior management. Knowledge Wide range of office management and administrative tasks; Good telephone etiquette; Demonstrative computer literacy; Relevant legislation; Basic financial administration Skills Advanced communication(verbal and written); Sound organisational skill; Good people skill; Ability to communicate well with people at deferent; Basic numeracy; Office administration and organisational skills; Planning and organising; Ability to act with tact and discretion
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the manager-; receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries; Performs advanced typing work; Operates and ensure that office equipment, fax machines and photocopiers are in good working order; Records the engagements of the senior manager; Utilises discretion to decide whether to accept/decline or refer to other employees, request for meetings, based on the assessed importance and urgency of the matter; Coordinates with and sensitises/advises the manager regarding engagements; Compiles realistic schedule of appointments; Renders administrative support services-;Ensure the effective flow of information and documents to and from the office of the manager; Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies; Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports; Scrutinises routine submissions/ reports and make notes and/or recommendations for the manager; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the manager and the unit where required; Collects, analyses and collates information requested by the manager; Clarifies instructions and notes on behalf of the manager; Ensures that travel arrangements are well coordinated; Prioritise issues in the office of the manager; Manages the leave register and telephone accounts for the unit; Handles the procurement of standard items like stationary, refreshments etc. for the activities for the manager

and the unit; Obtains the necessary signatures on documents like procurement advises and monthly salary reports; Provides support to manager regarding meetings; Scrutinise documents to determine actions/information/other documents required for meetings; Collects and compiles all necessary documents for the manager to inform him/her on the contents ; Records minutes/decision and communicates to relevant role-players, follow-up on progress made; Prepares briefing notes for the manager as required; Coordinates logistical arrangement for meetings when required; Supports the manager with the administration of the Manager's budget; Collects and coordinates all the documents that relate to the manager's budget.

ENQUIRIES : Raymond Naidoo, Tel No: (012) 406 1191

POST 44/80 : **ADMIN OFFICER: IMMOVABLE ASSET REGISTER (GIS TECHNICIANS) (5 POSTS) Ref 2018/198**

SALARY : R242, 475 per annum (24 MONTHS CONTRACT)
CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Property Management, Asset Management or equivalent qualification; Relevant experience in Assets Management and Property management. Asset Management; Project Management; Commerce; Geographic Information Systems; Information Technology; Property Management; Financial Management. KNOWLEDGE: Structure and functioning of the Department; Business functions and processes of the Department; GIAMA; Asset Management; Public Finance Management Act; Treasury Regulations; Public Service Act and Regulations. SKILLS: Communication Skills; Problem Solving; Financial Management; Interpersonal Skills; Resource Management; Programme and Project Management; Computer Literacy; Strategic planning; Influencing skills; Time management; Negotiation skills; Policy formulation; Decision making skills; Motivational skills; PERSONAL ATTRIBUTES: Ability to handle confidential **information**; Ability to work independently. Ability to work under pressure; Willingness to travel; Drivers licence.

DUTIES : Conduct the physical verification of immovable assets; Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register; Monitor that all improvements to state property are appropriately identified and recorded in the IAR (Immovable Asset Register); Coordinate the surveying of state land parcels including SDF's is completed; Verify documents or information through Deeds Search with Deeds Office, Surveyor-General, Lapsis (Housing Development Agency website) and Municipalities; Confirming ownership of properties in ensuring that correct and accurate property information is captured on IAR as well with the property that are on Provincial IAR - reflected on Deeds web; Perform such other duties, appropriate to the role, as may be required by the Assistant Director and / or Company from time to time; IAR Physical Verification desktop planning; Maintain GIS databases, and use GIS software to analyse the spatial and non-spatial information in them. Digitizing building footprints, measuring building extent, and creating virtual sites and merged properties on Quantum Geographic Information Systems (QGIS) application for physical verification purpose. Entering various types of data into GIS databases, such as text or spreadsheet files of latitude and longitude coordinates, tabular data, aerial or satellite imagery, and manual digitizing of map images; Installation, configuration, troubleshooting and monitoring of oracle mobile server and synchronization issues. User administration and support, creating cluster and allocation on the Quality Assurance (QA) system for fieldwork purpose. Support Fieldworkers with physical verification queries and challenges with the Mobile App and distribute properties for fieldwork purpose. Monitoring GEOSERVER operations. Provide accurate fundamental geographic data and metadata; Provide geographic support for the monitoring and evaluation framework; Ensure spatial capturing of data; Analyse captured data to provide sufficient management information; Thematic map making for the monitoring of report; Provide survey report through the production of maps based on evaluation of data; The facilitation and maintenance of the database using structured query language (SQL); Extract and deploy Building, Site, Facility and components reports on the database using SQL Script, required by the DD, and Director or the

unit (REIRS).Generate shape files and update the GIS database using Oracle Map builder; Mapping and data loading; Optimise geographic technologies to produce user driven products analysis and informatics.

ENQUIRIES : Mr S. Sokhela, Tel No: (012) 406 1143 / 2043

POST 44/81 : **ASSISTANT ADMINISTRATIVE CLERK: OFFICE SERVICES (REAPATALA) Ref 2018/199**

SALARY : R163, 563 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Grade 12 or equivalent with relevant experience in Logistics. Office administration; (Excel); Supply Chain Management. Computer literacy (Excel) and a driver's license are compulsory KNOWLEDGE: Office Administration; understand advance concepts; procurement policies; reporting procedures; financial systems (BAS); knowledge of payments, SKILLS: Data capturing, organising; planning; report writing; problem solving; computer literacy; communication; general office management. PERSONAL ATTRIBUTES: Interpersonal skills; hardworking; people orientated; ability to work under pressure. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Capture all incoming invoices on the departmental IT system. Provide weekly and monthly statistics and reports on the capturing of invoices; collate, capture data and maintain registers. Monthly distribution of telephone accounts. Monthly reconciliation of telephone accounts. Identify non-return of telephone accounts and manage collection of revenue. Assist with the opening of debt accounts. Address general enquiries on invoices. Provide administrative support with payment for goods and services-, orders and petty cash. Provide administrative support with regard to the resolution of audit queries-gather information to resolve audit queries.

ENQUIRIES : Thembi Makama, Tel No: (012) 406 1490

POST 44/82 : **ASSISTANT ADMINISTRATION OFFICER: MOVABLE ASSET MANAGEMENT (1 POST) Ref No: 2018/201**

SALARY : R163 563.00 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Grade 12 or equivalent qualification with related experience in Movable Asset Management or LOGIS. Knowledge: Public Finance Management Act (PFMA); Office administration; Procurement policies; Reporting procedures; Financial systems (LOGIS); Supply Chain Management framework; Asset Management framework; Computer literacy. Skills: Effective communication. General office management. Ability to work under pressure; hard working. Willing to adapt work schedule in accordance with office requirements and work abnormal hours. Valid driver's licence will be an added advantage.

DUTIES : Provide admin support in the acquisition Management:- Verification of ICN and Item codes. Follow up on outstanding Orders (assets), Verification of the receipt for correctness, quantity and quality upon delivery, receiving of assets on LOGIS, Effective and Efficient administration of Movable Asset Register and updating inventory control sheet. Facilitate physical movements of assets and update the system. Attend to correspondence and queries from asset controllers. Quarterly spot checks of assets. Conduct annual asset verification. Investigate surpluses and shortages, and Capture balance adjustments. Creating and maintaining of custodians of Inventory. Book in & out of assets for repair. Bar-cording of assets; updating the asset register; maintain an asset document filling system. Assist with preparation of asset for disposal.

ENQUIRIES : Mr T Mamabolo, Tel No. 012 406 2120.

POST 44/83 : **SKILLS DEVELOPMENT GRADUATES: GEOGRAPHIC INFORMATION SYSTEM (GIS) (24 MONTHS CONTRACT) (8 X POSTS) REF NO: 2018/202**

CENTRE : Head Office (Pretoria)
SALARY : R163 563 per annum

- REQUIREMENT** : A tertiary qualification in Property Management, Asset Management, and Town Planning, Information Technology/Studies, Environmental science, Geography, Geo informatics, Architecture, Civil Engineering, Quantity Surveying or equivalent qualification with GIS as a module completed. Valid driver's Licence. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and dead line driven.
- DUTIES** : Assistance the REIRS unit with coordination and execution of GIS activities related to Asset Verification, validation and data cleansing of Asset attribute data and to assist with the Coastal reserves research and land surveying project, Verify documents or information through Deeds Search with Deeds Office, Surveyor-General, Lapsis (Housing Development Agency website) and Municipalities, Confirming ownership of properties in ensuring that correct and accurate property information is captured on IAR as well with the property that are on Provincial IAR - reflected on Deeds web, Perform such other duties, appropriate to the role, as may be required by the Assistant Director and Deputy Director, IAR Physical Verification Desktop planning, Maintain GIS databases, and use GIS software to analyse the spatial and non-spatial information in them, Digitizing building footprints, measuring building extent, and creating virtual sites and merged properties on Quantum Geographic Information Systems (QGIS) application for physical verification purpose, Entering various types of data into GIS databases, such as text or spreadsheet files of latitude and longitude coordinates, tabular data, aerial or satellite imagery, and manual digitizing of map images with the assistance of the GIS ASD, Support Fieldworkers with physical verification queries and challenges with the Mobile App and distribute properties for fieldwork purpose. The facilitation and maintenance of the database using structured query language (SQL) – These items will be done with the assistance/monitoring of the ASD GIS or DD Data and Systems, Extract or deploy Building, Site, Facility and components reports on the database using SQL Script, required by the DD, and Director or the unit (REIRS), Generate shape files and update the GIS database using Oracle Map builder, Mapping and data loading, Optimise geographic technologies to produce user driven products analysis and informatics.
- ENQUIRIES** : Mr. Siboniso Sokhela Tel, (012) 406 2043
- POST 44/84** : **SENIOR ACCOUNTING CLERK: BATCH CONTROL (X2 POSTS) REF NO 2018/203**
RE-ADVERTISEMENT: Note: Those who applied previously need to re-apply
- SALARY CENTRE REQUIREMENTS** : R163 563 per annum
: Pretoria Regional Office
: A Senior Certificate plus relevant experience and knowledge of filing and retrieving of documents (Batch Control) as well as administrative experience will be an added advantage. Computer literacy, especially on Microsoft Word, Excel, and Outlook. Good verbal and written communication skills. Good interpersonal skills, attention to detail.
- DUTIES** : Maintain filing system. File and retrieve documents. Verify all processed documents before filing. Keep records of all requested documents and make follow up if not returned as agreed. Perform other duties as delegated by supervisor. Attend to enquiries regarding documents handling.
- ENQUIRIES** : Mr MJ Maluleke (Pta) Tel No: 012 492 3189
- POST 44/85** : **MACHINE OPERATOR: LOGISTICS REF NO: 2018/200**
- SALARY CENTRE REQUIREMENTS** : R136 800 per annum
: Head Office (Pretoria)
: ABET with between 5-10 years relevant working experience in Document Management. Knowledge: Operation of machinery and tools, Occupational health and safety act; SKILLS: Effective communication (verbal and written), Interpersonal relations, planning of work processes, Time management, Operation of heavy duty photocopying machine, Safety conscious, Hardworking, Trustworthy, Punctuality, Accuracy, Polite, Helpful.

DUTIES : The provision of machine operational support service-receive instruction from supervisor to perform photocopying services; operate heavy duty photocopying machine; ensure availability of sufficient paper; package photocopied documents; report defects and faults to the supervisor; keep stock of toners, staples and binders; assist with binding and stapling of documents; act as messenger as and when required and assist with the shredding of documents in the Department.

ENQUIRIES : Thembi Makama, Tel No: (012) 406 1490

POST 44/86 : **SECONDARY DRIVER (Transport Office) Ref 2018/204**

SALARY : R136, 800.00 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Grade 12/Senior Certificate or Equivalent, relevant working experience. Communication skills; client liaison course; personnel evaluation course. A PDP license and a valid driver's license are compulsory. KNOWLEDGE: Minimum Information Security Standards (MISS) Act; basic literacy; basic numeracy. SKILLS: Effective communication (verbal and written); interpersonal relations; planning of work processes; time management; driving skills. PERSONAL ATTRIBUTES: Hard working; trustworthy; punctuality; accuracy; polite; willing to adapt work schedule in accordance with office requirements.

DUTIES : Perform general messenger and delivery services-collect post, parcels and documentation and deliver to specified persons/destinations; ensure proper control over the movement of documents and face value documents; make copies of documents; collect office consumables. Perform driver-related services-drive for departmental officials, clients and visitors as may be requested; transport mail and documents for distribution; complete transport schedule regarding trips travelled. Assist the Transport Officer with the checking of fleet vehicles for damages and render auxiliary administrative support as required by the Transport Office. Ability to work long hours

ENQUIRIES : Ms D Ntuli Tel No: (012) 406 1456

POST: 44/87 : **FOREMAN: HORTICULTURE REF NO: 2018/205**
RE-ADVERTISEMENT: Note: Those who applied previously need to re-apply

SALARY : R136 800 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : ABET, where applicable, with relevant experience. Drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements; Knowledge of Garden maintenance practices; Office Administration Operating horticultural equipment; Occupational health and safety; Personnel practices. Skills: Effective communication skills; numeracy; computer literacy; observation abilities; ability to work with consultants, professionals and staff at various levels; organisation and planning; relationship management; project management; interpersonal and diplomacy skills; analytical thinking; problem solving skills; decision making skills.

DUTIES : Supervise horticultural services rendered-co-ordinate horticultural services; ensure the inspection of logistics and physical environments to ensure clean maintained gardens; supervise horticulturist staff; compile monthly reports. Effectively manage and control equipment and materials- identify resource requirements and special operational needs; monitor the condition and availability of horticultural equipment; ensure the maintenance/servicing of equipment; ensure the replenishment and distribution of horticultural materials; maintain the material register. Support the administration of the Section- identify staff requirements; support the administration of human resources; assess the performance of staff; receive and submit leave of staff

ENQUIRIES : Mr KC Muthivheli (JHB) Tel No: 011 713 6097

POST 44/88 : **SECURITY OFFICER: SECURITY SERVICES(X4 POSTS) REF NO: 2018/206**
RE-ADVERTISEMENT: Note: Those who applied previously need to re-apply

SALARY : R 115 437 per annum

- CENTRE** : Pretoria Regional Office
- REQUIREMENTS** : Applicant must be in a possession of ABET plus Grade E, D or C (PSIRA). Familiarity with Security legislations, computer literacy and knowledge of security system will be an added advantage. Ability to work independently. Good communication skills. Good writing and analytical skills. Appropriate experience in the security field.
- DUTIES** : To provide security services to the NDPW. To protect the lives, Information, property/ assets and security interest of NDPW at the region. Implement security services policy and procedures to safeguard NDPW personnel, Information and property/ assets. To provide a client relationship between security, personnel and clients. To conduct access control through positive identification, conduct patrols, rendering escorts etc. The provision of support to the administration of security services.
- ENQUIRIES** : Ms M Shingange (Pta) Tel No: 012 492 3137

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.

- CLOSING DATE** : 16 November 2018 at 16:00
- 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.
- 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. **Reasonable accommodation shall be applied for People with Disabilities including where a driver's licence is a requirement in a non-Occupational Specific Dispensation (OSD) post.**
- : 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 44/89** : **DIRECTOR GENERAL (Reference: 3/2/1/2018/413)**
- SALARY** : R1 880 736 per annum (Level 16) (All inclusive package to be structured in accordance with the rules for SMS plus 10% non-pensionable allowance) (This is a performance based contract position of 5 years which may be renewed at the expiration of the period)
- CENTRE** : National Office: Pretoria
- REQUIREMENTS** : Postgraduate qualification [NQF level 8] in Public Management, Business Management or a relevant postgraduate qualification underpinned by an appropriate Bachelor's Degree or Advanced Diploma [NQF level 7]. 8 - 10 years of experience at executive managerial level and the ability to provide strategic leadership and direction to the current team (3 years must be within any organ of State). Job related knowledge: Thorough understanding of the political mandate of Department. Understanding of key government priorities. Knowledge and experience in land reform, policy and rural development. Thorough knowledge and understanding of the Public Finance Management Act (PFMA). Ability to provide strategic leadership aimed at supporting the vision and mission of the Department. Ability to implement outcome based performance management system. Extensive managerial experience in the management of financial and human resources. Proven ability to innovate. Job related skills: Highly developed liaison skills. Communication and negotiation skills. Monitoring and evaluation skills. Coordination and facilitation skills. Project Management skills. Change Management skills. A valid driver's licence. Passion to drive the Department's

- critical mandate in ensuring and creating equal opportunities for rural communities by creating the necessary platforms for economic and social transformation and sustainability. The job will require the official to work irregular and extended hours.
- DUTIES** : Drive the Agrarian Transformation Agenda of Government through implementing the Land Restitution and Comprehensive Rural Development Programmes with the aim to achieve vibrant and sustainable rural communities. Managing the process of access to rights in land including land ownership and sustainable development. Developing, managing and facilitating the implementation of agrarian transformation. Oversee the Land Administration Systems and Cadastral Services [Deeds Registration and National Geomatic Management Services]. Provision of special services in support of sound land administration including deeds registration. Provision of special services in support of sound land administration including cadastral surveys. Foster good Corporate Governance and fast track service delivery underscored through compliance within the applicable legal frameworks. Evaluate the adequacy and effectiveness of internal controls, governance and risk management of all business processes. Coordinate activities of the economic cluster. Co-ordination and collaboration with counterparts at levels of Government on matters of Rural Development and Land Reform. Developing and coordinating policies and programmes in support of the implementation of land reform. Facilitate planning and environmental support to the Department including compliance with relevant legislation. Developing, managing and facilitating the implementation of rural enterprises and industries. Developing, managing and facilitating the implementation of rural infrastructure development.
- NOTE** : This is a re advertisement. Candidates that applied previously should please re apply. Completion of Form Z83 is a compulsory requirement when applying for this post and this must be uploaded with your CV when applying online. 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. Completion of Form Z83 is a compulsory requirement when applying for this post and this must be uploaded with your CV when applying online.
- 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.
- POST 44/90** : **DEPUTY DIRECTOR GENERAL: LAND TENURE AND ADMINISTRATION**
(Reference: 3/2/1/2018/414)
- SALARY** : R1 446 378 per annum (Level 15) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Branch: Land Tenure and Administration (Pretoria)
- REQUIREMENTS** : Bachelor Degree in Law or Social Sciences (NQF level 7) and post graduate qualification (NQF level 8). 8 – 10 years' experience at a senior managerial level in the implementation of land reform policies or related field, Senior Management generic functions, policy and legislative development. Job related knowledge: Understanding of agrarian transformation as well as key priorities of government. Understanding of Comprehensive Rural Development Programmes. Knowledge of Transformation of Certain Rural Areas Act. Job related skills: Strategic planning skills. Financial management skills. Project management skills. People management skills. Communication skills. Presentation skills. Report writing skills. A valid driver's licence.
- DUTIES** : Ensure development of Tenure Reform, Land Administration and Land Rights Policies, procedures and products. Develop Land Rights Policies, Systems and products. Ensure the registration and management of Land Holding Institutions (CPI). Develop Communal Tenure Security Policies, Systems and Products.

Oversee provision of property management and advisory support services. Manage and provide state land information. Provide property management and policy development services. Provide property research and immovable asset management support. Oversee provision of programme support and service delivery coordination services. Provide Land Tenure and Land Administration Information, Risk and Compliance Management Services. Provide program management and service delivery coordination services. Provide Land Tenure and Administration programme and administrative support services. Ensure provision property management support services at provincial and district level. Administer and provide property holdings and disposals services. Administer and provide lease administration support. Ensure implementation tenure reform and land rights products at provincial and district. Provide land tenure rights implementation support. Provide communal land rights support. Provide communal property holdings establishment support. Ensure effective and efficient application of resources for the Branch. Establish and maintain appropriate systems (analytical tools, information systems, projections of cost behavior) and policies to ensure effective and efficient management of resources. Ensure accurate forecasting, budgeting and allocation of financial resource within the Branch. Ensure effective management of external contractors and suppliers within the Branch. Ensure effective capacity management within the Branch to ensure sustained service delivery. Ensure the development and implementation of a skills development strategy within the Branch in conjunction with human resources. Ensure effective talent management within the Branch (attraction, retention, development) in conjunction with human resources. Ensure effective and compliant implementation of performance management within the Branch in conjunction with human resources. Ensure effective management of grievances, discipline and terminations within the Branch in conjunction with human resources. Manage strategic, business and operational plans of the branch.

NOTE : This is a re advertisement. Candidates that applied previously should please re apply. Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to apply. Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

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.

POST 44/91 : **DEPUTY CHIEF LAND CLAIMS COMMISSIONER (Reference: 3/2/1/2018/415)**
The Minister of Rural Development and Land Reform, in terms of section 4(3) of the Restitution of Land Rights Act No. 22 of 1994, seeks to appoint a Deputy Chief Land Claims Commissioner. The Minister hereby invites nominations from the general public of candidates who meet the requirements outlined below. Nominations must include a signed nomination letter and be accompanied by an updated CV, certified copies of qualifications and form Z83 completed by the nominated candidate. Appointment will be made in compliance with the recruitment process as outlined in the Public Service Regulations, 2016

SALARY : R1 189 338 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS) (5 year contract post)

CENTRE : Branch: Restitution: National Office: Pretoria

REQUIREMENTS : Bachelor's Degree or Advanced Diploma in Social/Natural/Economic Science/Law or Development Studies (NQF Level 7). 5 years' working experience at a senior management level. Job related knowledge: Programme, Human Resource, Financial and Supply Chain Management, Monitoring and Evaluation, Strategic

Planning and Stakeholder Relations, Understanding of key priorities of government as well as Comprehensive Rural Development Programme (CRDP). Job related skills: Ability to act as programme manager, Strong leadership and managerial qualities, A good track record of working with communities, Strong research and analytical, Good written and verbal communication. A valid driver's licence.

DUTIES

: Advise the Minister of Rural Development and Land Reform, the Director-General of the Department of Rural Development and Land Reform and the Chief Land Claims Commissioner as and when required on matters pertaining to Restitution. Develop memoranda/policies/appropriate documentation for the Minister and the Chief Land Claims Commissioner consideration. Coordinate input/matters for consideration by the Minister or Chief land Claims Commissioner. Brief Minister and the Chief Land Claims Commissioner on all restitution required matters when required. Serve as a Deputy Head of the Commission on Restitution of Land Rights and act as Chief Land Claims Commissioner in her/his absence. Lead and manage the Commission in the Chief Land Claims Commissioner absence. Act as Deputy Head of the Commission. Act as Chief Land Claims Commissioner in his/her absence. Coordinate programme management support for the Commission and create linkages with other government programmes and initiatives. Lead and coordinate programme management support of the Commission. Coordinate monitoring and evaluation of the restitution programme. Create links with other government programmes and initiatives. Provide sector collaboration support to the Commission at national office and provincial office. Provide provincial coordination support to the Chief Land Claims Commissioner. Provide provincial support (planning, monitoring and evaluation, sector engagement, programme management, managerial) to restitution provincial offices. Coordinate provincial roll out of restitution related initiatives. Coordinate and support provincial coordination across provinces. Support sector collaboration across sectors, spheres of government and provinces. Develop and coordinate restitution policy, including drafting of standard operating procedures, ensuring alignment with government wide policy objectives as well as ensuring interface with broader processes around land reform. Develop and coordinate restitution policy development. Participate and advise on all land reform related policies. Review, Advice and facilitate coordination with government wide objectives. Develop, update and maintain land restitution strategic framework. Engage with various stakeholders in the development and update of restitution or related policies. Liaise and foster working relationships with relevant stakeholders, parliamentary committees, government departments, statutory bodies, public entities, academic and private sector institutions. Liaise, foster and promote sector collaboration with relevant stakeholders, parliamentary committees, government departments, statutory bodies, public entities, academic and private sector institutions. Promote the development of sector participation frameworks. Provide advice and support to land claims across different sectors.

ENQUIRIES

: Mr B Moemedi Tel: (012) 312 9696

NOTE

: This is a re-advertisement, all nominations submitted previously must be resubmitted. Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to be nominated. 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.

APPLICATIONS

: Please forward your nomination, quoting the relevant reference number of the vacancy in the application to the Department of Rural Development and Land Reform, Private Bag X 833, Pretoria, 0001 or hand deliver it to 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria, for the attention of: Human Resource Management.

<u>POST 44/92</u>	:	<u>CHIEF DIRECTOR: CADASTRAL ADVISORY AND RESEARCH SERVICES</u> <u>(Reference: 3/2/1/2018/416)</u>
<u>SALARY</u>	:	R1 189 338 per annum (Level 14) (All inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE</u>	:	Office of The Chief Surveyor General (Pretoria)
<u>REQUIREMENTS</u>	:	A Degree (NQF 7) In Geomatics/Surveying. Registration with South African Geomatics Council as a Professional Land Surveyor. Registration as a Sectional Title Practitioner. 5 years' appropriate experience at a senior managerial level. Job related knowledge: Cadastral Survey, Technical System, Cadastral Spatial Information, Performance Management and Monitoring, Government systems and structures, Government decisions making processes, Programme setting process, Understanding of management information and formal reporting system, Dealing with misconduct, Internal Control and Risk Management, Project Management principles and tools, The political landscape of South Africa. Job related skills: Project Management, Team Management, Interpersonal relations, Budget Forecasting, Computer Literacy, Resource Planning, Problem Solving and Decision Making, Time Management, Business, Communication. The ability to work efficiently and effectively at all times. A valid driver's licence.
<u>DUTIES</u>	:	Manage and oversee special Cadastral Services for the State, Land Tenure Reform and Rural Development. Render management and research for State Surveys, Rural Development and Land Tenure Reform Projects in accordance with relevant legislation, terms of reference, pre-determined standards and treasury instructions. Facilitation of State Survey undertakes through the private sector (Public-Private Partnerships). Survey on surveyed State and Trust Land. Survey of State Domestic Facilities (SDF). Manage and oversee Cadastral Research and Development. Research ways of transforming improving and rationalising South Africa Cadastral and Tenure Systems. Study world trends, legislatives framework, compare with other systems, propose amendments and report of findings. Attend relevant workshop's, conferences/seminars and courses for internal and career path findings and make recommendations. Research and investigate ways of improving South African Rural Development and Tenure Reform. Liaise/Investigate concerns, proposals for amendments and streamlining of legislation. Assist Chief Surveyor General with administration and control of Survey Regulations Broad (SRB). Manage and oversee the Provision of internal and external Professional Advisory and Support Services. Research, Compile reports and supply information in respect of internal and external cadastral matters and request from State Organs, Parastatals, Courts and Private Sector, in accordance with relevant legislations and time frame, client's request as well as within targets set by Service Delivery Improvement Plan. Manage and oversee the administration of international boundaries. Manage the administration of South Africa international boundaries in complains with legislation. Manage the research, investigation and resolving of anomalies in the Republic of South Africa international boundaries. Manage advisory services on the Republic of South Africa international boundaries issues affecting State Organs and Parastatals. Manage and oversee the registration of Professional Land Surveyors, Sectional Title Practitioners, Professional Surveyors, Technical Surveyors. Train Professional Land Surveys, Professional Surveyors, Survey Technicians. Monitor Surveyor General Practical Training Program (PLS-30 days) In accordance with Plato Training Schedule. Monitor examination for registration in compliance with South African Geomatics Council (SAGC) requirements, including moderating. Oversee the training of Pupil Survey Officers, Candidate Professional, Candidate Technologist and experiential geomatics students and interns. Manage and oversee the preparation of technical procedure and standards. Assist Chief Surveyor General in management of updating Surveyor General procedure and standards, in compliance with legislative and in consultation with professional/stakeholders. Investigate effects of technological advancement of Technical Procedures and Standards transforms accordingly. Manage the preparation and implementation of new legislation and review of regulations in terms of the Land Survey Act and any other relevant legislation. Manage the implementation of new legislation. Manage the administration and Survey Regulations Boards (SRB) for review of regulations framed under the Act.

- NOTE** : Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to apply. Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- 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.
- POST 44/93** : **DIRECTOR: PROPERTY MANAGEMENT (Reference: 3/2/1/2018/417)**
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Directorate: Property Management: Gauteng (Pretoria)
- REQUIREMENTS** : Bachelor's Degree or Advanced Diploma in Town and Regional Planning/Real Estate/Property Management/Land Survey/Law/Land Valuation/Public/Business Management (NQF Level 7). 5 years' of experience at a middle/senior management level in a property management field or property management environment. Job related knowledge: Sound understanding of land information, Legislation governing the administration of state land, Sound understanding of state land administration. Job related skills: People Management, Strategic thinking, Writing and communication, Strategic Management. A valid driver's licence.
- DUTIES** : Administer and provide leases administrative support. Prepare lease and caretaker agreements. Monitor lessee compliance in terms of the agreements. Monitor the proper usage and maintenance of leased assets. Conduct verification of all immovable assets administered by the Department. Maintain a register of all Departmental movable assets on a farm and periodically verify the existence of such assets. Manage records of original contracts and inspection reports. Administer and provide property holdings and disposals. Manage a Provincial register of Departmental controlled immovable assets. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Process servitudes and prospecting applications. Manage the issuing of other forms of use rights on Departmental controlled immovable assets (e.g. Independent Electoral Commission polling stations, church sites, early childhood development centres etc.). Manage the surveying of immovable assets belonging to the Department. Initiate the process of identifying assets for disposal and process disposal applications. Manage processes towards the payment of utility and other statutory charge Departmental Immovable assets. Manage and provide district property management services. Administer the signing of immovable assets lease and caretaker agreement. Coordinate and conduct the verification of all immovable assets belonging to the Department. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Manage and supervise resources for the Directorate. Manage and monitor budget and expenditure of the Directorate. Manage the Demand Management Plan for the Directorate. Manage human resources of the Directorate. Ensure effective management of Business Risk and Audit Management Plans. Ensure effective use of physical resources.
- NOTE** : Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to apply. Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical

elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

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.

POST 44/94 : **DIRECTOR: PROPERTY MANAGEMENT (Reference: 3/2/1/2018/418)**

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

CENTRE : Directorate: Property Management: Mpumalanga (Nelspruit)
REQUIREMENTS : Bachelor's Degree or Advanced Diploma in Town and Regional Planning/Real Estate/Property Management/Land Survey/Law/Land Valuation/Public/Business Management (NQF Level 7). 5 years' of experience at a middle/senior management level in a property management field or property management environment. Job related knowledge: Sound understanding of land information, Legislation governing the administration of state land, Sound understanding of state land administration. Job related skills: People Management, Strategic thinking, Writing and communication, Strategic Management. A valid driver's licence.

DUTIES : Administer and provide leases administrative support. Prepare lease and caretaker agreements. Monitor lessee compliance in terms of the agreements. Monitor the proper usage and maintenance of leased assets. Conduct verification of all immovable assets administered by the Department. Maintain a register of all Departmental movable assets on a farm and periodically verify the existence of such assets. Manage records of original contracts and inspection reports. Administer and provide property holdings and disposals. Manage a Provincial register of Departmental controlled immovable assets. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Process servitudes and prospecting applications. Manage the issuing of other forms of use rights on Departmental controlled immovable assets (e.g. Independent Electoral Commission polling stations, church sites, early childhood development centres etc.). Manage the surveying of immovable assets belonging to the Department. Initiate the process of identifying assets for disposal and process disposal applications. Manage processes towards the payment of utility and other statutory charge Departmental Immovable assets. Manage and provide district property management services. Administer the signing of immovable assets lease and caretaker agreement. Coordinate and conduct the verification of all immovable assets belonging to the Department. Manage the confirmation of vesting of Departmental controlled state immovable assets and provide vesting and disposal related support to other state land custodians. Manage periodic land use investigations on Departmental immovable assets and conduct condition assessments. Manage and supervise resources for the Directorate. Manage and monitor budget and expenditure of the Directorate. Manage the Demand Management Plan for the Directorate. Manage human resources of the Directorate. Ensure effective management of Business Risk and Audit Management Plans. Ensure effective use of physical resources.

NOTE : Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to apply. Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based

- assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- 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.
- POST 44/95** : **DIRECTOR: TENURE REFORM IMPLEMENTATION (Reference: 3/2/1/2018/419)**
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Directorate: Tenure Reform Implementation: Mpumalanga (Nelspruit)
 : Bachelor's Degree in Law/Humanities or Social Sciences (NQF level 7). 5 years' relevant experience in land reform environment at middle management level. Job related knowledge: Project Management, Departmental legislation and programmes, Financial and Risk Management. Job related skills: Planning and Organising, Communication, Computer Literacy, Strategic thinking, Problem solving and analytical. A valid driver's licence.
- DUTIES** : Coordinate implementation of Land Tenure Security Programmes. Promotes awareness and capacity building on Land Tenure Rights and relevant laws to stakeholders. Liaise with and monitor Land Tenure Rights management structures by providing legal protection and awareness. Provide facilitation, mediation and legal representation in cases of unlawful evictions and other Land Tenure Rights violations. Process labour tenant applications. Coordinate implementation of Communal Land Rights Programmes. Promote awareness and provide capacity building on Communal land Rights and relevant laws to stakeholders. Implement Communal Land Rights Policies, procedures, guidelines and products. Provide support on tenure upgrading. Administer compliance of Communal Property Associations. Facilitate the establishment of Communal Property Association. Promote awareness and capacity building on the Communal Property Association Act. Support Communal Property Associations to comply with the Communal Property Association Act. Coordinate activities relating to investigations on the affairs of Communal Property Association. Facilitate mediation and dispute resolution. Manage resources for the Directorate. Manage the development and implementation of a Skills Development Strategy within the Provincial Shared Service Centre in conjunction with Human Resources. Manage and implement performance management within the Directorate in conjunction with Human Resources. Manage effectively processes of grievances and discipline with the Directorate in conjunction with Human Resources. Supervision of administrative and professional personnel. Manage the Directorate's budgeting and expenditure services according to Policy. Establish and maintain appropriate systems (analytical tools, information systems, projections etc.) and Policies to ensure effective and efficient management of resources. Ensure effective management of business risk, resources and business continuity.
- NOTE** : This is a re-advertisement, applicants who applied previously must re-apply. Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to apply. Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- 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.
- POST 44/96** : **DIRECTOR: TENURE REFORM IMPLEMENTATION (Reference: 3/2/1/2018/420)**

- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Directorate: Tenure Reform Implementation: Limpopo (Polokwane)
: Bachelor's Degree in Law/Humanities or Social Sciences (NQF level 7). 5 years' relevant experience in land reform environment at middle management level. Job related knowledge: Project Management, Departmental legislation and programmes, Financial and Risk Management. Job related skills: Planning and Organising, Communication, Computer Literacy, Strategic thinking, Problem solving and analytical. A valid driver's licence.
- DUTIES** : Coordinate implementation of Land Tenure Security Programmes. Promotes awareness and capacity building on Land Tenure Rights and relevant laws to stakeholders. Liaise with and monitor Land Tenure Rights management structures by providing legal protection and awareness. Provide facilitation, mediation and legal representation in cases of unlawful evictions and other Land Tenure Rights violations. Process labour tenant applications. Coordinate implementation of Communal Land Rights Programmes. Promote awareness and provide capacity building on Communal Land Rights and relevant laws to stakeholders. Implement Communal Land Rights Policies, procedures, guidelines and products. Provide support on tenure upgrading. Administer compliance of Communal Property Associations. Facilitate the establishment of Communal Property Association. Promote awareness and capacity building on the Communal Property Association Act. Support Communal Property Associations to comply with the Communal Property Association Act. Coordinate activities relating to investigations on the affairs of Communal Property Association. Facilitate mediation and dispute resolution. Manage resources for the Directorate. Manage the development and implementation of a Skills Development Strategy within the Provincial Shared Service Centre in conjunction with Human Resources. Manage and implement performance management within the Directorate in conjunction with Human Resources. Manage effectively processes of grievances and discipline with the Directorate in conjunction with Human Resources. Supervision of administrative and professional personnel. Manage the Directorate's budgeting and expenditure services according to Policy. Establish and maintain appropriate systems (analytical tools, information systems, projections etc.) and Policies to ensure effective and efficient management of resources. Ensure effective management of business risk, resources and business continuity.
- NOTE** : This is a re-advertisement, applicants who applied previously must re-apply. Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to apply. Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- 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.
- POST 44/97** : **DIRECTOR: TENURE REFORM IMPLEMENTATION (Reference: 3/2/1/2018/421)**
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Directorate: Tenure Reform Implementation: Northern Cape (Kimberley)
: Bachelor's Degree in Law/Humanities or Social Sciences (NQF level 7). 5 years' relevant experience in land reform environment at middle management level. Job related knowledge: Project Management, Departmental legislation and programmes, Financial and Risk Management. Job related skills: Planning and

<u>DUTIES</u>	:	Organising, Communication, Computer Literacy, Strategic thinking, Problem solving and analytical. A valid driver's licence.
	:	Coordinate implementation of Land Tenure Security Programmes. Promotes awareness and capacity building on Land Tenure Rights and relevant laws to stakeholders. Liaise with and monitor Land Tenure Rights management structures by providing legal protection and awareness. Provide facilitation, mediation and legal representation in cases of unlawful evictions and other Land Tenure Rights violations. Process labour tenant applications. Coordinate implementation of Communal Land Rights Programmes. Promote awareness and provide capacity building on Communal land Rights and relevant laws to stakeholders. Implement Communal Land Rights Policies, procedures, guidelines and products. Provide support on tenure upgrading. Administer compliance of Communal Property Associations. Facilitate the establishment of Communal Property Association. Promote awareness and capacity building on the Communal Property Association Act. Support Communal Property Associations to comply with the Communal Property Association Act. Coordinate activities relating to investigations on the affairs of Communal Property Association. Facilitate mediation and dispute resolution. Manage resources for the Directorate. Manage the development and implementation of a Skills Development Strategy within the Provincial Shared Service Centre in conjunction with Human Resources. Manage and implement performance management within the Directorate in conjunction with Human Resources. Manage effectively processes of grievances and discipline with the Directorate in conjunction with Human Resources. Supervision of administrative and professional personnel. Manage the Directorate's budgeting and expenditure services according to Policy. Establish and maintain appropriate systems (analytical tools, information systems, projections etc.) and Policies to ensure effective and efficient management of resources. Ensure effective management of business risk, resources and business continuity.
<u>NOTE</u>	:	This is a re-advertisement, applicants who applied previously must re-apply. Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to apply. Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
<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>POST 44/98</u>	:	<u>DIRECTOR: TENURE REFORM IMPLEMENTATION (Reference: 3/2/1/2018/422)</u>
<u>SALARY</u>	:	R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
<u>CENTRE REQUIREMENTS</u>	:	Directorate: Tenure Reform Implementation: North West (Mmabatho)
	:	Bachelor's Degree in Law/Humanities or Social Sciences (NQF level 7). 5 years' relevant experience in land reform environment at middle management level. Job related knowledge: Project Management, Departmental legislation and programmes, Financial and Risk Management. Job related skills: Planning and Organising, Communication, Computer Literacy, Strategic thinking, Problem solving and analytical. A valid driver's licence.
<u>DUTIES</u>	:	Coordinate implementation of Land Tenure Security Programmes. Promotes awareness and capacity building on Land Tenure Rights and relevant laws to stakeholders. Liaise with and monitor Land Tenure Rights management structures by providing legal protection and awareness. Provide facilitation, mediation and legal representation in cases of unlawful evictions and other Land Tenure Rights violations. Process labour tenant applications. Coordinate implementation of Communal Land Rights Programmes. Promote awareness and provide capacity

building on Communal land Rights and relevant laws to stakeholders. Implement Communal Land Rights Policies, procedures, guidelines and products. Provide support on tenure upgrading. Administer compliance of Communal Property Associations. Facilitate the establishment of Communal Property Association. Promote awareness and capacity building on the Communal Property Association Act. Support Communal Property Associations to comply with the Communal Property Association Act. Coordinate activities relating to investigations on the affairs of Communal Property Association. Facilitate mediation and dispute resolution. Manage resources for the Directorate. Manage the development and implementation of a Skills Development Strategy within the Provincial Shared Service Centre in conjunction with Human Resources. Manage and implement performance management within the Directorate in conjunction with Human Resources. Manage effectively processes of grievances and discipline with the Directorate in conjunction with Human Resources. Supervision of administrative and professional personnel. Manage the Directorate's budgeting and expenditure services according to Policy. Establish and maintain appropriate systems (analytical tools, information systems, projections etc.) and Policies to ensure effective and efficient management of resources. Ensure effective management of business risk, resources and business continuity.

- NOTE** : This is a re-advertisement, applicants who applied previously must re-apply. Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to apply. Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- 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.
- POST 44/99** : **DIRECTOR: TENURE REFORM IMPLEMENTATION (Reference: 3/2/1/2018/423)**
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE REQUIREMENTS** : Directorate: Tenure Reform Implementation: Western Cape (Cape Town)
 : Bachelor's Degree in Law/Humanities or Social Sciences (NQF level 7). 5 years' relevant experience in land reform environment at middle management level. Job related knowledge: Project Management, Departmental legislation and programmes, Financial and Risk Management. Job related skills: Planning and Organising, Communication, Computer Literacy, Strategic thinking, Problem solving and analytical. A valid driver's licence.
- DUTIES** : Coordinate implementation of Land Tenure Security Programmes. Promotes awareness and capacity building on Land Tenure Rights and relevant laws to stakeholders. Liaise with and monitor Land Tenure Rights management structures by providing legal protection and awareness. Provide facilitation, mediation and legal representation in cases of unlawful evictions and other Land Tenure Rights violations. Process labour tenant applications. Coordinate implementation of Communal Land Rights Programmes. Promote awareness and provide capacity building on Communal land Rights and relevant laws to stakeholders. Implement Communal Land Rights Policies, procedures, guidelines and products. Provide support on tenure upgrading. Administer compliance of Communal Property Associations. Facilitate the establishment of Communal Property Association. Promote awareness and capacity building on the Communal Property Association Act. Support Communal Property Associations to comply with the Communal Property Association Act. Coordinate activities relating to investigations on the affairs of Communal Property Association. Facilitate mediation and dispute

resolution. Manage resources for the Directorate. Manage the development and implementation of a Skills Development Strategy within the Provincial Shared Service Centre in conjunction with Human Resources. Manage and implement performance management within the Directorate in conjunction with Human Resources. Manage effectively processes of grievances and discipline with the Directorate in conjunction with Human Resources. Supervision of administrative and professional personnel. Manage the Directorate's budgeting and expenditure services according to Policy. Establish and maintain appropriate systems (analytical tools, information systems, projections etc.) and Policies to ensure effective and efficient management of resources. Ensure effective management of business risk, resources and business continuity.

NOTE : Coloured and White males and African and Coloured females and Persons with disabilities are encouraged to apply. Appointment is subject to a positive security clearance and the signing of a performance agreement. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

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.

OTHER POSTS

POST 44/100 : **CHIEF PROFESSIONAL SURVEYOR (Reference: 3/2/1/2018/424)**

SALARY : R854 154 per annum (Salary in accordance with the OSD for Engineers)
CENTRE : Office Of The Surveyor General: Western Cape (Cape Town)
REQUIREMENTS : 4 years' Survey/Geomatics Degree (BSc-Survey/Geomatics) (NQF 8). 6 years' post qualification Professional Geomatics/Cadastral Surveys experience. Compulsory registration as a Geomatics Professional with the South African Geomatics Council. Job related knowledge: Programme and Project Management, Survey, Legal and Operational Compliance, Survey operational communication, Process knowledge, Maintenance, Mobile equipment operating, Survey design and analysis, Research and Development, Computer aided survey application, Creating high performance culture, Technical consulting, Survey and professional judgment, Land Use, Land Administration and Land Registration systems and processes. Job related skills: Strategic, capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial Management, Customer focus and responsiveness, Computer Literacy, People Management, Planning and organising, Conflict Management, Negotiation, Change Management, Archival investigation and historical research, Dispute resolutions, Beacon and boundary reconstruction. A valid driver's licence.

DUTIES : Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Development of cost effective solutions and approval of surveys according to prescribed requirements/standards. Promotes safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Ensure effective and efficient governance. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for

the operation on survey related matters to minimise possible survey risks. 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 investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to department objectives. Ensure effective and efficient financial management. Ensure the availability and management of funds to meet the Medium Term Expenditure Framework (MTEF) objectives within the survey environment/services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Ensure effective and effective people management. Manage the development, motivation and utilisation of human resources for the discipline to ensure component knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinate key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve Departmental objectives.

- NOTE** : African, Coloured and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- 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.
- POST 44/101** : **CHIEF PROFESSIONAL SURVEYOR (Reference: 3/2/1/2018/425)**
- SALARY** : R854 154 per annum (Salary in accordance with the OSD for Engineers)
- CENTRE** : Office Of The Surveyor General: Kwazulu Natal (Pietermaritzburg)
- REQUIREMENTS** : 4 years' Survey/Geomatics Degree (BSc-Survey/Geomatics) (NQF 8). 6 years' post qualification Professional Geometrics/Cadastral Surveys experience. Compulsory registration as a Geomatics Professional with the South African Geomatics Council. Job related knowledge: Programme and Project Management, Survey, Legal and Operational Compliance, Survey operational communication, Process knowledge, Maintenance, Mobile equipment operating, Survey design and analysis, Research and Development, Computer aided survey application, Creating high performance culture, Technical consulting, Survey and professional judgment, Land Use, Land Administration and Land Registration systems and processes. Job related skills: Strategic, capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial Management, Customer focus and responsiveness, Computer Literacy, People Management, Planning and organising, Conflict Management, Negotiation, Change Management, Archival investigation and historical research, Dispute resolutions, Beacon and boundary reconstruction. A valid driver's licence.
- DUTIES** : Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Development of cost effective solutions and approval of surveys according to prescribed requirements/standards. Promotes safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives. Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Ensure effective and efficient governance. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. 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 investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to department objectives. Ensure effective and efficient financial management. Ensure the availability and management of funds to meet the Medium Term Expenditure Framework (MTEF) objectives within the survey environment/services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Ensure effective and effective people management. Manage the development, motivation and utilisation of human resources for the discipline to ensure component knowledge base for the continued success of survey services according to organisational needs and requirements. Manage subordinate key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve Departmental objectives.

- NOTE** : African, Coloured and Indian males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
- 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.
- POST 44/102** : **DEPUTY DIRECTOR: LAND ACQUISITION AND RECAPITALISATION (Reference: 3/2/1/2018/426)**
- SALARY** : R826 053 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Directorate: Strategic Land Acquisition: Kwazulu Natal (Pietermaritzburg)
- REQUIREMENTS** : Bachelor's Degree/National Diploma in Agriculture, Agricultural Economics, Economics or equivalent qualifications. 3 - 5 years' relevant experience in the agricultural or related field. Job related knowledge: Land Reform: Provision of Land and Assistance Act, Land Reform: Land Tenants Act, Agrarian Transformation as well as Key Priorities of Government, Comprehensive Rural Development Plan (CRDP), Recapitalisation and Development Programme, Relevant prescripts pertaining to Land Reform and Redistribution. Job related skills: People and Strategic Management, Strategic thinking, Writing and communication. A valid driver's licence.
- DUTIES** : Manage the provision of Land Acquisition and Warehousing Services. Development of Regional Strategy. Use Proactive Land Acquisition Strategy (PLAS) to acquire land. Provide land to small holder farmers. Monitor implementation at the District. Ensure conducting of area based plans. Manage the identification of movable and immovable assets for acquisition by the state for beneficiaries. Ensure development of Service Level Agreements on leased assets with beneficiaries and caretaker or Service Provider. Manage the process of valuation of immovable assets. Manage the identification and facilitation of Land Reform Strategic Institutional Partnership. Ensure assessment of company legal compliance for the formation of Institutional Partnership. Ensure assessment of the risk profile and Business Plan of Strategic Partner to determine the business of compatibility between the Service Provider and the beneficiaries. Provide District Land Acquisition Services. Manage the implementation of Redistribution Programmes. Manage the implementation of Land Acquisition and Development Services. Manage the identification and selection of potential Recapitalisation Project. Conduct the analysis and selection of CRDP projects based on agricultural assessment reports and development needs. Profile selected projects to establish baseline information and recruit suitable partner for the development of Business Plans. Prioritise selected projects in accordance with the Agricultural Land Holding Policy Framework and State Land Disposals Policy. Implement recapitalisation project procedure within the relevant Policy and programme guidelines. Analyse and assess Recapitalisation Business Plans. Liaise with relevant stakeholders

regarding Recapitalisation Projects. Work together with commercial agricultural and private farming sector to promote black economic empowerment. Create partnership between emerging and established farmers. Create linkage between agricultural produce retailers and small farmers through procurement and contracting. Monitor the maintenance of accurate and accessible Recapitalisation Project support requirements. Facilitate the provision of mentorship strategic to the Black Emerging Farmers. Facilitate the provision of co-management arrangement, share equity arrangement and contract farming support on recapitalisation projects. Manage human, financial and other resources of the Directorate. Manage and supervise human resources of the sub directorate. Manage and monitor finances of the sub directorate. Manage the procurement of items for sub directorate. Ensure effective use of physical resources and equipment. Ensure effective management of business risk and audit management plans.

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

APPLICATIONS : Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

POST 44/103 : **DEPUTY DIRECTOR: PRE-SETTLEMENT (Reference: 3/2/1/2018/427)**

SALARY : R826 053 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Directorate: Operation Management: Limpopo (Polokwane)
REQUIREMENTS : Bachelor's Degree qualification in one of the following fields: Law, Humanities, Economics or Development Studies. 5 years' appropriate working experience. Job related knowledge: Understanding of and experience in land reform (in particular restitution) and/or development-related issues, Implementation of the Public Finance Management Act and Division of Revenue Act, Financial Management and Administration System. Experience in research management and implementation. Job related skills: Strategic Planning, General Management, Operational Planning, Proven supervisory, Project Management, Excellent communication (verbal and written), Computer literacy. A valid driver's license is compulsory. Willingness to undertake field trips entailing long distance and work irregular hours.

DUTIES : Manage the lodgement of claims. Advising the claimants on the process for lodgement. Assist claimants in signing of appropriate affidavits. Manage the validation of lodged claims. Investigations. Gazetting. Manage the verification of validated claims. Listing claimants. Adoption of verification list. Manage the settlement of claims. Signing of settlement agreements. Compiling of S42D/S42E/Court referral. Manage the negotiations for the settlement of claims. Valuation .Presentation of offer.

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

APPLICATIONS : Applications can also be submitted by post Private Bag X9312, Polokwane, 0700 or hand it delivered to: 61 Biccard street, Koos Smut Building, Polokwane 0700.

Post 44/103 : **CONTROL GISc TECHNOLOGIST (Reference: 3/2/1/2018/428)**

SALARY : R714 393 per annum (Salary in accordance with the OSD for Engineers)

CENTRE : Directorate: Spatial Planning And Land Use Management: Free State (Bloemfontein)

REQUIREMENTS : 3 - 4 years' GISc Degree or relate Bachelor Degree. 6 years' post qualification GISc Technologist experience. Compulsory registration with South African Geomatics Council (SAGC). Job related knowledge: Programme and Project Management, Legal and Operational Compliance, Systems Maintenance, Geo-Database design and analysis, Research and Development, Creating high performance organisational culture, Technical report writing, Accountability. Job related skills: Organisational, Process Knowledge, Systems maintenance, Geographical Information System mobile devices operating, Advanced Computer Literacy, Interaction, Communication. A valid driver's licence.

DUTIES : Design, plan and perform advanced GISc analysis to address organisational strategic objective. Undertake spatial modelling. Facilitate the collection and

capturing of spatial data from various formats and source. 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 Geographic Information Services unit effectiveness. Develop and manage spatial information applications within organisational process. Provide access to spatial information and Geographic Information Services to all clients in the department. Develop training manual end users on skills regarding to GISc all times. Ensure interoperability between systems to maximise efficiency. Publish data into a web based Geographical Information System to provide geographical information through the internet. Ensure easy access to spatial information at all times. Documents Geographical Information System processes. Provide stakeholder management services. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Provide Geographical Information System implementation support. Support Geographical Information System and technical systems audit. Support the systems requirements analysis. Participate in cost benefit analysis exercises. Facilitate the development of process models and workflow diagrams. Ensure implementation of Geographical Information System Standards. Support draft Terms of Reference for Geographical Information System projects. Manage maps production and customise to meet client needs accordingly. Conduct research. Research, investigate and advice on new Geographical Information System 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 Geographical Information System standards.

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

APPLICATIONS : Applications can also be submitted by post Private Bag X20803, Bloemfontein, 9300 or hand it delivered to: 136 Charlotte Maxeke Street, SA Building 2nd Floor, Bloemfontein, 9301.

POST 44/105 : **DEPUTY DIRECTOR: PROPERTY LEASES (Reference: 3/2/1/2018/429)**

SALARY : R697 011 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE : Directorate: Property Management: Limpopo (Polokwane)
REQUIREMENTS : Bachelor Degree or National Diploma Real Estate, Property Management or Bachelor's Degree in Law or any Degree or Diploma coupled with 5 years' experience at Assistant Director level in a Property Management field in the Public Service. 3 - 5 years' management experience in property management or related field. Job related knowledge: Public Service Regulation, Treasury Regulations, Public Finance Management Act (PFMA). Job related knowledge: Government Immovable Asset Management Act 2007, Land Reform Provision of Land and Assistance Act, State Land Disposal Act, Any other relevant law. Job related skills: Project Management, Analytical, Planning and organisation, Computer Literacy (MS Word, Excel, Power Point Project), Communication (verbal and written), Problem solving and decision making, Facilitation and Presentation, Report writing, Interpersonal Relations. A valid driver's licence. Willingness to travel.

DUTIES : Manage compliance with Property Management Systems and support to District. Administer the signing of lenses and caretaker agreements. Manage records of original contracts and inspection reports. Manage and coordinate periodic land use investigations on leased immovable assets. Participate in the beneficiary selection committee. Monitor of proper usage and maintenance of leased assets. Manage processes towards the payment of utility and other statutory charges on DRDLR immovable assets which are subjects to agricultural lease or agricultural caretaker arrangements. Manage human financial and other resources of the Directorate.

Manage and monitor budget and expenditure of the sub-directorate. Manage the sub-directorates as part of Demand Management Plan of the Directorate. Manage human resource of the sub-directorate. Ensure effective use of physical resources.

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

APPLICATIONS : Applications can also be submitted by post Private Bag X9312, Polokwane, 0700 or hand it delivered to: 61 Biccard street, Koos Smut Building, Polokwane 0700.

POST 44/106 : **PROFESSIONAL TOWN AND REGIONAL PLANNER (2 POSTS) (Reference: 3/2/1/2018/430)**

SALARY CENTRE : R585 366 per annum (The salary in accordance with the OSD for Engineers)
: DIRECTORATE: SPATIAL PLANNING AND LAND USE MANAGEMENT:
LIMPOPO (POLOKWANE)

REQUIREMENTS : B degree in Urban/Town and Regional Planning or relevant qualification. 3 years post qualification in Town and Regional Planning experience. Compulsory registration and must be in good standing with SACPLAN as a Professional Town and Regional Planner on appointment. Job related knowledge: Programme and project management; Town and regional principles and methodologies; Research and development; Computer-aided applications; Town and regional knowledge of legal compliance; Creating high performance culture; Technical consulting. Job related skills: Analytical; Creativity; Self-management; Communication; Computer literacy; Attention to detail. A valid driver's licence.

DUTIES : Ensure the application of town and regional planning principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines. Ensure the compilation and adoption of technical and planning standards, norms and guidelines. Formulate, interpret and implement planning legislation, guidelines, policies and regulations. Facilitate site clearance in terms of project execution plans and manage site clearance standards as agreed with project managers. Plan and design to ensure sustainable human settlement. Compile of spatial development frameworks (SDF) (as part of the IDP processes). Compile guidelines and evaluate land use management schemes (LUMS). Provide spatial planning and land use management services in liaison with National Office. Provide support to the implementation of tools, systems, guidelines, policies, programmes and legislations for spatial planning and land use management at a provincial level. Provide development planning support to departmental programmes and rural development at the provincial level. Render planning support and advice to the departmental programmes. Provide support to the development of spatial plans at provincial and municipal level. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on town and regional planning technology to improve expertise. Liaise with relevant bodies/councils on town and regional planning related matters.

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

APPLICATIONS : Applications can also be submitted by post Private Bag X9312, Polokwane, 0700 or hand it delivered to: 61 Biccard street, Koos Smut Building, Polokwane 0700.

POST 44/107 : **SENIOR LEGAL ADMINISTRATION OFFICER (Reference: 3/2/1/2018/431)**

SALARY CENTRE : R448 269 per annum (Salary in accordance with the OSD for Legal)
: Directorate: Support Services: Limpopo (Polokwane)

REQUIREMENTS : Degree/Diploma in LLB as determined by the Minister of Justice and Constitutional Development. 8 years' post qualification experience in the relevant field. Job related knowledge: Labour Law, Public Finance Management Act, Treasury Regulations and the Promotion of Administrative Justice Act. Job related skills:

		Ability to interpret the law, Ability to research the law, Written and Presentation, Client Relations, Communication, Computer Literacy, Managerial. A valid driver's licence.
<u>DUTIES</u>	:	Handle all legal matters arising from the Provincial Support Services Directorate. Draft charge sheets in misconduct cases. Represent the Provincial Shared Service Centre in disciplinary hearings, conciliations and arbitration. Draft or edit legal correspondence.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X9312, Polokwane, 0700 or hand it delivered to: 61 Biccard street, Koos Smut Building, Polokwane 0700.
<u>POST 44/108</u>	:	<u>PROJECT COORDINATOR: LAND RIGHTS (10 POSTS) (Reference: 3/2/1/2018/432)</u>
<u>SALARY CENTRE</u>	:	R444 693 per annum (Level 10) Directorate: Tenure Reform Implementation: Kwazulu Natal (2 Posts Pietermaritzburg, 2 Posts Ladysmith, 2 Posts Port Shepstone, 2 Posts Richardsbay, 2 Posts Vryheid)
<u>REQUIREMENTS</u>	:	National Diploma or Bachelor Degree in Humanities/Social Science or equivalent qualification. 3 - 5 years' relevant working experience in Land Reform Environment. Job related knowledge: Land reform prescript and policies (ESTA, LTA, IPILRA), Community dynamics, Interpretation of statuses, Departmental filing procedure. Job related skills: Presentation, Facilitation, Communication, Project Management, People Management, Analytical, Research, Interpersonal Relations, Report writing, A valid driver's licence. An initiate-self driven individual willingness to travel and work irregular hours.
<u>DUTIES</u>	:	Facilitate the implementation of Extension of Security of Tenure programme. Respond to all enquiries on ESTA accordingly. Liaise with Justice Ministry, Department of nature Conservation and Game Farmers, Conventional Farmers/Farm owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA/LTA. Draw up a data base for monitoring and evaluation of intervention process of all cases. Conduct training workshops for staff and other role players in the land reform. Assist staff in District Offices to incorporate changes in land reform policy and procedures into their planning and implementation. Attend workshops and meetings on implementation of relevant Acts continually. Monitor and facilitate the implementation of Labour Tenants programme. Address the Labour Tenants Act (LTA) claims that have been lodged. Categories LTA Cases according to claimant's settlements choices as required. Respond to all enquiries on LTA accordingly. Liaises with justice Ministry, Department of Nature Conservation and Game Farmers, Conventional Farmers/Farm Owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA/LTA. Draw up a database for monitoring and evaluation of intervention processes of all cases. Attend workshops and meetings on implementation of relevant Acts continually. Conduct training workshops for staff and other role players in the land reform. Assist Staff in the District Offices to incorporate changes in land reform policy and procedures into their planning and implementation.
<u>NOTE</u>	:	African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X9132, Pietermaritzburg, 3200 or hand it delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.
<u>POST 44/109</u>	:	<u>PROJECT COORDINATOR: LAND RIGHTS (Reference: 3/2/1/2018/433)</u>
<u>SALARY CENTRE</u>	:	R444 693 per annum (Level 10) Directorate: Tenure Reform Implementation: Limpopo (Capricorn/Sekhukhune District)
<u>REQUIREMENTS</u>	:	National Diploma or Bachelor Degree in Humanities/Social Science or equivalent qualification. 3 - 5 years' relevant working experience in Land Reform Environment. Job related knowledge: Land reform prescript and policies (ESTA,

		LTA, IPILRA), Community dynamics, Interpretation of statuses, Departmental filing procedure. Job related skills: Presentation, Facilitation, Communication, Project Management, People Management, Analytical, Research, Interpersonal Relations, Report writing. A valid driver's licence. An initiate-self driven individual willingness to travel and work irregular hours.
<u>DUTIES</u>	:	Facilitate the implementation of Extension of Security of Tenure programme. Respond to all enquiries on ESTA accordingly. Liaise with Justice Ministry, Department of Nature Conservation and Game Farmers, Conventional Farmers/Farm owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA/LTA. Draw up a data base for monitoring and evaluation of intervention process of all cases. Conduct training workshops for staff and other role players in the land reform. Assist staff in District Offices to incorporate changes in Land Reform Policy and procedures into their planning and implementation. Attend workshops and meetings on implementation of relevant Acts continually. Monitor and facilitate the implementation of Labour Tenants programme. Address the Labour Tenants Act (LTA) claims that have been lodged. Categories LTA Cases according to claimant's settlements choices as required Respond to all enquiries on LTA accordingly. Liaises with justice Ministry, Department of Nature Conservation and Game Farmers, Conventional Farmers/Farm Owners, Department of Labour, Farm Dwellers and Local Municipalities on ESTA/LTA. Draw up a database for monitoring and evaluation of intervention processes of all cases. Attend workshops and meetings on implementation of relevant Acts continually. Conduct training workshops for staff and other role players in the land reform. Assist staff in the District Offices to incorporate changes in Land Reform Policy and procedures into their planning and implementation.
<u>NOTE</u>	:	Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X9312, Polokwane, 0700 or hand it delivered to: 61 Biccard street, Koos Smut Building, Polokwane 0700.
<u>POST 44/110</u>	:	<u>PROJECT COORDINATOR: COMMUNAL TENURE (3 POSTS) (Reference: 3/2/1/2018/434)</u>
<u>SALARY CENTRE</u>	:	R444 693 per annum (Level 10)
	:	Directorate: Tenure Reform Implementation: Limpopo (Waterberg, Capricorn/Sekhukhune, Vhembe/Mopani District)
<u>REQUIREMENTS</u>	:	National Diploma or Bachelor Degree in Humanities/Social Science or equivalent qualification. 3 - 5 years' relevant working experience in Land Reform Environment. Job related knowledge: Land reform prescript and policies (TRANCRA, ULTRA), Community dynamics, Interpretation of statuses, Departmental filing procedure. Job related skills: Presentation, Facilitation, Communication, Project Management, People Management, Analytical, Research, Interpersonal Relations, Report writing. A valid driver's licence. An initiate-self driven individual willingness to travel and work irregular hours.
<u>DUTIES</u>	:	Facilitate the implementation of upgrading of Land Tenure Rights. Develop land profile. Consult with internal and external stakeholders. Compile a report. Facilitate the implementation of Land Title Adjustments. Conduct investigation. Prepare terms of reference. Consult with internal and external stakeholders. Compile report. Coordinate the implementation transformation of certain rural areas. Prepare transformation process. Facilitate the gazetting and notices process. Gather information. Facilitate the effected decision and approval .Compile executing report.
<u>NOTE</u>	:	Coloured and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<u>APPLICATIONS</u>	:	Applications can also be submitted by post Private Bag X9312, Polokwane, 0700 or hand it delivered to: 61 Biccard street, Koos Smut Building, Polokwane 0700.
<u>POST 44/111</u>	:	<u>CONTROL SURVEY TECHNICIAN (Reference: 3/2/1/2018/435)</u>
<u>SALARY CENTRE</u>	:	R422 139 per annum (Salary in accordance with the OSD for Engineers)
	:	Office Of The Surveyor General: Limpopo (Polokwane)

<u>REQUIREMENTS</u>	:	National Diploma in Survey (NQF 6). 6 years' post qualification technical (survey) experience. Compulsory registration with South African Geomatics Council. Job related knowledge: Programme and Project Management, Survey, Legal and Operational Compliance, Survey operational communication, Process knowledge, Maintenance, Mobile equipment operating, Survey design and analysis, Research and Development, Computer aided survey applications, Creating high performance culture, Technical consulting, Survey and professional judgment, Land Use, Land Administration and Land Registration systems and processes. 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, Archival investigation and historical research. A valid driver's licence.
<u>DUTIES</u>	:	Survey design and analysis effectiveness. Perform final review and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across discipline to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures systems and resources. Set survey maintenance standards, specifications and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect surveys services. Render effective and efficient financial management. To ensure the availability and management of funds to meet the Medium Term Expenditure Framework (MTEF) objectives within the survey environment/services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Render effective and efficient governance. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk. Management practice and organisational requirement. Provide technical consulting services for the operation of survey related matters to minimize possible survey risks. Manage and implement knowledge sharing initiatives e.g. short term assignments and secondments within and across operations, in support of Individual Development Plans, operational requirements within 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. Render effective and efficient people management. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of 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.
<u>NOTE</u>	:	African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
<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>POST 44/112</u>	:	<u>CONTROL SURVEY TECHNICIAN (Reference: 3/2/1/2018/436)</u>
<u>SALARY</u>	:	R422 139 per annum (Salary in accordance with the OSD for Engineers)
<u>CENTRE</u>	:	Office Of The Surveyor General: Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	National Diploma in Survey (NQF 6). 6 years' post qualification technical (survey) experience. Compulsory registration with South African Geomatics Council. Job related knowledge: Programme and Project Management, Survey, Legal and Operational Compliance, Survey operational communication, Process knowledge, Maintenance, Mobile equipment operating, Survey design and analysis, Research

and Development, Computer aided survey applications, Creating high performance culture, Technical consulting, Survey and professional judgment, Land Use, Land Administration and Land Registration systems and processes. 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, Archival investigation and historical research. A valid driver's licence.

DUTIES : Survey design and analysis effectiveness. Perform final review and approvals or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across discipline to ensure seamless integration with current technology. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures systems and resources. Set survey maintenance standards, specifications and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect surveys services. Render effective and efficient financial management. To ensure the availability and management of funds to meet the Medium Term Expenditure Framework (MTEF) objectives within the survey environment/services. Manage the operational survey project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Render effective and efficient governance. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk. Management practice and organisational requirement. Provide technical consulting services for the operation of survey related matters to minimize possible survey risks. Manage and implement knowledge sharing initiatives e.g. short term assignments and secondments within and across operations, in support of Individual Development Plans, operational requirements within 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. Render effective and efficient people management. Direct the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of 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.

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

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.

POST 44/113 : **CONTROL GISc TECHNICIAN (Reference: 3/2/1/2018/437)**

SALARY : R422 139 per annum (The salary in accordance with the OSD for Engineers)
CENTRE : Directorate: Spatial Planning And Land Use Management: Limpopo (Polokwane)
REQUIREMENTS : Undergraduate Qualification in GISc field or related qualifications. 6 years' post qualification experience. Compulsory registration with PLATO under the category of GISc Technician. Job related knowledge: Legal and Operational Compliances, GIS implementation, Standards Development, Policy formulation, GIS operational communication, Spatial modeling design and analysis knowledge, GIS Applications, Technical consulting. Job related skills: Organisation, Process knowledge, Systems Maintenance, GIS mobile devices operating, Advanced Computer Literacy, Interaction. A valid driver's licence.

DUTIES : Manage, Supervise and perform technical GISc activities. Manage operational GISc activities of sub-ordinates. Implement spatial data standards. Apply coordinate systems and projections. Create and normalise spatial and non-spatial

databases. Manage maps production and customise to meet clients' needs accordingly. Manage maps production and customise to meet needs accordingly. Manage the operations of GIS equipment's, software, data and products. Undertake spatial analysis with regard to GIS Projects. Ensuring data compatibility and preparing/interpreting metadata. Developing, testing and performance data capturing, analysis and quality control procedures. Maintain GISc unit Effectiveness. Maintain GISc tools. Train end-user on basic GISc skills. Compile content for web publishing. Capture and maintain metadata. Updating of GISc software and renewal of license. Documentation of GISc processes. Functional Requirements analysis. Undertake and document user requirements and analysis. Identify gap analysis on available spatial information in the organisation. Evaluate software capabilities and identify the required functionalities. Customise the GISc software to suit the organisational needs. Assisting in determining operational and project requirements. Conduct Research. Research investigate and advice on new GISc 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 GISc standards.

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

APPLICATIONS : Applications can also be submitted by post Private Bag X9312, Polokwane, 0700 or hand it delivered to: 61 Biccard street, Koos Smut Building, Polokwane 0700.

POST 44/114 : **ASSISTANT DIRECTOR: ASSETS AND FACILITIES (Ref No: 3/2/1/2018/438)**

SALARY CENTRE : R356 289 per annum (Level 9)
: Directorate: Financial And Supply Chain Management Services: Limpopo (Polokwane)

REQUIREMENTS : Bachelor Degree or National Diploma in Supply Chain Management or equivalent qualifications. 3 years' experience at supervisory level within asset and facilities environment. Job related knowledge: Public Finance Management Act, Public Service Regulations, Government tender procedures. Job related skills: Computer Literacy, Report writing, Communication, Interpersonal Relations. A valid driver's licence.

DUTIES : Manage asset registers. Update asset register to reflect acquired assets. Manage the capturing of newly acquired assets. Retire the lost and non-recoverable. Develop and monitor control of asset safeguarding. Conduct spot checks and asset verification. Report loss assets to the loss control for further investigations. Follow ups on the report submitted. Implement the recommendations of the loss control committee. Manage disposal of redundant and obsolete assets. Submit nominations of Disposal Committee Members for appointment. Submit unserviceable, redundant and obsolete assets to the disposal committee for approval. Manage office accommodation and refurbishment. Maintain the existing office space and manage the lease agreements. Submits request for extensions for approval. Compile and submits the new need to National Office for approval. Engage OHS officers to identify defects and establish corrective measures. Lead and manage business unit with good governance principles. Manage employee performance. Maintain 10% vacancy rate on funded posts.

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

APPLICATIONS : Applications can also be submitted by post Private Bag X9312, Polokwane, 0700 or hand it delivered to: 61 Biccard street, Koos Smut Building, Polokwane 0700.

POST 44/115 : **ASSISTANT DIRECTOR: FINANCE (Reference: 3/2/1/2018/439)**

SALARY CENTRE : R356 289 per annum (Level 9)
: Branch: Rural Infrastructure Development (Pretoria)

REQUIREMENTS : A Bachelor's Degree/National Diploma in Accounting/Financial Accounting/Financial or Public Management/Finance/Auditing. 3 - 5 years' experience in finance and administration environment. Job related knowledge: Public Service Regulations, Treasury Regulations, Public Finance Management Act (PFMA), Generally Recognise Accounting Practice (GRAP), Preferential

Procurement Policy Framework Act (PPPFMA), Departmental Transversal Systems (BAS; PERSAL and LOGIS). Job related skills: Accounting, Analytical, Computer Literacy, Communication (verbal and written), Problem solving and decision making, Planning and organizing, Facilitation and presentation, Report writing, Strategic leadership capability, Training and development, Interpersonal Relations. A valid driver's licence. Willing to travel and ability to work under pressure and work irregular hours.

DUTIES : Administer budget and expenditure of the Branch. Ensure enough budget for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure that Medium Term Expenditure Framework processes are adhered to. Ensure that expenditure is within the correct allocation. Take precaution to prevent unauthorised, wasteful or fruitless and irregular expenditure. Manage cash flow projections. Compile cash flow. Align expenditure with cash flow. Report and explain variances on cash flow. Ensure compliance with internal financial and supply chain management policies and procedures. Comply with Public Finance Management Act, Preferential Procurement Policy Framework Act and Treasury Regulations. Provide financial reports. Compile budget reports. Compile weekly and monthly expenditure reports. Compile and report on cash flow.

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

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.

POST 44/116 : **ASSISTANT DIRECTOR: ADMINISTRATION (2 POSTS) (Reference: 3/2/1/2018/440)**

SALARY CENTRE : R356 289 per annum (Level 9)
: Directorate: Support Services: Limpopo (Waterberg And Capricorn/Sekhuhune District)

REQUIREMENTS : National Diploma in Public Administration/Public Management/Human Resource Management. 3 years' experience in relevant working environment. Job related knowledge: Supply chain management processes, Government systems, Public Financial Management Act (PFMA), Preferential Procurement Policy Framework Act PPPFMA, Public Service Regulations, Department Transversal Systems (BAS, PERSAL, LOGIS). Job related skills: Planning and organizing, Document Management, Financial Management, Office Management, Interpersonal Relations, Project Management, Resource planning, Communication, Computer Literacy. Managerial. A valid driver's licence.

DUTIES : Administer budget control and expenditure control. Ensure enough budgets for expenditure incurred. Certify correctness of invoices. Compile budget inputs. Ensure MTEF processes are adhered to. Ensure that expenditure. Take precaution unauthorised, wasted or fruitless irregular expenditure. Provide administrative support services. Manage travel arrangements. Manage building maintenance and office cleaning services. Provide frontline services to stakeholders and visitors. Provide administrative and secretariat function at meetings. Compile reports on a monthly basis. Prepare and consolidate presentations. Provide supply chain management support. Compile and execute Demand Management Plan. Compile and execute demand procurement plan. Manage commitment (LOGIS) effectively. Safeguard asset. Ensure compliance with internal and external financial and supply chain policies. Comply with PFMA Act, Preferential Procurement Policy Framework Act and Treasury regulations. Provide human resource administration support services. Facilitate all training requirements and activities. Facilitate recruitment process. Maintain accurate leave record and manage attendance of officials. Manage Performance of officials.

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

APPLICATIONS : Applications can also be submitted by post Private Bag X9312, Polokwane, 0700 or hand it delivered to: 61 Biccard street, Koos Smut Building, Polokwane 0700.

DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to **the dti** Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: <http://www.thedti.gov.za> and click on the “Careers” link to submit online application. Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents or <http://www.thedti.gov.za/careers>. Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. **The dti** is committed to the pursuit of diversity and redress. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. **The dti** reserves the right not to fill any advertised position(s).
- CLOSING DATE** : 16 November 2018

MANAGEMENT ECHELON

- POST 44/117** : **CHIEF DIRECTOR: AFRICA BILATERAL ECONOMIC RELATIONS REF NO: TISA/ABER 001**

: To promote economic relations with African countries on bilateral/regional basis with emphasis on outward investment let trade.

- SALARY** : All-inclusive remuneration package of R1, 189,338.00 per annum, Level 14

- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Economics / International Relations or International Law, Public Administration and/or Development Studies. 5 years’ relevant senior managerial experience in an Investment Facilitation environment. Experience in research management, policy development and implementation. Experience in Industrial and Infrastructure project facilitation. Experience in trade and investment promotion. Experience in stakeholder management, financial management, contract management, strategic capability and leadership, project management and change management. Sound Knowledge of the African economy and the global economic environment. Knowledge of the relevant economic sectors as defined by the National Development Plan, Industrial Policy Action Plan, New Growth Path. Knowledge and understanding of Public Service act, Public Service Regulations, PFMA and Treasury regulations. Problem Solving and Decision Making skills, communication skills (written and verbal), strong negotiation skills and conflict management. Travel (local & international) as and when required. Must be able to work overtime as and when required. Proficient in MS Office packages.

- DUTIES** : Research and Policy formulation management: Research and compile strong analytical documents assessing trade, investment, industrial and infrastructure potential per country, as basis for strategies, work programme and briefs. Develop regional and country strategies that focus on trade development, promoting investment, industrial and infrastructure development, facilitating the identification of regional value chains and technical cooperation. Display detailed economic knowledge of African economies at continental, regional and country levels. Develop, communicate and implement relevant trade and investment policies in line with strategy. Provide inputs into trade and investment policy and Regional and Global negotiating positions. Customer and Stakeholder management: Ensure broad-based consultations at Chief Directorate, Division, Departmental, intra-governmental levels. Establish and maintain close working relations with e.g.

ITED, IDD and DIRCO. Consult Nedlac, BUSA, Export Councils, COTII agencies. Organise fora to raise awareness of opportunities in the context of building bilateral trade and investment relations. Prepare precise, accurate briefing documents for political principles (Minister, Parliament) as well as for business interests. Ensure dissemination of information through marketing, interviews, publications and websites. Support incoming and outgoing trade and investment missions. Strengthen effective coordination with the South African business sector to more fully engage in African development activities. Contribute bilateral economic inputs to the ICTS Cluster. Promote intra-Africa trade and intra-Africa investment: Utilize government-to-government relations and mechanisms to advance a developmental agenda in Africa on the mutually beneficial and agreed bilateral cooperation agreements. Oversee the implementation of and the promotion of SDIs in Africa. Undertake technical and fact finding missions to identify trade, investment, industrial and infrastructure development opportunities in Africa. Pursue partnerships to promote economic development on a bilateral basis (for example, Nigeria, Uganda, Algeria, Egypt and Kenya), other regional groupings (ECOWAS, COMESA, MAGHREB). Strengthen bilateral trade (exports and investments) relations in support of intra-Africa trade and intra-Africa investments. Facilitate the negotiation and signing of bilateral agreements and MOUs with countries in Africa. Coordinate economic inputs into government to government platforms e.g. JMCs, JBCs, BNCs, JPCs and Heads of State bilateral economic engagements. Identify innovative mechanisms, methodology or strategic intervention to promote bilateral trade and investment in relation to African economies. Develop co-operative relations with diplomatic representation in South Africa both to inform and to implement the strategy. Negotiate bilateral economic cooperation agreements that set out mutually beneficial and agreed bilateral work programme. Coordinate South African technical cooperation and assistance to support policy and institutional development in partner countries. Oversee technology transfer and building of productive capacity through investments e.g. MPISI and other bilateral projects. Participate in trade and investment conferences and seminars. Facilitate agency to agency capacity building and institutional strengthening e.g. SABS and counterparts. Strategic management: Oversee the effective and efficient operation of the Chief Directorate. Manage the budget of human Resources of the Chief Directorate. Facilitate and ensure the development of a conducive culture and working environment in the Chief Directorate. Contribute towards the effective strategic planning and management of the Division. Implement the Divisions Africa Bilateral Strategy and methodology. Align Africa bilateral work programme with the Africa multilateral work programme. Design internal work processes to improve customer service levels. Develop and implement a service delivery improvement plan for the Chief Directorate. Monitor and evaluate implementation of the work programme.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835.

POST 44/118 : **DIRECTOR: INTERNATIONAL OPERATIONS REF NO: TISA/Inter Oper 001**
To oversee and support international economic programmes in outgoing and incoming provided by the multi sectoral export programmes.

SALARY : All-inclusive remuneration package of R1, 005,063.00 per annum, Level 13
CENTRE : Pretoria
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Economics / Public Admin / International Relations / Development Studies. 5 years' experience at a middle/senior managerial level in an international operations environment. Experience in the development of international geographic based developmental programmes. Experience in strategy management. Experience in business processes. Directorate management. Experience in stakeholder management, people management, financial management, project management, report writing and analysis. Communication skills (verbal and written), analytical and thinking skills, presentation skills, planning and organising skills and Interpersonal skills. Strategic capability and leadership. Sound knowledge of the South African economy and the global economic environment. Knowledge of the relevant economic sectors as defined by the NDP, IPAP, Integrated National Export

Strategy, New Growth Path and Nine Point Plan. Strategic Leadership skills. Knowledge and understanding of Public Service Regulations, Public Service Act, Treasury Regulations and Public Finance Management Act. Willingness to travel domestically and internationally, and to work overtime as and when required.

DUTIES

: Develop International Geographical based developmental programmes: Develop geographic developmental plan to support the incoming and outgoing export programmes. Provide economic guidance and counselling on geographic knowledge and experience. Develop export indicators for African Region. Stakeholder Management: Provide support on the Head of the Missions and FER in multi sectoral work and combined incoming investment and outgoing export programme. Develop a single channel entry point of the Division and/or organisation regarding Exports. Provide a high level political and bilateral mission and will sectoral and or combined investment and outgoing export programme. Incoming Foreign political, bilateral commissions, business supported organisations and company mission supported. Strategy Management of the Division: Building frameworks and developing plans – help take a business objective or goal and break it down into a cohesive plan – identify specific areas of opportunity through analysis, understand the drivers behind them, set metrics to focus on, and layout goals and milestones for the division. Structuring actionable solutions – take different drivers from a plan and develop action items that can be executed. Driving and measuring results – analyse findings and results, measure impact, and remove any roadblocks with new actions or alterations that are necessary. Business Process: Present the presentation on investment and or economic opportunity. Oversee if the missions programmes involves 100% on a combined incoming investment and outgoing export. Oversee all quests on both local and overseas and ensure they are resolved. Provide support on business delegate for outgoing missions organised for priority and new market on demand. Directorate Management: Monitor financial resources and assets of the DDG's Office. Provide inputs into the strategic planning of the unit and execution of the operational plan.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835.

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** : 19 November 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.
Erratum: Kindly note that the post of Deputy Director: Ship and Port Security with Reference Number: DOT/HRM/55 advertised in Public Service Circular number 37 of 2018, closing date 01 October 2018, the requirements should read as follows: An appropriate Diploma / Degree in Security studies or equivalent qualification 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. Applicants who applied previously must not re-apply again.

OTHER POST

- POST 44/119** : **SENIOR ADMINISTRATIVE OFFICER: MULTILATERALS AFRICA (REF No: (DOT/HRM/78))**
 (Branch: Civil Aviation)
 (Chief Directorate: Aviation Policy and Regulation)
 (Directorate: Multilaterals)
 (Sub-Directorate: Multilaterals Africa)
- SALARY** : R 299 709 annum (Level 8)
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma or Degree in Transport Management or Transport Economics and / or Public Administration or relevant qualification at NQF level 6/7 as recognised by SAQA with minimum working experience of at least three (3) years. Note: The following will serve as a recommendation: Knowledge of the aviation industry; Understanding of Civil Aviation Regulatory Frameworks; Knowledge of the ICAO, AFCAC, SADC and SASO setup and how they link with Member States; Knowledge of the relationship between the Department of Transport and its Agencies; Good computer skills; Organisation skills; Project Management; Excellent report writing skills; Excellent communication skills both written and verbal and willingness to travel and work beyond normal hours.
- DUTIES** : The incumbent will be expected to take overall responsibility of the administration of the Sub-Directorate; Administration of proper distribution of State Letters and responses to ICAO, AFCAC, SADC and SASO; Administration of the South Africa delegation attending multilateral meetings; Co-ordinate all multilateral Africa preparatory meetings, take minutes and ensure that they are conducted effectively; Assist with facilitating the constitutional process for regional agreements and protocols relating to civil aviation; and Communicate with stakeholders and multilateral organisations.

ENQUIRIES

: Ms Y Pillay; Tel No: (012 309 3258)

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 16 November 2018
- NOTE** : Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.
- POST 44/120** : **CHIEF DIRECTOR: FINANCIAL ACCOUNTING REF NO: 161118/01**
BRANCH FINANCE: WTE
- SALARY** : R 1 189 338 per annum, (all salary package included), (Level 14)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree (NQF Level 7) or equivalent in Financial environment Six (6) to ten (10) years' experience in Financial Management. Five (5) years' experience at Senior Managerial experience. Knowledge and experience of business management principles. Practical knowledge of strategic planning, resource allocation and human resources. Understanding of the value chain and its impact on demand management. Knowledge and understanding of Public Service Act and Regulations, Treasury Regulations, PFMA and applicable auditing standards. Sound knowledge of risk management, corporate governance and internal controls. Promotion of Access to information Act. Knowledge of Policy and Strategy Development. Must have strategic capabilities and leadership skills. Knowledge in programme, project management, financial management, change management and knowledge management. Service delivery innovation (SDI), problem solving, analysis, people diversity management, client orientation and customer focus skills. Good communication skills (verbal and written). Accountability and ethical conduct.
- DUTIES** : To provide strategic guidance on the handling of Financial Accounting matters of the Department. Oversees the general ledger, accounts payable and cash management. Prepares monthly and quarterly reports for management and portfolio committees. Management of financial accounting strategic matters of the Department. Undertake budget planning and budget control. Compiles financial information and reporting. Develops and implement policy. Revises and develops procedures. Manage financial accounting risks of the Department in terms of financial internal controls. Conducts research on potential risks. People Management (common to all DDG's and CD's). Manages the selection of personnel. Ensure adequate skills development.
- ENQUIRIES** : Mr Frans Moatshe Tel 012 336 7646
- APPLICATIONS** : Pretoria (Head Office): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabile

<u>POST 44/121</u>	:	<u>CHIEF DIRECTOR: FINANCIAL ACCOUNTING REF NO: 161118/02</u>
	:	<u>BRANCH: FINANCE MAIN ACCOUNT</u>
<u>SALARY</u>	:	R 1 189 338 per annum, (all salary package included), (Level 14)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree (NQF Level 7) or equivalent in Financial environment. Six (6) to ten (10) years experience in Financial Management. Five (5) years experience at Senior Managerial experience. Knowledge and experience of business management principles. Practical knowledge of strategic planning, resource allocation and human resources. Understanding of the value chain and its impact on demand management. Knowledge and understanding of Public Service Act and Regulations, Treasury Regulations, PFMA and applicable auditing standards. Sound knowledge of risk management, corporate governance and internal controls. Promotion of Access to information Act. Knowledge of Policy and Strategy Development. Must have strategic capabilities and leadership skills. Knowledge in programme, project management, financial management, change management and knowledge management. Service delivery innovation (SDI), problem solving, analysis, people diversity management, client orientation and customer focus skills. Good communication skills (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	To provide strategic guidance on the handling of Financial Accounting matters of the Department. Oversees the general ledger, accounts payable and cash management. Prepares monthly and quarterly reports for management and portfolio committees. Management of financial accounting strategic matters of the Department. Undertake budget planning and budget control. Compiles financial information and reporting. Develops and implement policy. Revises and develops procedures. Manage financial accounting risks of the Department in terms of financial internal controls. Conducts research on potential risks. People Management (common to all DDG's and CD's). Manages the selection of personnel. Ensure adequate skills development.
<u>ENQUIRIES</u>	:	Mr Frans Moatshe Tel, 012 336 7646
<u>APPLICATIONS</u>	:	Pretoria (Head Office): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabile
<u>POST 44/122</u>	:	<u>CHIEF DIRECTOR: REVENUE MANAGEMENT REF NO: 161118/03</u>
	:	<u>BRANCH: FINANCE WTE</u>
<u>SALARY</u>	:	R 1 189 338 per annum, (all salary package included), (Level 14)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Bachelor's Degree (NQF Level 7) qualification in Financial environment. Six (6) to ten (10) years relevant Financial experience. Five (5) years experience at a Senior Managerial level. Knowledge and experience of business management principles. Practical knowledge of strategic planning, resource allocation and human resources. Understanding of the value chain and its impact on demand management. Knowledge and understanding of Public Service Act and Regulations, Treasury Regulations, PFMA and applicable auditing standards. Sound knowledge of risk management, corporate governance and internal controls. Promotion of Access to information Act. Knowledge of Policy and Strategy Development. Must have strategic capabilities and leadership skills. Knowledge in programme, project management, financial management, change management and knowledge management. Service delivery innovation (SDI), problem solving, analysis, people diversity management, client orientation and customer focus skills. Good communication skills (verbal and written). Accountability and ethical conduct.
<u>DUTIES</u>	:	Provide the strategic guidance in the management of departmental revenue. Develops revenue management strategy, policies, processes and procedures. Ensures that all registered water users are billed regularly and receive invoice/statements. Oversees the compliance to Revenue Management policies. Oversees the billing for all revenue generating units, e. g construction, house rentals. Determines revenue estimates/targets in line with tariff determination process. Increase efficiencies by identifying users and schemes not registered in liaison with other units. Regular follow up on non paying customers. Ensure

customers relations. Reconciliates and maintains debtor's accounts. Provides input towards preparation of annual financial statements. Hands over defaulters into the legal process. Writes off irrecoverable debts in accordance with PFMA and treasury regulations. Develops a customer relations strategy. The management of departmental debts. Communication with customers through telephone, personal visits and by letters. Receives and respond to customer queries within turnaround. The management of Human Resource and Financial Management. Develops staff needs analysis internally and regionally.

ENQUIRIES : Mr Frans Moatshe Tel No: 012 336 7646
APPLICATIONS : Pretoria (Head Office): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabile

POST 44/123 : **DIRECTOR: FINANCIAL REPORTING WTE REF NO: 161118/04**
BRANCH FINANCE WTE

SALARY : R 1 005 063 per annum, (all salary package included), (Level 13)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree or NQF 7 qualification in Financial Management. Six (6) to ten (10) years' experience in Financial Management. Five (5) years' experience should be at Middle/Senior Managerial level. Knowledge and experience of business management principles. Practical knowledge of strategic planning, resource allocation and human resources. Knowledge and understanding of Public Service Act and Regulations, Treasury Regulations, PFMA and applicable auditing standards. Sound knowledge of risk management, corporate governance and internal controls. Promotion of Access to information Act. Knowledge of Policy and Strategy Development. Must have strategic capabilities and leadership skills. Knowledge in programme, project management, financial management, change management and knowledge management. Service delivery innovation (SDI), problem solving, analysis, people diversity management, client orientation and customer focus skills. Good communication skills (verbal and written). Accountability and ethical conduct.

DUTIES : Development and implement business strategic guideline for the component. Implement business guidelines on financial management reporting. Implement policies on financial reporting. The development of guidelines on the preparation of statements in accordance with GAPP. Consolidate information on credit financial reporting. The consolidation of budget expenditure for WTE. Update early warning systems for all WTE managers. Conduct research on new systems on the market to trace load credit financial management reports. Implementation of new solutions. The management of Human Resource and Financial Management. Preparation of business requirements. Testing new solutions and implementation of new solutions.

ENQUIRIES : Mr Frans Moatshe Tel No: 012 336 7646
APPLICATIONS : Pretoria (Head Office): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabile

POST 44/124 : **DIRECTOR: PAYROLL MANAGEMENT WTE REF NO: 161118/05**
BRANCH FINANCE WTE

SALARY : R1 005 063 per annum, (all salary inclusive package), (Level 13)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree or NQF level 7 qualification in Financial Management. Six (6) to (10) ten years relevant Financial experience. Five (5) years' experience should be at Middle / Senior Managerial level. Knowledge and experience of business and management principles. Practical knowledge and experience of strategic planning resource allocation and human resources. Good interpretation of Public Service Act and Regulations. Sound knowledge of risk management corporate governance and internal controls. Knowledge of PFMA and applicable auditing standards, Treasury Regulations and Promotion of Access to Information Act. Knowledge and understanding of policy and strategy development, Strategic capability and

		leadership. Knowledge of programme and project management. Understanding of Financial, change and knowledge management. Service delivery innovation (SDI). Problem solving and analysis. People and diversity management. Client orientation and customer focus. Good communication skills both (written and verbal). Accountability and ethical conduct.
<u>DUTIES</u>	:	Develop business strategic guideline and policies on the payroll management. Implement payroll strategic business plan for the component. Master file information for payroll updated accordingly. The management of the payroll for the WTE. Master file for payroll information is accurately captured. Master information is verified and approve in accordance with applicable policies and procedures. Manage and update the payment system for WTE. Payroll system updated accordingly. Conduct research on the best practices for roll payment. The management of Human Resource and Financial Management. Preparation of business requirements. Implementation of new solutions.
<u>ENQUIRIES</u>	:	Mr Frans Moatshe Tel No: 012 336 7646
<u>APPLICATIONS</u>	:	Pretoria (Head Office): Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabile
<u>POST 44/125</u>	:	<u>DIRECTOR: INSTITUTIONAL ESTABLISHMENT REF NO 161118/06 (This is re-advertisement, applicants who have previously applied need not to re-apply)</u> <u>BRANCH: OPERATIONAL INTEGRATION: FREE STATE</u>
<u>SALARY</u>	:	R1 005 063 per annum (all inclusive package) (Level 13)
<u>CENTRE</u>	:	Bloemfontein
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or NQF level 7 qualification in Science (BSc) or Social Science. Five (5) to ten (10) years' experience in Water Resource Management and Water Services. Knowledge of the National Water Act (Act 36 of 1998) and the Water Services Act (Act 108 of 1997). Knowledge and understanding of the Management of State Owned Enterprises will be an added advantage. Five (5) year's experience at a middle/ senior managerial level. Understanding of governance and related principles. A valid driver's license (Certified copy must be attached). Project management is desirable. Knowledge of strategic planning, resource allocation and human resources. Knowledge of Public Service Act and Regulations. Knowledge of Public Finance Management Act. Knowledge of Project Management. Problem solving and analytical skills. Strategic capability and leadership. Programme and Project Management. Financial Management, change management, knowledge management. Service delivery Innovationon (SDI). People Management and Empowerment. Client orientation and Customer Focus. Good communication skills, accountability and ethical conduct.
<u>DUTIES</u>	:	Provide strategic direction by participating in the establishment of institutions focusing on water Resource Management. Develop and implement a performance improvement suggestion scheme. Advise top management and the legislature, as well as relevant sector bodies, on policies and strategies relevant to the section. Manage Water Resource Management functions through Proto-CMA. Investigate and make recommendations for license applications. Manage river control systems. Coordinate SFRA and sustainable utility planning. Monitor the environmental flows, eco-systems and habitat integrity. Coordinate the establishment, administration of integrated catchment forums. Provide effective platform for stakeholder engagement and partnership. Coordinate the Proto-CMA meetings and Forums. Provide oversight and create accountability at a local level for Water Resource Management. Perform monitoring and evaluation dashboard.
<u>ENQUIRIES</u>	:	Dr T Ntuli, Tel No: 051 405 9000
<u>APPLICATIONS</u>	:	Free State (Bloemfontein). For purposes of response handling, please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabile

- POST 44/126** : **CHIEF ENGINEER GRADE A: DAM DESIGN REF NO 161118/07** (This is a re-advertisement, applicants who have previously applied need not to re-apply as their applications will be taken into consideration)
 BRANCH: NWRI Head Office
- SALARY** : R991 281 per annum (all inclusive package) (OSD)
CENTRE : Pretoria
REQUIREMENTS : An Engineering degree (B Eng / BSc (Eng). Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. A valid driver's Licence (certified copy must be attached). Knowledge of programme and project management. Knowledge of engineering, legal and operational compliance. Knowledge of engineering operational communication. Understanding of process knowledge and skills. Knowledge of maintenance skills. Mobile equipment operating skills.
- DUTIES** : Perform final review and approvals or audits on engineering designs according to Design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Allocate, control, monitor and report on all resources. Ensure availability and management of funds to meet the MTEF objectives. Evaluating, editing and authorising all designs, reports, engineering drawings and specifications. Providing professional and technical advice as well as civil engineering support services within the Directorate as well as to other directorates and organizations; Keeping abreast with the latest developments in the fields of Dam Engineering and formulating new guidelines and standards to reflect the latest trends. Managing consulting engineers, and the accompanying contract administration and resolution of claims. Mentoring and training Engineers and Technicians. Managing administrative, financial and personnel-related functions.
- ENQUIRIES** : Mr E. Koadibane, Tel No: (012) 336 7694
APPLICATIONS : Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabile
- POST 44/127** : **CHIEF ENGINEER GRADE A: BULK PIPE SUPPLY SYSTEMS REF NO: 161118/08** (This is a re-advertisement, applicants who have previously applied need not to re-apply as their applications will be taken into consideration)
BRANCH: NWRI Head Office
- SALARY** : R991 281 per annum (all inclusive package) (OSD)
CENTRE : Pretoria
REQUIREMENTS : An Engineering degree (B Eng / BSc (Eng). Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. A valid driver's Licence (certified copy must be attached). Knowledge of programme and project management. Knowledge of engineering, legal and operational compliance. Knowledge of engineering operational Communication. Understanding of process knowledge and skills. Knowledge of maintenance skills. Mobile equipment operating skills.
- DUTIES** : Prepare bulk pipeline designs, design basis and technical specifications. Review, evaluate, edit and approves engineering designs according to design principles and theory. Ensure adequate standard of technical documentation, reporting and contribute in updating of standards. Coordinate design integration across the engineering disciplines within the Directorate as well as to other directorates. Pioneering of new engineering services and management methods. Optimising design and cost-effectiveness of projects and risk management. Managing consulting engineers, and the accompanying contract administration and resolution of claims; Mentoring and training Engineers and Technicians; managing administrative, financial and personnel-related functions.
- ENQUIRIES** : Mr E. Koadibane, Tel No: (012) 336 7694
APPLICATIONS : Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabile

- POST 44/128** : **CHIEF ENGINEER GRADE A: OPEN AND CHANEL SYSTEMS REF NO: 161118/09 (This is a re-advertisement, applicants who have previously applied need not to re-apply as their applications will be taken into consideration)**
BRANCH: NWRI Head Office
- SALARY** : R991 281 per annum (all inclusive package) (OSD)
CENTRE : Head Office Pretoria
REQUIREMENTS : An Engineering degree (B Eng / BSc (Eng). Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. A valid driver's Licence (certified copy must be attached). Knowledge of programme and project management. Knowledge of engineering, legal and operational compliance. Knowledge of engineering operational Communication. Understanding of process knowledge and skills. Knowledge of maintenance skills. Mobile equipment operating skills.
- DUTIES** : Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Allocate, control, monitor and report on all resources; Ensure availability and management of funds to meet the MTEF objectives. Evaluating, editing and authorising all designs, reports, engineering drawings and specifications. Providing professional and technical advice as well as civil engineering support services within the Directorate as well as to other directorates and organization. Keeping abreast with the latest developments in the fields of Open Channel Systems engineering and formulating new guidelines and standards to reflect the latest trends. Managing consulting engineers, and the accompanying contract administration and resolution of claims. Mentoring and training Engineers and Technicians. Managing administrative, financial and personnel-related functions.
- ENQUIRIES** : Mr E. Koadibane, Tel No: (012) 336 7694
APPLICATIONS : please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabole
- POST 44/129** : **CHIEF ENGINEER GRADE A CHIEF ENGINEER GRADE A REF NO: 161118/10 (This is a re-advertisement, applicants who have previously applied need not to re-apply as their applications will be taken into consideration)**
BRANCH: OPERATIONAL INTEGRATION: SD: Compliance Monitoring
- SALARY** : R991 281 per annum (all inclusive OSD salary package)
CENTRE : King William's Town
REQUIREMENTS : An Engineering degree (B Eng / BSc (Eng). Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. A valid driver's Licence (certified copy must be attached). Experience in water resources planning and management. Experience in planning, hydrological modelling, economic analysis, ecological matters, policy development and institutional aspects. Computer literacy and good computer programming skills. Good communication skills (verbal and written) and negotiation skills. Proven leadership skills and the ability to manage a professional multi-disciplinary team. Knowledge of and experience in financial management and relevant acts. Must be available to travel as and when required, often at short notice.
- DUTIES** : Identify, set-up and manage multi-disciplinary catchment-wide planning studies, identify vulnerable and sensitive areas with respect to water resources or possible effect on water resources of the catchment. Co-ordinate and process inputs from wide range of disciplines, comparative analysis. Report on investigations of possible water resource developments and/or the development of strategies to reconcile water supply and demand. Lead Master planning for EC Water resources development linked water services planning. Assist in providing professional guidance to teams of professional service providers in water services project in

sector. Compile Terms of References for planning studies. Management and administration of professional service providers, including financial administration. Close interaction with other components, provincial and central Government departments, other development agencies, local authorities, the public and public institutions. Responsible for budgeting for all expenditure of the planning section as well as control of expenditure. Responsible for speech-writing and Ministerial submissions as required. Deliver technical and other presentations, as required to a variety of audiences.

ENQUIRIES : Ms P Makhanya Tel No: (043) 604 5401
APPLICATIONS : Eastern Cape(King William's Town: Please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to 285 Continental Building, Corner of Visagie and Bosman Street, Pretoria. For attention: Ms LI Mabole

POST 44/130 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO 161118/11**
BRANCH NWRI SOUTHERN OPERATIONS: INFRASTRUCTURE BUILD, OPERATE AND MAINTENANCE

SALARY : R826 053 per annum (all inclusive package) (Level 12)
CENTRE : Port Elizabeth
REQUIREMENTS : A National Diploma or Bachelor Degree in Administration/Human Resources or Relevant. Three (3) to (5) years supervisory experience in Administration. Knowledge of policy development and implementation. Knowledge and experience of administration process. Knowledge and understanding of HR information. Disciplinary knowledge in HR information. Understanding of Government legislations, financial management and knowledge of PFMA. Understanding of techniques and procedures for the planning and execution of operations. Knowledge of programme and project management. Knowledge of relationship management. Problem solving and analysis. Knowledge of people and diversity management. Client orientation and customer focus. Good communication skills (written and verbal). Accountability and ethical conduct. Knowledge of analytical procedures.

DUTIES : Manage Corporate Services in the Branch: Infrastructure Build, Operate and Maintenance (IBOM): Southern Operations and general support of personnel. Provide strategic and general management input and consult with management, interest groups and stakeholders. Assist with the development and implementation of Strategic Plan. Manage the Human Resource unit with regards to HR planning and strategy, policy and implementation, talent management, organizational design, employee relations, EAP and transformation. Manage general administration with regard to document management, administrative support, transport and travel logistics and general service delivery units. Manage communication with regard to advocacy, communication strategy and media relations. Ensure and develop legal compliance with regard to contract management. Labour relations, legislation and litigation. Compilation of Corporate Service Budget.

ENQUIRIES : Ms C Goboza, Tel No: 041 508 9702
APPLICATIONS : NWRI Southern Operations (Port Elizabeth) Please forward your applications to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

POST 44/131 : **GENERAL WORKER REF NO 161118/12**
BRANCH: NWRI Southern Operations

SALARY : R96 549 per annum (Level 2)
CENTRE : Ncora Dam
REQUIREMENTS : An ABET certificate. One (1) to two (2) years' experience in performing manual work will be an added advantage. Knowledge of general work in handling equipment and appliances. Knowledge and understanding on conducting general work including lawn care process. Knowledge and understanding of pruning and trimming processes and techniques. Basic knowledge of chemical use (dilution/mix) and chemical products. Daily maintenance procedures for efficient machine/equipment performance. Supporting of water utilization and water

resource strategy. Basic knowledge of health and safety procedures. Basic knowledge of garden maintenance and planting practices. Basic understanding of Government legislation. Communication skills and ability to work in a team. Must be punctual, productive and loyal. Must be able to work away from the office for long periods and stay at camp sites near place of work. Must be able to work in or around rivers and dams.

DUTIES : Clean and maintain grounds and repair tools and structures such as building, fences and benches using hand and power tools. Mix spray or spread fertilizers using hand or automatic sprayers or spreaders. Provide proper up-keep of sidewalks, driveways, parking lots, fountains, planters and other ground features. Maintain existing ground and gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds and clean buildings, washing floors and cleaning windows.

ENQUIRIES : Mr ML Boyce Tel No: 047 532 8009
APPLICATIONS : NWRI Southern Operations (Ncora Dam) Please forward your applications to the Department of Water and Sanitation, P.O. Box 5501, Walmer, Port Elizabeth, 6065 or Hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3rd Avenue and Heugh Road, Walmer.

POST 44/132 : **CLEANER REF NO 161118/13**
Branch: Nwri Southern Operations: Infrastructure Build, Operate and Maintenance

SALARY : R96 549 per annum (Level 2)
CENTRE : Mthatha
REQUIREMENTS : Applicants must be in a possession of a Grade 10 certificate. Good communication, reading and writing skills. Able to read various water meters and gauge plates. Willing to work shifts, overtime and perform standby duties, including on weekends and public holidays. Knowledge of how to operate various pieces of machinery and equipment. Experience in the field of water distribution and maintenance on government structures. Ability to work under supervision and independently. Ability to work in a team. Willingness to undergo training. Valid driver's license (Certified copy must be attached).

DUTIES : Cleaning of office corridors, elevators and boardrooms by dusting and waxing of floors. Sweeping and scrubbing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning dirt bins. Cleaning of restrooms by refilling hand wash liquid soap, replacing of toilet paper and emptying wash waste bins. Keep and maintain cleaning material and equipment. Cleaning of microwares, vacuum cleaners and relevant equipment after use. Requesting of cleaning material.

ENQUIRIES : Mr BM Boyce Tel No: 082 809 5905
APPLICATIONS : NWRI Southern Operations (Mthatha). Please forward your applications to the Director: Southern Operations (IBOM), Department of Water and Sanitation, P.O. Box 5501, Walmer, 6065

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF EDUCATION**

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

APPLICATIONS

: Applications within **Head Office** should be directed to Eastern Cape Department of Education, Private Bag X 0032, Bisho 5605; or Hand deliveries at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha.

All positions within Districts should be directed to Districts as follows: **Alfred Nzo East- Mbizana**: Mr A Mpupu, Tel No: 039–2510279/ 0063, Fax: 039 - 2510976 Address: P/B X 504 Bizana 4800

Alfred Nzo West-Mount Frere: Mr. L Mtatyana, Tel No: 039 – 2550005, Fax: 039 - 2550005 Address: P/B X 9001 Mount Frere 5090

Maluti: Mr L.E. Mtatyana, Tel No: 039–2560111/ 0594, Fax: 039 - 2560111 Address: P/B X 1835 Matatiele 4730

Amathole East- Butterworth: Mr T Mxotwa, Tel No: 047- 4911070/ 0646, Fax: 047-4910655 Address: P/B X 3019 Butterworth

Dutywa: Mr T Mxotwa, Tel No: 047- 4892247/5044, Fax: 047-4891148 Address: P/B X 1203 Dutywa 5000

Amathole West- Fort Beaufort: Ms P Futshane, Tel No: 046- 6452964 Fax: 046- 6452783 Address: P/B X 2041 F.B.T

Buffalo City Metro - East London: Mr EG Klaasen Tel No: 043-7600862/542 Address: P/B X 9007 East London 5200

King William’s Town: Mr EG Klaasen Tel No: 043- 6043218/ 3221 Fax: 043- 6425896 Address: P/B X 0055 K.W.T

Chris Hani East- Ngcobob: Mr AT Fetsha Tel No: 047-5481004/1099 Fax: 047- 5481139 Address: P/B X 214 Engcobob 5050

Cofimvaba: Mr AT Fetsha Tel No: 047-8740744 Fax: 047-4880027 Address: P/B X 1229 Cofimvaba

Chris Hani West – Queenstown: Mr H.N. Godlo Tel No: 045-8083000 Fax: 045- 8083030 Address: P/B X 7053 Queenstown 5320

Lady Frere: Mr. HN Godlo Tel No: 047 -8780009/0229 Fax: 047-8780224 Address: P/B X 1152 Lady Frere 5410

Cradock: Mr. HN Godlo Tel No: 048 –8018639 Fax: 048- 8813189 Address: P/B X 82 Cradock 5880

Joe Gqabi – Sterkspruit: Mr N Magadu Tel No: 051-6111380/ 0064 Fax: 051- 110043/ 6342009 Address: P/B X 5026 Sterkspruit 9762

Mount Fletcher: Mr N Magadu Tel No: 039- 2570963 Fax: 039-2570956 Address: P/B X 1133 Mount Fletcher

Nelson Mandela Bay- Port Elizabeth: Mr Gorgonzola Tel No: 041-4034402 / 434 Fax: 041-4538660 Address: P/B X 3915 North End Port Elizabeth 6056

Uitenhage: Mr Gorgonzola Tel No: 041-9954000/2 Fax: 041-9227659 Address: P/B X 64 Uitenhage 6200

OR Tambo Coastal – Libode: Mr V Joseph Tel No: 047-5324704 Fax: 047- 5323505 Address: P/B 518 Libode 5160

Lusikisiki: Mr V Joseph Tel No: 039 - 2531065 Fax: 039 - 2531079 Address: P/B X 1010 Lusikisiki 4820

OR Tambo Inland Mthatha: Ms LN Dyodo Tel No: 047- 5024272/4225 Fax: 047- 5323339 Address: P/B X 5003 Mthatha 5100

Qumbu: Ms.L.N. Dyodo Tel No: 047- 5420210 / 12 Fax: 047-5530180 Address: P/B X 466 Qumbu 5180

Sarah Baartman - Graaff Reinet: Mr N.R.W. De Bruyn Tel No: 049- 8072202 Fax: 04 - 8925281 Address: P/B X 726 Graaff-Reinet 6280

Grahamstown: Mr De Bruyn Tel No: 046- 6229310 Fax: 046- 6223224 Address: P/B X 1001 Grahamstown 6140

: Human Resource Administration

FOR ATTENTION

CLOSING DATE : 19 November 2018
NOTE : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 which must be fully completed and signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as originally SAPS certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). NB: It is the departments objective to achieve equitable representation across race and gender. Females and Disabled persons are strongly encouraged to apply to SMS positions.

OTHER POSTS

POST 44/133 : **CHIEF ENGINEER CIVIL/STRUCTURAL GRADE A REF NO: DOE 01/10/18**
Unit: Infrastructure Planning

SALARY : R991 281per annum (OSD)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : A university degree in Engineering. Registration with ECSA as a Professional Civil/Structural Engineer. Valid driver's license. Computer literacy. Minimum of Six Years' experience post qualification. Knowledge of PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations. Technical Competence requirements as per OSD requirements issued by DPSA.

DUTIES : Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate civil/structural engineering installations, undertake design work and implement corrective measures, where necessary. Preparation and on-going review of the User Asset Management Plan [U-AMP] from an engineering perspective with inputs received from other professionals. Environmental, OHS adherence in terms of planning and Maintenance. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management.

POST 44/134 : **CHIEF ELECTRICAL OR MECHANICAL ENGINEER GRADE A REF NO: DOE 02/10/18**
Unit: Infrastructure Planning

SALARY : R991 281per annum (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Head Office – Zwelitsha
	:	A university degree in Engineering and/or equivalent qualification. Registration with ECSA as a Professional Engineer: Electrical or Mechanical Engineer. Valid driver's license. Computer literacy. Minimum of Six Years' experience post qualification. Knowledge of PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations. Technical Competence requirements as per OSD requirements issued by DPSA.
<u>DUTIES</u>	:	Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electrical/mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation [construction] and commissioning of electrical/mechanical engineering installations and maintenance. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management.
<u>POST 44/135</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONAL GRANT ADMINISTRATION REF NO: DOE 03/10/18</u> Unit: Conditional Grant
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09)
	:	Head Office – Zwelitsha
	:	National Diploma or NQF level 6 as recognised by SAQA. Five (5) years' experience in accounting environment of which 3 years' must be at supervisory level. Knowledge of School Management. Sills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organizing, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Good communication skills (written and verbal skills) and a good command of English language. Driver's license.
<u>DUTIES</u>	:	Verify conditional grants. Check the bank details against those on BAS Entity data. Pre-authorize conditional grants. Verify budget interface codes. Implement and monitor CFO branch policies, standard operating procedures as stipulated on the financial delegations. Contribute to the review of the CFO branch policies, standard operating procedures. Monitor and verify the reconciliation process of conditional grants. Identify and mitigate potential risks and update the branch risk register. Monitor leave management. Respond to internal and external audit RFIs. Implement the audit improvement plan as it applies to conditional grants. Coordinate and collate information required for interim and annual financial statements as well as non-financial /compliance report including preparation and follow up of annexures and working papers. Provide the necessary guidance and support to employees within the unit. Manage daily performance of employees. Timeous submission of employee information of Performance Management Development System (PMDS). Ensure safe keeping of assets allocated to units.
<u>POST 44/136</u>	:	<u>ASSISTANT DIRECTOR: PAYMENT SERVICES REF NO: DOE 04/10/18</u> Unit: Financial Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09)
	:	Nelson Mandela Bay
	:	A Bachelor's Degree or National Diploma (NQF level 6) in Accounting/Financial Management; 5 years financial management experience of which 3 years should be at supervisory level; Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations, BAS (Basic Accounting System),

Logis (Logic integrated system) and Persal; A valid driver's license. Skills and Competencies: Communication skills; Computer literacy (Ms Word, Ms Excel & PowerPoint); Sound report writing; Ability to work under pressure; Analytical and problem-solving skills.

DUTIES : Manage Sundry and Creditor payments. Ensure the correct and timeous payment of Suppliers. Conduct Creditor's reconciliations, Management of reporting including Accruals, 30 days reports (IYM) etc. Authorization of BAS/LOGIS and PERSAL Payments. Management of the Payroll, Allowances Payable and Subsistence and Travel claims units. Understand Internal Financial inspections and Audits regarding Financial Accounting Systems, Receive and process Audit queries and implement corrective measures. Implementation of Internal control measures; Ensure Document and Records management; Manage and control subordinates. Provide effective people management.

POST 44/137 : **ASSISTANT DIRECTOR: FINANCIAL CONTROL REF NO: DOE 05/10/18**
Unit: Financial Management

SALARY : R356 289 per annum (Level 09)
CENTRE : Joe Gwabi
REQUIREMENTS : National Diploma or NQF level 6 in Accounting/Financial Management. Five (5) years' experience in accounting environment of which 3 years' must be at supervisory level in Salary Deductions and Payments in the public sector. Proficiency in the MS Office Package (Word, PowerPoint and Excel). Valid Driver's License. Competencies: Persal. BAS. Financial Management. People Management and Empowerment. Change Management. Service Delivery Innovation. Client orientation and customer focus. Problem solving and analysis skills. Communication skills. Presentation skills. PFMA. Treasury Regulations. Departmental policies and procedures. Performance reporting.

DUTIES : Supervise and monitor the timely processing of salary deductions, payments and leave gratuities at Head Office and all Districts. Provide monthly expenditure reports. Clear salary related suspense accounts. Ensure compliance with the Provincial Cash Management Framework. Document Management. Liaise with Provincial Treasury and 3rd parties. Monitor implementation of policies. Provide inputs for the compilation of Interim and Annual Financial Statements. Ensure effective and efficient implementation of internal controls to mitigate risks. Provide general managerial functions and supervision. Attend to internal and external audit queries.

POST 44/138 : **ASSISTANT DIRECTOR: GENERAL PAYMENTS AND CREDITORS RECONCILIATION REF NO: DOE 06/10/18**
Unit: Conditional Grant

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : National Diploma or NQF level 6 as recognized by SAQA. Five (5) years' experience in accounting environment of which 3 years' must be at supervisory level. Knowledge of School Management. Sills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organizing, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Good communication skills (written and verbal skills) and a good command of English language. Driver's license.

DUTIES : Supervise and delegate creditor payment functions. Verify creditor payments. Check the bank details against those on BAS Entity data. Pre-Authorize creditor payments. Verify budget interface codes. Implement and monitor CFO branch policies, standard operating procedures as stipulated on the financial delegations. Contribute to the review of the CFO branch policies, standard operating procedures. Monitor and verify the reconciliation process of creditor payments. Identify and mitigate potential risks and update the branch risk register. Monitor leave management. Respond to internal and external audit RFIs. Implement the audit improvement plan as it applies to conditional grants. Coordinate and collate information required for interim and annual financial statements as well as non-financial /compliance report including preparation and follow up of annexures and

working papers. Provide the necessary guidance and support to employees within the unit. Manage daily performance of employees. Timeous submission of employee information of Performance Management Development System (PMDS). Ensure safe keeping of assets allocated to units.

POST 44/139 : **ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION REF NO: DOE 07/10/18**

Unit: Infrastructure Planning

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS :

Relevant National Diploma in Real Estate or Property Management. Valid driver's license. Computer literacy. Minimum of Three Years' experience post qualification. Knowledge of PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations.

DUTIES : Collect updated information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Consult with Districts and Schools to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalized. Update the register of sites allocated to Education for future infrastructure development. Implement actions to keep sites clean. Implement actions to prevent any illegal occupation of sites. Collect information on the conditions and maintenance of vacant sites allocated to Education. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administer Section 14 lease contracts. Administer lease payments. Implement inspections to verify the state of maintenance implemented at leased properties. Validate municipal accounts. Administer the payment of municipal accounts through the finance section. Identify excessive use of water or electricity. Make inputs to the preparation of guidelines on the use of utilities by Schools. Assist to train Districts on the guidelines for use of utilities. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Districts implement interventions to improve the utilisation of utilities by Facilities.

POST 44/140 : **PROJECT OFFICER NSNP GRANT REF NO: DOE 174/10/18 (X1 POST)**
 (One-year Renewable Contract for three years)

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS :

A minimum of five (05) years' experience in the Project Management environment be it Public, State Owned Enterprises or Private. A minimum of three year's supervisory experience. A three year post matric qualification in a University or University of Technology, formerly known as a Technikon with Project Management as a Major. An advanced qualification in computer applications/ICT. A tertiary qualification in either the Horticulture, Health, Environmental Health or Food and Beverage field. An unendorsed valid driver's license. Additional Requirements: An ability to work long hours, travel long distances, reach out to rural environments and be away from home for extended periods of time. Competencies: Advanced Computer Presentation skills. Advanced Data Management skills. Report writing skills. Networking skills. People and knowledge management skills. Good inter-personal relations/team player.

DUTIES : Constitute a project management unit at Head Office and the twelve Districts through the two Clusters. Under the stewardship of Chief Education Specialist-National School Nutrition Programme (CES-NSNP) understudy the Technical Support Entity contracted for the envisaged roll out of the Small Holder Farmer Procurement Model. Provide project management expertise for current projects such as Small Holder Farmer Pilot, Deworming of Grades R-7 Learners and Hand Washing, Sanitation and Oral Hygiene (WASH) as well as for future projects such as Individual Targeting of learners for NSNP beneficiation in Quintiles 4 and 5 schools AND rolling out of Breakfast in all Quintile 1-3 Schools. Initiate any other project as may be required including establishing and “standardizing” project management processes, which can reduce the upfront time and cost of initiating each project. Build the capacity of Districts and Schools around running and imminent NSNP projects. Forge networks and partnerships with relevant stakeholders. As part of the ECDoE accountability value addition cooperate with the relevant knowledge management unit to contribute to the centralized repository of project management knowledge, best practices and resources. Mobilize project resources for specific projects activities, such as initial Project Planning; Project Monitoring and performance measurements; and review of project deliverables.

POST 44/141 : **ADMINISTRATIVE OFFICER/MONITORS- NSNP GRANT REF NO: DOE 173/10/18 (X54 POSTS)**
(1-year renewable contract for three years)

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Head Office
: An appropriate B Degree or National Diploma or equivalent qualification. Three years relevant experience in programme management/ administrative environment. Competency in the application of MS Office/Excel application. Knowledge of financial administration practices as it relates to a support programme. A valid driver's licence. Competencies: Good communication skills. Computer literacy. Report writing. Ability to analyze narrative and expenditure reports. An understanding of the PFMA and DORA in the context of administering a Conditional Grant. An understanding of the decentralized National Schools Nutrition Programme (NSNP) delivery model. An understanding of the programme monitoring and report processes.

DUTIES : Conduct in loco visits to schools to monitor, evaluate and report on compliance with the National Schools Nutrition Programme (NSNP) norms and standards. Provide technical support to school management teams to resolve identified noncompliance issues. Facilitate the development and implementation of development programmes for Food Handlers. Analyze monthly reports from National Schools Nutrition Programme and assist the district National Schools Nutrition Programme coordinator to report on the performance of the District Programme. Provide technical support to and facilitate processes to enable members of School Management Teams to administer the NSNP at a school level. Report instances of maladministration.

POST 44/142 : **STATE ACCOUNTANT REF NO: DOE 08/10/18 (X3 POSTS)**
Unit: General Payments and Creditors Reconciliation

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Head Office - Zwelitsha
: National Diploma (NQF level 6) plus at least 1-2 years relevant experience. Knowledge of School Management. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Good communication skills (written and verbal skills) and a good command of English language.

DUTIES : Record, check and compile creditor payments. Check the bank details against those on CSD and supplier invoice. Mark the relevant items on the check lists. Capture creditor payments. Verify budget SCoa items. Implement and monitor CFO branch policies, standard operating procedures as stipulated on the financial delegations as they apply to the unit. Contribute to the review of the CFO branch

policies, standard operating procedures. Prepare creditor reconciliation. Identify and mitigate potential risks and update the branch risk register. Report risks to the Senior State Accountant. Attend to queries and provide relevant information for communication with suppliers. Respond to internal and external audit RFIs. Implement the audit improvement plan as it applies to creditor payments. Coordinate and collate information required for interim and annual financial statements as well as non-financial /compliance report including preparation and follow up of annexures and working papers. Identify exceptions and rejections. Resolve exception and reprocess rejections. Prepare a report.

POST 44/143 : **PRINCIPAL PERSONNEL OFFICER: LEAVE MANAGEMENT & PERSAL RECON REF NO: DOE 09/10/18**

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
 : Head Office - Zwelitsha
 : National Diploma (NQF level 6) plus at least 1-2 years relevant experience. Matric with six years' experience. in HR field. Good written and verbal communication skills Computer literacy. A very good understanding of Public Service Regulations, Public Service Act, PAM, Educators Act, South African Schools Act, Treasury Regulations and other legislations governing Human Resource Administration. Must have a valid driver's license.

DUTIES : Practical working knowledge of PERSAL with Introduction to PERSAL certificate attached is a prerequisite Planning and organizing skills and communication skills. Ensure that the suspense file on the PERSAL system is cleared within specific time. Ensure the implementation and maintenance of effective monitoring tools and control measures. Ensure prioritized training of staff. Ability to work under pressure. Management of leave. Ensure that leave gratuities are paid on time. Supervise subordinates and qualify assure their work. Management of PILIR monthly reports and liaise with Health Risk Management.

POST 44/144 : **ADMIN OFFICER REF NO: DOE 10/10/18 (X2 POSTS)**
 Unit: Strategic Planning

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
 : Head Office - Zwelitsha
 : National Diploma (NQF level 6) (NQF 06) in the areas of Public Administration, Office Management/Administration or equivalent with at least 3 years appropriate experience of which 2 years must be in an administrative environment and 1 year at supervisory level. An NQF 7 qualification will serve as an advantage. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Knowledge of PFMA and Public Service Act and Regulations. Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, Interpersonal Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills.

DUTIES : The successful candidate will be responsible for rendering an effective administrative support to the Chief Directorate. This entails rendering of effective procurement support: Compile and coordinate procurement plans for the Unit which is aligned to the budget and monitor expenditure and implementation of procurement plans. Rendering of general administrative support within the Unit collecting, analysing and collating of information as requested by the Supervisor, drafting of correspondence (submissions, letters and reports) as instructed by the Supervisor, sending and receiving of faxes, e-mails, etc. and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Rendering of effective human resources support: Ensure timely submission of performance agreements, reviews and assessments of staff members of the Unit, coordinate and consolidate training according to PDP's and

ensure that leave registers are completed in the Unit. Updating/recommending of enabling Prescripts, Policies and Procedures.

- POST 44/145** : **ADMIN OFFICER REF NO: DOE 11/10/18 (X5 POSTS)**
Unit: Examinations and Assessments
- SALARY** : R242 475 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : National Diploma (NQF level 6) plus at least 1-2 years relevant experience. A maximum of 3- 5 years in the administration work environment. Supervisory experience. Proven working knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems. Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, Interpersonal Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills.
- DUTIES** : Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and complies all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required.
- POST 44/146** : **ICT TECHNICIAN - INFORMATION TECHNOLOGY REF NO: DOE 13/10/18 (X6 POSTS)**
Re-Advertisement (Applicants who previously applied should apply again)
- SALARY** : R242 475 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : A recognized three-year degree/diploma or NQF level 6 relevant qualification in Information Technology/Systems. Minimum of three years' experience in the Information Technology/Systems environment. Driver's License a pre-requisite.
- DUTIES** : To provide first and second line support for all staff in the Department. Be responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. IT Support staff work in a dynamic, fast-paced environment which provides services over the phone, through e-mail, phone, in person (for walk-in customers) and self-service. To diagnose and resolve software and hardware (Desktop, Network, Server and mobile devices) incidents, including operating systems and across a range of software applications. To assist all users with any logged IT related incident when called upon. To take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents and upgrade different types of software and hardware. To resolve incidents with printers, copiers and scanners. To maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organisation. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures (ITIL). Maintain the smooth running of IT Transversal system i.e. BAS, PERSAL, LOGIS, and non-Transversal System.
- POST 44/147** : **WORKS INSPECTOR**
12 Month Contract

<u>SALARY</u>	:	R196 407 - R231 351 per annum (Level 06)
<u>CENTRE</u>	:	Amathole West Ref No: DOE 14/10/18 (X2 Posts) Alfred Nzo West Ref No: DOE 15/10/18 (X1 Post)
<u>REQUIREMENTS</u>	:	National Diploma in Building. Valid Driver's license. Computer literacy. One years' experience post qualification. Knowledge of Job Creation Targets. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. South African Schools Act and Regulations. National Environmental Management Act of 1998.
<u>DUTIES</u>	:	Assist with the training of Schools on the criteria applicable to maintenance projects and emergency repairs. Assist to assess the School Annual financial reports in terms of maintenance expenditure against performance. Participate in annual evaluations on completed maintenance projects. Assist to interact with Municipalities to resolve any issues pertaining to services and/or building plans. Assist to orientate users in terms of the optimal usage of Facilities. Assist to collect relevant data and information for updating NEIMS and Facility Management Systems. Assist to review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention. Assist to develop plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards. Assist to implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at Schools. Assist to monitor compliance of disaster management plans. Provide assistance with preparation of disaster management plans. Assist to train Schools on the preparation of disaster management plans. Assist to provide mentoring services to Schools in terms of preparation of disaster management plan. Assist to draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs. Assist Schools to develop maintenance plans and budgets. Validate quality of school maintenance plans. Make recommendations to Schools in terms of changes to be made to Schools Maintenance Plans.
<u>POST 44/148</u>	:	<u>DATA CAPTURER – NSNP GRANT REF NO: DOE 172/10/18 (X3 POSTS)</u> (One-year renewable for three years)
<u>SALARY</u>	:	R163 563 per annum (Level 05)
<u>CENTRE</u>	:	Head Office – Zwelitsha
<u>REQUIREMENTS</u>	:	Grade 12 certificate and experience in administrative environment. Practical experience in MS Office Package e.g. Excel, Word etc. Good Communication. Understanding the Public Service policies, prescripts and guidelines. Knowledge of the Basic Condition of Employment. A valid Code 8 (EB) Driver's license will be an added advantage. Additional qualification will be an added advantage.
<u>DUTIES</u>	:	Provide administrative support to Project Officers attached to the Small Holder Farmer (SHF) Procurement Pilot including their performance, Deworming and Hand Wash and roll out of In-School Breakfast in Quintiles 1-3 targeted / sponsored schools. Capture documentation for database development for Emerging Farmers processing and information using spread sheet to ensure that the information is captured correctly verified and validated for all Emerging Farmers engaged by the NSNP, Deworming and Hand Wash and the roll out of In-School Breakfast. Validate accuracy and amend where necessary and deal with queries regarding data captured. Identify problems and report to the supervisor and make available the information captured to the Directorate. Store and maintain captured data and document to ensure correct storage according to standard archiving procedures. Input information on applicable data basis. Prepare and consolidate reports on the performance of Emerging Farmers engaged in the pilot, Deworming and Hand Wash including the roll out of In-School Breakfast in targeted / sponsored schools. Interface with districts on the monthly performance of Emerging Farmers. Filling and logistics for SHF related documents, including all pockets of in- school Breakfast Pilot initiatives. Write and submit reports on monthly basis including any additional support needed by Project Officers.

POST 44/149 : **HR CLERKS: PERSAL RESTORATION AND CAPPED LEAVE AUDIT REF NO: DOE 16/10/18 (X8 POSTS)**
(One Year Contract)

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : East London
REQUIREMENTS : Grade 12 or equivalent with 3 – 5 years' experience Human resource administration work required. Must be computer literate. Experience in working on PERSAL. Knowledge and understanding of records management and archives policies, procedures and regulations. Knowledge and understanding of leave management. A valid driver's license. Skills and competencies: excellent communication (verbal and written), interpersonal skills, security consciousness/awareness, ability to work under pressure, accuracy and attention to detail.

DUTIES : Calculating and auditing of capped leave credits; Identification of problem cases and escalation to relevant officials; Maintaining an electronic and physical registry; Maintaining personnel records in terms of the National Minimum Information Requirements (NMIR); Retrieval and evaluation of electronic personnel records.

POST 44/150 : **ADMINISTRATION CLERKS (X59 POSTS)**

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : Engcobo (Magopeni Junior Secondary School) Ref No: DOE 17/10/18 (X1 Post)
Mqanduli (Ncekana Primary School) Ref No: DOE 18/10/18 (X1 Post)
Uitenhage (Mngcunube Primary School) Ref No: DOE 19/10/18 (X1 Post)
Ezibeleni (Mkonjana Junior Secondary School) Ref No: DOE 20/10/18 (X1 Post)
Flagstaff (Pakamani Junior Secondary School) Ref No: DOE 21/10/18 (X1 Post)
Cofimvaba (Nonibe Junior Secondary School) Ref No: DOE 22/10/18 (X1 Post)
Elliotdale (Xora Mouth Junior Secondary School) Ref No: DOE 23/10/18 (X1 Post)
Zwelitsha (Hector Petersen High School) Ref No: DOE 24/10/18 (X1 Post)
Mount Frere (Mfazwe Comprehensive Technical High School) Ref No: DOE 25/10/18 (X1 Post)
Umtata (Konqeni Junior Secondary School) Ref No: DOE 26/10/18 (X1 Post)
Mdantsane (Phumelelani Senior Primary School) Ref No: DOE 26/10/18 (X1 Post)
Port Elizabeth (Bayview Primary School) Ref No: DOE 28/10/18 (X1 Post)
Hankey (Chigwell Primary School) Ref No: DOE 29/10/18 (X1 Post)
Libode (Mngazi Junior Secondary School) Ref No: DOE 30/10/18 (X1 Post)
Mdantsane (Nqonqweni Primary School) Ref No: DOE 31/10/18 (X1 Post)
Umtata (Zamukulungisa Senior Secondary School) Ref No: DOE 32/10/18 (X1 Post)
Flagstaff (Esigodlweni Junior Secondary School) Ref No: DOE 33/10/18 (X1 Post)
Umtata (Mputi Primary School) Ref No: DOE 34/10/18 (X1 Post)
Umtata (Tyalara Junior Secondary School) Ref No: DOE 35/10/18 (X1 Post)
Peddie (Emfundweni Senior Secondary School) Ref No: DOE 36/10/18 (X1 Post)
Mount Fletcher (Ikaheng Primary School) Ref No: DOE 37/10/18 (X1 Post)
Kentane (Krazukile High School) Ref No: DOE 38/10/18 (X1 Post)
Willowvale (Nondwe Senior Secondary School) Ref No: DOE 39/10/18 (X1 Post)
Albert (Burgersdorp Junior Secondary School) Ref No: DOE 40/10/18 (X1 Post)
Port Elizabeth (Cillie High School) Ref No: DOE 41/10/18 (X1 Post)
Port Elizabeth (Morewag Primary School) Ref No: DOE 42/10/18 (X1 Post)
Joubertina (Louterwater Junior Secondary School) Ref No: DOE 43/10/18 (X1 Post)
Engcobo (Cefane Junior Primary School) Ref No: DOE 44/10/18 (X1 Post)
Cofimvaba (Nkululeko Junior Secondary School) Ref No: DOE 45/10/18 (X1 Post)
Mdantsane (Vulindlela Technical Centre) Ref No: DOE 46/10/18 (X1 Post)
Queenstown (Nkosemntu Motman Senior Secondary School) Ref No: DOE 47/10/18 (X1 Post)
Umtata (Mziwodumo Primary School) Ref No: DOE 48/10/18 (X1 Post)
Port Elizabeth (Otto Du Plessis Senior Secondary School) Ref No: DOE 49/10/18 (X1 Post)
Hewu (Enqobokeni Primary School) Ref No: DOE 50/10/18 (X1 Post)
Elliotdale (Kasa Junior Secondary School) Ref No: DOE 51/10/18 (X1 Post)

Engcobo (Nyanga Senior Secondary School) Ref No: DOE 52/10/18 (X1 Post)
 Albany (D D Siwisa Primary School) Ref No: DOE 53/10/18 (X1 Post)
 Queenstown (John Noah High School) Ref No: DOE 54/10/18 (X1 Post)
 Komgha (Komga Junior Primary School) Ref No: DOE 55/10/18 (X1 Post)
 Graaff-Reinet (Nqweba Secondary School) Ref No: DOE 56/10/18 (X1 Post)
 Port Elizabeth (Victoria Park Grey Primary School) Ref No: DOE 57/10/18 (X1 Post)
 Kentane (Macibe Primary School) Ref No: DOE 58/10/18 (X1 Post)
 Tsolo (Mpoza Junior Secondary School) Ref No: DOE 59/10/18 (X1 Post)
 Umtata (Kwa-Payne Junior Secondary School) Ref No: DOE 60/10/18 (X1 Post)
 Bisho (Masivuke Junior Primary School) Ref No: DOE 61/10/18 (X1 Post)
 Port Elizabeth (Df Malherbe High School) Ref No: DOE 62/10/18 (X1 post)
 Port Elizabeth (Elumanyanweni Public School) Ref No: DOE 63/10/18 (X1 Post)
 Port Elizabeth (Framesby High School) Ref No: DOE 64/10/18 (X1 Post)
 Port Elizabeth (Westering Primary School) Ref No: DOE 65/10/18 (X1 Post)
 Cofimvaba (Isikhoba Junior Secondary School) Ref No: DOE 66/10/18 (X1 Post)
 Butterworth (Langaletu Junior Secondary School) Ref No: DOE 67/10/18 (X1 Post)
 Maluti (Tembelitsha Junior Secondary School) Ref No: DOE 68/10/18 (X1 Post)
 Kentani (Gobe Commercial High School) Ref No: DOE 69/10/18 (X1 Post)
 Ngqeleni (Moyake Junior Secondary School) Ref No: DOE 70/10/18 (X1 Post)
 Butterworth (Ndabankulu Senior Secondary School) Ref No: DOE 71/10/18 (X1 Post)

REQUIREMENTS

: Gr 12/ NQF level 4 with no experience. Computer literacy. Knowledge of Basic Conditions of Employment Act. Good customer care. An understanding of Public Service Principles. Good communication skills (written and verbal skills) and a good command of English language.

DUTIES

: Responsible for assisting unit with administrative duties. Office resource and asset management in the sub-directorates. Implementation of good office service standards within the sub-directorates. Sort and distribute incoming mail to areas and staff within the sub-directorate, and dispatch outgoing mail and correspondence. Perform general administration and support services including typing, filling and reception. Perform administrative tasks required by the head of the office. Responsible for record keeping. Performing procurement for the unit of goods and services. Keeping of financial and other office records. Taking of minutes. Deal with the collection, duplication and distribution of information and documents filing and answering of telephones. Assist in the planning and arranging meetings, traveling and catering for meetings and workshops. Render photocopying and faxing service. Distribution of correspondence.

POST 44/151

SENIOR HOUSEKEEPING SUPERVISOR

SALARY CENTRE

: R136 800 per annum (Level 04)
 : OR Tambo Inland (Ikewzi Lokusa Special School) Ref No: DOE 79/10/18 (X2 Posts)
 OR Tambo Coastal (Sigcau Special School) Ref No: DOE 80/10/18 (X2 Posts)
 Buffalo City (Baysville Special School) Ref No: DOE 81/10/18 (X2 Posts)
 Chris Hani West (Middelburg High School) Ref No: DOE 76/10/18 (X1 Post)
 Middeland Secondary School Ref No: DOE 78/10/18 (X1 Post)

REQUIREMENTS

: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Housekeeping. Supervisory experience. Good Customer Care. Ability to learn. Willingness to work with learners. An understanding of Public Service Principles. Good communication skills (written and verbal skills) and a good command of English language.

DUTIES

: Supervise and quality assure the work of subordinates. Has a responsibility to take care of learners after school and at night. Assist young learners with feeding, bath, toilet training, grooming and dressing up. Maintain safety in the hostel in terms of drugs, sexual abuse, physical abuse and general safety and cleanliness. Apply basic communication skills in interacting with the children. Supply and sort out

clean linen and clothes to learners. Observe children all time and take care of them when sick. Marking of all children's clothes. Promote welfare of learners.

POST 44/152 : **FARM FOREMAN REF NO: DOE 82/10/18**

SALARY : R136 800 per annum (Level 04)
CENTRE : Cradock - Marlow Hoër Landbouskool
REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills. Sound knowledge of farm maintenance. Ability to supervise and guide subordinates. Willingness to work with learners and staff members.

DUTIES : Execute routine activities in respect of crop production which would inter alia include the following: Irrigation of crops, Soil cultivation and preparation e.g. Cleaning, ploughing, etc. Apply chemical crop protection eg, operate a knapsack. Reaping, grading, weighing, packing and storage of a farm produce. Daily tending of crops/ orchards/ vineyards e.g., pruning, weeding etc. Execute routine activities in respect of livestock which would inter alia include the following: Care for sick livestock, Dipping, vaccination & dosing. Assist with calving, lambing, hatching etc. Count livestock. Shepherding, moving, weighing of livestock. Slaughtering, culling. Weighing, milling, mixing of feeds. Stacking and storing of fodder and feeds, Feeding, Milking, Cleaning of water troughs for livestock. Execute general routine activities which would inter alia include the following: Cleaning of facilities, Disposal of farm waste material, provide water supply for livestock and farm buildings, Care for equipment e.g., cleaning, oiling, sharpening etc. Firefighting and prevention, opening of springs, troughs and unblocking of drains, Loading/off-loading. Execute general routine activities in respect of infrastructure which would inter alia include the following: Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, buildings etc. Maintain windmills and water supply system.

POST 44/153 : **DRIVERS**

SALARY : R115 437 per annum (Level 03)
CENTRE : Joe Gwabi- Antos Special School Ref: DOE 83/10/18 (X1 Post)
Buffalo City-Amasango Career School Ref: DOE 84/10/18 (X1 Post)
Buffalo City-Arcadia Special School Ref: DOE 85/10/18 (X1 Post)
Nelson Mandela Bay (Happydale Special School) Ref No: DOE 86/10/18 (X1 Post)
OR Tambo Inland (Ikewzi Lokusa Special School) Ref No: DOE 87/10/18 (X1 Post)
Nelson Mandela Bay (Kanyisa Special School) Ref No: DOE 88/10/18 (X1 Post)
Chris Hani East (Khanyisa Special School) Ref No: DOE 89/10/18 (X1 Post)
Nelson Mandela Bay (Merryvale Special School) Ref No: DOE 90/10/18 (X2 Posts)

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. A valid driver's license (Code 8/10/14). A valid Public Drivers Permit (PDP). Good communication skills and Good Customer Care. Acceptance of responsibility. Promote welfare of learners. Ability to learn and motivate learners to build self-esteem. Willingness to work with learners with special education needs (disabled learners) and staff. An understanding of Public Service principles. Proper driving skills. Understanding Batho Pele.

DUTIES : Collect and distribute disabled learners to and from their homes, hospital, clinic and town when necessary. Transport disabled learners, staff and school deliveries and all other school related activities as directed by the principal. Transport and render physical assistance to learners when necessary. Maintain and complete log-book daily before and after each trip. Keep petrol slips after each trip and sign. Submit Log Book and petrol slips to the SMT at the end of each month. Monitor service schedules for vehicles and road worthiness. Undertake inspections on a daily basis neatness of the vehicles. Report any damages to the vehicles. Promote and uphold the rights of children. Purchasing and control of cleaning material. See to it that all school vehicles are packed in the garages of the school at the end of each day. Will be required to work shifts.

POST 44/154 : **SECURITY OFFICERS (X10 POSTS)**

SALARY : R115 437 per annum (Level 03)

<u>CENTRE</u>	:	<p>Kentane (Ponana Lubisi Junior Secondary School) Ref No: DOE 91/10/18 (X1 Post)</p> <p>Hewu (Funda High School) Ref No: DOE 92/10/18 (X1 Post)</p> <p>East-London (Masakhe Primary School) Ref No: DOE 93/10/18 (X1 Post)</p> <p>Libode (Coza Junior Secondary School) Ref No: DOE 94/10/18 (X1 Post)</p> <p>Mount Ayliff (Brooksnek Senior Secondary School) Ref No: DOE 95/10/18 (X1 Post)</p> <p>Elliotdale (Elliotdale Technical Senior Secondary) School Ref No: DOE 96/10/18 (X1 Post)</p> <p>Mqanduli (Dalibaso Senior Secondary School) Ref No: DOE 97/10/18 (X1 Post)</p> <p>Albany (Khutliso Daniels Secondary School) Ref No: DOE 98/10/18 (X1 Post)</p> <p>Bizana (Vulindlela Comprehensive Technical High School) Ref No: DOE 99/10/18 (X1 Post)</p> <p>Kentane (Zalu Junior Secondary School) Ref No: DOE 100/10/18 (X1 Post)</p>
<u>REQUIREMENTS</u>	:	<p>Basic Security officers' course and basic education and training. Good communication skills, good customer care. An understanding of Public Service principles. Knowledge of the access control procedures, Knowledge of measures for the control and movement of equipment stores. Knowledge of prescribed security procedures and the authority of security officers under these documents, Acknowledge and accept of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Good communication skills (written and verbal skills) and a good command of English language.</p>
<u>DUTIES</u>	:	<p>Has a responsibility to identify officers /employees, learners and visitors. Draw up menu under the guidance of the School Management Team. Patrol school grounds, buildings and fenced off areas. Escort visitors in the premises where necessary. Ensure that facilities, premises vehicles learners and staff are safe. Assist in the implementation of school safety policy. Apply basic communication skills in interacting with the children. Keep the necessary visitors register. Issue admission control cards to visitors and receive them back. Good communication skills and Good Customer Care. Open gates on arrival and departure of visitors at the Institution. Check supplies, articles and objects where necessary before allowing visitors in. Have patience and willingness to support learners unconditionally Promote and uphold the rights of children Report on breakages, theft and damages to school property to the Principal /School Management Team (SMT).</p>
<u>POST 44/155</u>	:	<u>FOOD SERVICES AIDES (X4 POSTS)</u>
<u>SALARY</u>	:	R96 549 per annum (Level 02)
<u>CENTRE</u>	:	<p>Ezibeleni (Ntsonkotha Senior Secondary) Ref No: DOE 101/10/18 (X1 Post)</p> <p>Graaff-Reinet (Volkskool Primary School) Ref No: DOE 102/10/18 (X1 Post)</p> <p>Ngqamakwe (Blythwood High School) Ref No: DOE 103/10/18 (X1 Post)</p> <p>Aliwal North (Aliwal North High School) Ref No: DOE 104/10/18 (X1 Post)</p>
<u>REQUIREMENTS</u>	:	<p>A minimum of Grade 8/STD 6. Must be able to communicate. Sound knowledge of food preparation. Willingness to work with learners and staff members.</p>
<u>DUTIES</u>	:	<p>Draw up menu under the guidance of the School Management Team. Preparing of food (peeling of vegetables). See to it that during meal times food is dished for learners, including those that are having their meals in the Classroom when problem occurs. Cooking all meals for children. Dishing out food for the learners. Ensure hygienic handling of food. Supervise and assist learners during feeding. Good communication skills and Good Customer Care. Cleaning of the kitchen, sweeping of the dining hall, washing up dishes, utensils and packing. Ensure safe custody of cooking equipment, food staff and eating utensils. Conduct and keep record of all stock taking for all cooking equipment and eating utensils. Prevent waste of food and unnecessary wastage of water. Report any problems occurring in the kitchen. Have patience and willingness to support learners unconditionally. Promote and uphold the rights of children.</p>
<u>POST 44/156</u>	:	<u>TEACHER AIDES</u>
<u>SALARY</u>	:	R96 549 per annum (Level 02)
<u>CENTRE</u>	:	Buffalo City-Vukuhambe Special School Ref No: DOE 105/10/18 (X1 Post)

Alfred Nzo East-Vukunzenzele Special School Ref No: DOE 106/10/18 (X2 Posts)
 OR Tambo Inland (Ikwezi Lokuza Special School) Ref No: DOE 107/10/18 (X2 Posts)
 Nelson Mandela Bay (Lonwabo Special School) Ref No: DOE 108/10/18 (X2 Posts)
 Nelson Mandela Bay (Northern Lights Special School) Ref No: DOE 109/10/18 (X1 Post)
 OR Tambo Coastal (Sigcau Special School) Ref No: DOE 110/10/18 (X1 Post)

REQUIREMENTS : A minimum of Grade 10/STD 8. Must be able to communicate. An understanding of the special school system. Willingness to work with learners and staff members. Competencies: Acceptance of responsibility and be able to identify learner needs and strengths. Promote welfare of learners and their rights to learn. Create opportunities for learners to participate in activities. Ability to learn and motivate learners to build self-esteem. Willingness to work with learners with special education needs (disabled learners). An understanding of learners' human rights. An understanding Batho Pele principles. Be able to identify positive aspects or talents of the disabled learners. Treat the disabled learners with respect and dignity.

DUTIES : Provide general support and assistance to therapists during therapeutic interventions. Assist the Therapist within administration and management of learners with barriers to learning. Supervise class activities and observe learner performance during teaching and learning while the therapist render therapy to a group of learners; Work closely with therapist and assist him/her with administrative tasks; Support learners in small groups to develop perceptual skills (e.g. activities: puzzle construction, sorting, threading, colour/shape identification, fine & gross motor skills, midline crossing activities, "Brain Gym", posture etc.). Consolidate the learners' number concept by using suitable strategies (flash cards, flared cards, concrete counting activities). Support programs of work regarding Life Orientation that enhance learning of learners and provide the teacher with information on the progress of each identified learner; Accompany learners on excursions and other activities planned. Providing additional support to learners before school, in classrooms and playground (Jungle Gym) during breaks. Assist with physical care of learners and emotional support (comforting and re-assuring, wiping face/nose, wheelchair care, neatness of clothing and care when learners get sick. Assist with preparation and serving therapeutic meals including washing, drying and packing away kitchen utensils. Keep the Therapy room - tidy (in co-o - operation with learners who have responsibility for the management of their own learning environment). Will be required to work shifts.

POST 44/157 : **LAUNDRY WORKER REF NO: DOE 111/10/18**

SALARY : R96 549 per annum (Level 02)
CENTRE : Chris Hani East (Nyanga Senior Secondary School)
REQUIREMENTS : A minimum of Grade 8/STD. Must be able to communicate. Sound knowledge of laundry procedures. Willingness to work with learners and staff members. Good communication skills (written and verbal skills) and a good command of English language.

DUTIES : Handle incoming laundry and linen. Check items before washing for damage or stains. Use water and chemicals to remove stains before processing. Sort items according to colour, size and type of fabric. Load items into machines. Add cleaning agents and set controls. Finish items by drying, pressing and folding.

POST 44/158 : **CARETAKER/GROUNDSMAN (X4 POSTS)**

SALARY : R96 549 per annum (Level 02)
CENTRE : Willowvale (Bonde Primary School) Ref No: DOE 112/10/18 (X1 Post)
 Albany (Kuyasa Combined School) Ref No: DOE 113/10/18 (X1 Post)
 Ngqamakwe (Blythwood High School) Ref No: DOE 114/10/18 (X1 Post)
 Sterkspruit (Mehlomakulu Senior Secondary School) Ref No: DOE 115/10/18 (X1 Post)

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills. Ability to learn Willingness to work with learners and staff members. Good

	communication skills (written and verbal skills) and a good command of English language.
<u>DUTIES</u>	: Moving around the premises identifying broken materials. Giving direction to the visitors on relevant office around the premises. See to it that broken tables and drawers are maintained. Looking for broken windows and report them. Mending broken brooms and look for all assets.
<u>POST 44/159</u>	: <u>GENERAL WORKERS/CLEANERS (X56 POSTS)</u>
<u>SALARY CENTRE</u>	: R96 549 per annum (Level 02)
	: Ngqamakwe (Toboyi Junior Secondary School) Ref No: DOE 116/10/18 (X1 Post)
	: Middelburg (Karel Theron Primary School) Ref No: DOE 117/10/18 (X1 Post)
	: Zwelitsha (Qongqota Primary School) Ref No: DOE 118/10/18 (X1 Post)
	: Port Elizabeth (Otto Du Plessis Senior Secondary School) Ref No: DOE 119/10/18 (X1 Post)
	: Humansdorp (Paul Sauer High School) Ref No: DOE 120/10/18 (X1 Post)
	: Ezibeleni (Ntsonkotha Senior Secondary School) Ref No: DOE 121/10/18 (X1 Post)
	: Libode (Ncipizeni Junior Secondary School) Ref No: DOE 122/10/18 (X1 Post)
	: Tsolo (Mchatu Primary School) Ref No: DOE 123/10/18 (X1 Post)
	: Sterkspruit (Ngquba Junior Secondary School) Ref No: DOE 124/10/18 (X1 Post)
	: Komgha (Komga Junior Primary School) Ref No: DOE 125/10/18 (X1 Post)
	: Graaff-Reinet (Asherville Public School) Ref No: DOE 126/10/18 (X1 Post)
	: Graaff-Reinet (Volkskool High School) Ref No: DOE 127/10/18 (X1 Post)
	: Albany (Victoria Primary School) Ref No: DOE 128/10/18 (X1 Post)
	: Zwelitsha (Nosizwe High School) Ref No: DOE 129/10/18 (X1 Post)
	: Port Elizabeth (Fernwood Park Primary School) Ref No: DOE 130/10/18 (X1 Post)
	: Joubertina (Mclachlan High School) Ref No: DOE 131/10/18 (X1 Post)
	: Ngqamakwe (Blythswood High School) Ref No: DOE 132/10/18 (X1 Post)
	: Ngqamakwe (Blythswood High School) Ref No: DOE 133/10/18 (X1 Post)
	: Ngqamakwe (Blythswood High School) Ref No: DOE 134/10/18 (X1 Post)
	: Maluti (Mvenyane Senior Secondary School) Ref No: DOE 135/10/18 (X1 Post)
	: Maluti (Mvenyane Senior Secondary School) Ref No: DOE 136/10/18 (X1 Post)
	: Maluti (Mvenyane Senior Secondary School) Ref No: DOE 137/10/18 (X1 Post)
	: Umtata (Mngceleni Primary School) Ref No: DOE 138/10/18 (X1 Post)
	: Mdantsane (Inkwenkwezi High School) Ref No: DOE 139/10/18 (X1 Post)
	: Albany (Nathaniel Nyaluza Senior Sec. School) Ref No: DOE 140/10/18 (X1 Post)
	: Pearston (Pearston Primary School) Ref No: DOE 141/10/18 (X1 Post)
	: Libode (St Patrick's Junior Secondary School) Ref No: DOE 142/10/18 (X1 Post)
	: Mount Frere (Luthambeko Senior Primary School) Ref No: DOE 143/10/18 (X1 Post)
	: Sterkstroom (Sterkstroom School) Ref No: DOE 144/10/18 (X1 Post)
	: Sterkstroom (Sterkstroom School) Ref No: DOE 145/10/18 (X1 Post)
	: Hewu (Amavundle Senior Primary School) Ref No: DOE 146/10/18 (X1 Post)
	: Cradock (Marlow Hoër Landbouskool) Ref No: DOE 147/10/18 (X1 Post)
	: Cradock (Michausdal Secondary School) Ref No: DOE 147/10/18 (X1 Post)
	: Peddie (Emfundweni Senior Secondary School) Ref No: DOE 149/10/18 (X1 Post)
	: Zwelitsha (Tyutyu Primary School) Ref No: DOE 150/10/18 (X1 Post)
	: Port Elizabeth (Abraham Levy Primary School) Ref No: DOE 151/10/18 (X1 Post)
	: Port Elizabeth (Westering High School) Ref No: DOE 152/10/18 (X1 Post)
	: Uitenhage (Sisonke Senior Secondary School) Ref No: DOE 153/10/18 (X1 Post)
	: Umtata (St Johns College) Ref No: DOE 154/10/18 (X1 Post)
	: Umtata (Maweleni Junior Secondary School) Ref No: DOE 155/10/18 (X1 Post)
	: East-London (Ebenezer Majombozi High School) Ref No: DOE 156/10/18 (X1 Post)
	: Fort Beaufort (Winterberg Agricultural High School) Ref No: DOE 157/10/18 (X1 Post)
	: King William's Town (Ezikweni Junior Primary School) Ref No: DOE 158/10/18 (X1 Post)
	: Uitenhage (Sikhothina Primary School) Ref No: DOE 159/10/18 (X1 Post)
	: Queenstown (Queen's College Boys Primary School) Ref No: DOE 160/10/18 (X1 Post)

Umtata (Vulinkundla Primary School) Ref No: DOE 161/10/18 (X1 Post)
 King Will's Town (Matthew Goniwe Higher Primary School) Ref No: DOE 162/10/18 (X1 Post)
 Port Elizabeth (Morningside High School) Ref No: DOE 163/10/18 (X1 Post)
 Port Elizabeth (St Thomas Secondary School) Ref No: DOE 164/10/18 (X1 Post)
 Humansdorp (Woodlands Primary School) Ref No: DOE 165/10/18 (X1 Post)
 Tsomo (Qwili Junior Secondary School) Ref No: DOE 166/10/18 (X1 Post)
 Buffalo City (Vukuhambe Special School & Hostel) Ref No: DOE 167/10/18(X2 Posts)
 Nelson Mandela Bay (Westview Special School & Hostel) Ref No: DOE 168/10/18 (X1 Post)
 Grahamstown (Amasango Career School & Hostel) Ref No: DOE 169/10/18 (X1 Post)
 OR Tambo Inland (Ikwezi Lokusa Special School & Hostel) Ref No: DOE 170/10/18 (X2 Posts)
 OR Tambo Coastal (Sigcau Special School & Hostel) Ref No: DOE 171/10/18 (X1 Post)

- REQUIREMENTS** : Abet with no experience. Good communication skills (written and verbal skills) and a good command of English language. Acceptance of responsibility and be able to identify learner needs and strengths. Acceptance of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Ability to learn. Willingness to work with learners. An understanding of Public Service principles. Appropriate experience will be an added advantage.
- DUTIES** : Has a responsibility to clean hostels, classrooms, grounds school facilities and ablution facilities blocks. Ensure that all facilities i.e. Buildings, grounds, gardens are well maintained and kept neat and tidy. In the garden dig, fertilize soil, plant seeds or transplant seedlings by hand, cultivate, spray, harvest fruits and vegetables. Responsible for the removal of refuse for both hostel and school premises. General domestic duties, like fixing of broken windows, taps, gutters, doors, lights etc. Request, purchase and control of cleaning material. Undertake inspections daily on the neatness of buildings and premises. Report any damages to property. Promote and uphold the rights of children. Have patience and willingness to support learners unconditionally.
- NOTE** : all posts in special schools and schools with hostels require shift work since these schools operate seven days a week

PROVINCIAL TREASURY

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

APPLICATIONS : Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho

FOR ATTENTION : Ms Bonelwa Ndayi

CLOSING DATE : 16 November 2018

NOTE : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful.

The Department of Provincial Treasury welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For all posts people with disabilities will be given preference.

MANAGEMENT ECHELON

- POST 44/160** : **DIRECTOR: FINANCIAL ACCOUNTING & REPORTING UNDER OFFICE OF THE ACCOUNTANT GENERAL (CHIEF DIRECTOR ACCOUNTING SERVICES)**
REF NO: PT 01/10/2018
Purpose: To promote, monitor, support and report on the implementation of Accounting Standards in Provincial Departments.
This is a re-advertisement (Those who had applied before are welcomed to re-apply if they are still interested)
- SALARY** : R1 005 063 per annum (Level 13) all-inclusive salary package (including basic salary = 70% of package, the State's contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structure according to the individual's needs)
- CENTRE REQUIREMENTS** : Bhisho
: A Three-year degree (NQF Level 7) in Finance Accounting / Financial Management / Public Finance or Auditing with 7-8 years' experience of which 5 years relevant work experience at middle managerial (Deputy Director Level) level in an Accounting environment. A Chartered Accountant will be an added advantage. Skills and competencies: A proven record of having implemented and overseen public sector accounting assignments at a multiple stakeholder level, excellent project management and stakeholder management capability, excellent technological skills (expert on the use of Microsoft Applications), highly effective communication skills, innovation capabilities and excellent problem solving skills. A clear understanding of the public sector legislative environment (PFMA and related Regulations, MFMA and related regulations, PSA and related regulations, GRAP, GAAP), complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers licence.
- DUTIES** : In addition to sub-programme responsibilities of creating conditions of excellence by deploying effective and transformative performance management systems, managing and reporting on resources, including managing the related risks, the incumbent will co-ordinate the provincial reporting process, influencing financial management capability indicated by positive audit outcomes in the province, promoting accountability in the management of public resources as a key component in the governance practices.
- ENQUIRIES** : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

OTHER POSTS

- POST 44/161** : **DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: PT 02/10/2018**
Purpose: To manage optimal financial resource allocation, monitor and report on financial and non-financial performance.
- SALARY** : R697 011 per annum (Level 11)
- CENTRE** : Bhisho
- REQUIREMENTS** : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Public Finance / Economics or relevant field in Finance plus Minimum 5 years' experience in Finance of which 3 years must have been at Assistant Director Level

in a budget environment. Competencies/Skills: MS Word, MS Powerpoint, MS Excel, knowledge of BAS, Persal, Vulindlela, or any Enterprise Resource Planning system will be an added advantage. Verbal and written communication, able to work under pressure and long hours, analytical skills, professionalism, paying attention to detail.

DUTIES

:
Oversee the timely tabling of credible main budget: Review and improve on previous year's internal budget process with internal stakeholders. Conduct National Benchmark exercise. Manage sectoral policy implementation and provide advise and technical assistance to departments to promote fiscal discipline. Facilitate and coordinate inputs into the preparation of the annual Treasury Guideline documents (Budget Preparation and Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue approved Guidelines to departments. Prepare for Budget achievability hearings through economic and statistical analysis to assess the department's capacity to spend its budget and whether actual expenditure matches policy priorities. Monitor revenue and expenditure reviews over MTEF (Medium Term Expenditure Framework) with external stakeholders in consultation with National Treasury. Manage reconciliation and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Advise departments on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Facilitate Budget guideline workshops with departments and entities. Provide assistance to department CFOs and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department's input. Analyse and report on expenditure trends through statistical and economical analysis in preparation for pre- and main MTECs Plan and conduct pre- and main MTEC hearings and prepare a comprehensive departmental MTEC report to inform MTEF budget allocations. Coordinate the accuracy and credibility of MTEF database and EPRE. Evaluate Conditional grant business plans and ensure compliance to Division of Revenue Act (DORA) and Bill and also DORA framework. Provide support to departments and ensure that the Main budget is loaded on BAS (Basic Accounting Systems (BAS) and verify accuracy of loaded budget. Review the process of gazetting of transfers to Public Institutions and provide inputs to Appropriation Bill. Provide inputs for the OPRE, budget flyer and policy speech and MEC budget speech. Prepare closeout report on previous years financial and non-financial performance. Coordinate the adjusted budget publications: Consolidate a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO (Executive Council). Provide guidance to the department and evaluate requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Consolidate and submit inputs for Medium Term Budget Policy Statements. Provide support to department and ensure that the Adjustment budget is loaded on BAS and verify accuracy of loaded budget. Provide oversight regarding the compliance of Departmental Strategic Plans (SP) AND Annual Performance Plans (APP) AND the alignment thereof to national and provincial policy priorities: Monitor and manage the provincial budget alignment with strategic plan, APPs and OPS. Analyse monthly IYM on revenue and expenditure and ensure feedback is provided to department: Engage with internal stakeholders and assign responsibilities in preparation for Budget achievability hearings. Establish and maintain appropriate controls and reporting systems in order to meet performance expectations and work with the department to solve problems and generate solutions that may impact on its performance. Review S40 cash flow projections and assess credibility of submissions for equitable share and conditional grant allocations. Review the weekly expenditure report that will inform the monthly IYM. Monitor and report on the IYM and evaluated submission for completeness and accuracy. Monitor the implementation of provincial budgets by assessing departmental revenue and expenditure. Monitor and report on utilisation of gazetted transfers. Provide monthly feedback to EXCO, CBC, Top management and department on IYM analysis. Provide inputs for the CFO's forum when required. Prepare PEAR document for National Treasury. Analyse Quarterly Performance Reports (QPR) and provide feedback to department: Review QPR model. Analyse and report on QPR submission and assess credibility of variance

explanations. Integrate, analyse and report on non-financial and financial performance information focusing on policy priorities of the department. Prepare quarterly feedback letters to departments. Monitor timeous reporting of any emerging factors that could preclude the achievement of performance targets / outputs, including contingency measures to ensure the impact of such deviation is minimised. Conduct and report on site visits undertaken to inform budget and other policy decisions. Monitor and report on the evaluation of studies needed to gain timely and relevant insights into emerging areas of concern are undertaken and that the data is shared with all those involved in decision making. Manage area of responsibility: Ability to lead certain projects of the programme and actively participate. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and conduct Performance Assessments of subordinates. Manage all aspects of management and organisation of the component are constantly reviewed and ensure that they best suit the needs of the PT in realising its strategic objectives. Monitor expenditure and ensure it is within budget. Monitor that assets are managed, maintained and kept in good conditions.

- ENQUIRIES** : can be directed to Ms B Ndayi Tel No: 040 1010 072/071
- POST 44/162** : **DEPUTY DIRECTOR: PUBLIC ENTITIES REF NO: PT 03/10/2018**
Purpose: To monitor the implementation of legislative reforms and ensure that legislative mandates are understood and integrated into governance practices, guidelines and oversight of Public Entities.
- SALARY** : R697 011 per annum (Level 11)
CENTRE : Bhisho
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Accounting and Auditing /BCom in Economics with Accounting coupled with Minimum of 5 years' experience in Financial Management / Budget Management / Economics Analysis / Policy Development and Monitoring and Evaluation of which 3 years must have been at an Assistant Director level.
- DUTIES** : Facilitate the process of ensuring the timely tabling of credible main budgets within legislated timeframes: Facilitate the co-ordination of provincial MTEC hearings for Public Entities to ensure participation and representation is adhered to: Facilitate the compilation of Public Entities' budget by ensuring that submissions are done timeously together with the controlling departments. Monitor and facilitate the preparation of a separate budget book i.e. that the Estimates of Revenue and Expenditure for Public Entities is tabled together with the main budget. Facilitate adjusted budget publications and ensure that they are within legislated timeframes and are at acceptable quality levels. Communication of guidelines to Public Entities to ensure that they complete the adjusted estimates in the prescribed format. Render support on the adjustment estimate process by reviewing budget proposals from Public Entities. Analyse the roll-over application process for Public Entities. Ensure Public Entity adjustments are captured accurately on the Adjusted Budget Book. Prepare report on compliance of public entities' Annual Performance Plans (APP's), Corporate Plans and check alignment to National and Provincial policy priorities: Perform reviews and analyse APP's to ensure alignment to National and Provincial priorities. Perform review of Business Proposals from Public Entities so as to ensure alignment to National and Provincial Policy priorities. Prepare final reports on the reviews and business proposals from Public Entities. Consolidate The Quarterly Performance Reports (QPR) and provide feedback to Public Entities and relevant departments: Facilitate the process of ensuring that Quarterly Performance Reports (QPR) are analysed and ensure report is aligned to the APP's and Corporate Plans tabled at Provincial Legislature. Prepare consolidated Quarterly Performance Report for all Public Entities. Monitor

financial governance in Public Entities: Analyse the AFS for Public Entities and provide recommendations. Analyse monthly In-Year Monitoring (IYM) and the performance of all Public Entities and provide feedback and support to Public Entities and relevant departments. Ensure appropriate governance structures are in place within the public entities. Manage area of responsibility: Supervise and coordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility).

- ENQUIRIES** : can be directed to Ms B Ndayi Tel No: 040 1010 072/071
- POST 44/163** : **PROJECT MANAGER: PERSAL CENTRALISATION REF NO: PT 04/10/2018 (X1 POST)**
 Purpose: To ensure compliance and manage the implementation of PERSAL Centralisation in relation to the Authorisation of appointments made by the Provincial Departments.
 (One Year Contract)
- SALARY CENTRE REQUIREMENTS** : R697 011 per annum (Level 11)
 : Bhishe
 : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Public Management / Human Resource Management or any related field coupled with Minimum 5 of years experience in Recruitment and Selection environment of which 3 years must be at middle managerial level (Assistant Director Level). Knowledge of PERSAL system. PERSAL certificate(s) must be attached. Understanding of relevant legislative framework policies and prescripts that govern recruitment and selection process in the Public Service.
- DUTIES** : Manage authorisation of appointments: Monitor and manage compliance by the departments during submission of appointment files. Ensure correct procedures and processes are followed when files are submitted. Liaise with DG's office on matters related to compliance. Coordinates meetings with all relevant stakeholders (internal and external clients). Ensure that timelines for the authorisation of appointment are met. Provide advice on the opening of codes and granting permission for PERSAL special runs on matters related to appointments. Develop Policies, Procedures and Strategies for the management of authorization of appointments: Develop SOP for Authorisation of appointment. Development of procedure manuals. Development of guidelines/ templates for the smooth running of the appointment centre. Communicate with departments on matters of compliance. Coordinate bi-annual meetings with departments for the feedback on the project. Preparation and presentation of Reports and statistics to the management: Coordinate compilation of all statistics by authorizers and make consolidation. Prepare progress reports and make high lights on challenges and recommendations thereof. Present reports to the Provincial Treasury. Provide technical advice on challenges related to authorization of appointments. Manage analysis of PERSAL reports.
- ENQUIRIES** : can be directed to Ms B Ndayi Tel No: 040 1010 072/071
- POST 44/164** : **ADMIN OFFICERS: FISCAL POLICY AND FINANCIAL ACCOUNTING SERVICES REF NO: PT 05/10/2018 (X2 POSTS)**
 Purpose: To render office administrative and management support services to Fiscal Policy/Financial Accounting Services Directorate.

<u>SALARY</u>	:	R242 475 (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration/ Public Administration or any other related qualification coupled with a Minimum of two years experience in administration environment.
<u>DUTIES</u>	:	Render administrative and management support services to the Directorate: Administratively manage, organise and coordinate activities to ensure seamless flow of information within the directorate. Screen incoming and outgoing correspondence in the Directorate. Scrutinise routing submissions, reports and prepare notes for Chief Director. Prioritise matters within the office of the Chief Directorate. Circulate correspondence to relevant offices as and when required. Draft on instruction correspondence for the Directorate. Keep safe and regularly back-up all documentation and electronic correspondence in the office of the Director in line with the approved File Plan, and relevant legislation and policies. Administer attendance register, leave register, payroll slips and telephone accounts for the Directorate Make follow-ups on outstanding reports. Develop and maintain record management system in the Director's office. Facilitate the travel and accommodation in the office of the Chief Director and process S&T claims. Draft documents or reports as and when required for Directorate. Facilitate the procurement of standard items for the office of the Chief/ Director. Undertake ad-hoc administrative duties such as photocopying, faxing, scanning etc. for the directorate. Ensure that office equipment is in good working order. Coordinate Reports within the Directorate: Compile progress, monthly and management reports. Consolidate the submission of Annual Performance Agreements and Performance Assessments for the Directorate. Make follow ups on outstanding reports and prepare report for submission to the Director. Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports. Compile and integrate the budget. Validate the PMDS Submissions for the Directorate. Administer Budget Processes and Planning within the Directorate: Provide inputs in the budget planning of Directorate. Consolidate budget forms for the Directorate. Develop and implement Procurement Plan according to 12 months projections. Monitor proper utilisation of the budget according to monthly projections. Keep records of expenditure commitments, monitor expenditure by means of checking BAS reports and alert the Directorates of possible over – and under spending. Compile the Directorate's monthly In-Year Monitoring Reports. Prepare and make presentation on the spending of budget of the Directorate on monthly meetings. Identify the need to move funds between items, consult with the heads of Directorates and compile draft memo for this purpose. Make follow-ups on progress of supplier payments to avoid accruals. Manage Area of Responsibility: Prepare progress reports on compliance matters and submit reports to internal and external stakeholders. Determine most effective procedures and methods and render advice relating organisational efficiency to achieve organisational goals. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage daily and enforce timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.
<u>ENQUIRIES</u>	:	can be directed to Ms B Ndayi Tel No: 040 1010 072/071

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

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

<u>APPLICATIONS</u>	:	Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to No. 5 Eales Street, Wilton Zimasile Mkwayi Building, King William's Town, 5605
<u>CLOSING DATE</u>	:	16 November 2018 @ 12H00

NOTE : Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

OTHER POST

POST 44/164 : **ASSISTANT MANAGER: INFRASTRUCTURE & COMMUNITY DEVELOPMENT**
REF NO: DSRAC 01/10/2018
 1 Year Contract

SALARY : R356 289 (Level 09)
CENTRE : Head Office
REQUIREMENTS : A relevant B Degree in (Quantity Surveying) or qualification in Construction Management and at least 2 to 3 years' experience in Government Department within Built Environment. Knowledge of Public Service Act; Legislation; Policies; Prescript and Procedures. Knowledge of Infrastructure project management; Contract Management (JBCC, NEC) and Construction Regulations. Must be in possession of a valid code 08 driver's license.

DUTIES : Facilitate planning and execution of projects. Coordinate the appointment of the Implementing Agent, Consultants and Contractors. Provide an updated data of the Departmental Infrastructure Projects to External Stakeholders. Monitor, evaluate and report on construction process. Provide administration support on construction projects. Ensure safe environment and maintain good relations with Consultants and Construction. Ensure implementation of recommendations from Safety Audit Report. Ensure Infrastructure Project are Labour Intensive and comply with the principles of the Extended Public Workers Program. Provide administration support to the unit and staff.

ENQUIRIES : Ms. R. Loots at Tel No: 043 492 0949

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

<u>POST 44/166</u>	:	<u>SPECIALIST SURGEON REF NO: SPECSUR/HJH/001/10/10</u> Directorate: Surgery
<u>SALARY</u>	:	R1 051 368 (all-inclusive Package)
<u>CENTRE</u>	:	Helen Joseph Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as a surgeon and proof of current registration required. Must have a recognised qualification as a Specialist (FCS) SA.
<u>DUTIES</u>	:	Clinical history taking, examination, and assessment of patients. Requesting and analysing special investigations. Prescribing of medications and other therapies. Performance of diagnostics and therapeutic surgical procedures in the field of Surgery. Communicate effectively with colleagues and attend Theatre meetings. Keeping of clinical records. Perform any other duties relevant to the clinical management of patients. Training and Teaching: Advice and supervise Registers. Formal teaching to post graduate and under graduate staff. Review of current literature and research. Attend appropriate CME updates. Develop diagnostic and surgical skills amongst junior staff. Research: Participate in research within the department, to improve Knowledge and clinical outcomes.
<u>ENQUIRIES</u>	:	Dr K Bulabula, Acting HOU, Department of Surgery Tel No: (011) 489 0740 / 0739
<u>APPLICATIONS</u>	:	Applications should be submitted at Helen Joseph Hospital, No1 Perth Road, Auckland Park. Human Resource Department
<u>NOTE</u>	:	The Department of Health is committed to the achievement and maintenance of diversity and Employment Equity, especially of race, gender and disability. Applications must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
<u>CLOSING DATE</u>	:	16 November 2018
<u>POST 44/167</u>	:	<u>MEDICAL SPECIALIST GRADE 1/LECTURER REF NO: HRM 34/2018</u> Directorate: General Surgery
<u>SALARY</u>	:	R1 051 368 (all-inclusive package)
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	MBChB MMed (Surg) or FCS (SA). A valid registration with the HPCSA as an independent Medical Practitioner.
<u>DUTIES</u>	:	Plastic and Reconstructive Surgery case load. Management including surgical clinics, wards and theatre. The incumbent must be willing to render services at SBAH, Kalafong and Tembisa Hospitals. This appointment is on a joint Gauteng Department of Health and Social Services and University of Pretoria Medical establishment and thus the incumbent will have teaching and training duties involving undergraduate and postgraduate students and trainees in all the University of Pretoria Training platform hospitals. Furthermore, all academic appointees are expected to engage in active research. A research degree will be a definite advantage.
<u>ENQUIRIES</u>	:	Dr. S Selahle Tel No: (012) 354 1666
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	16 November 2018

- POST 44/168** : **MEDICAL OFFICER (X2 POSTS)**
Directorate: Accident and Emergency
- SALARY** : Grade 1: R780 612 (all-inclusive Package) Ref No: MO/HJH/002/10/18
Grade 2: R892 551 (all-inclusive Package) Ref No: MO/HJH/003/10/18
Grade 3: R1 035 831 (all-inclusive Package) Ref No: MO/HJH/004/10/18
- CENTRE** : Helen Joseph Hospital
- REQUIREMENTS** : Basic medical degree (MBBCh or equivalent) that allows registration with the Health Professional Council of South Africa (HPCSA) as a Medical Practitioner (Independent Practice. Full registration with the HPCSA as a Medical Practitioner (Independent Practice). Grade 1: No experience required after registration as Medical Practitioner with the HPCSA in respect of SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognized 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. Good interpersonal, communication and computer skills. Independent and effective decision-making. ATLS/ACLS/APLS/PALS will be advantageous. Diploma in Primary Emergency Care (DipPEC) and emergency ultrasound accreditation also advantageous.
- DUTIES** : Evaluation and clinical management of patients referred to the Emergency Department. Clinical training of undergraduates. Relevant administration as required for medico-legal purposes.
- ENQUIRIES** : Dr P Saffy Tel No: 011 489 1011
- APPLICATIONS** : Applications should be submitted at Helen Joseph Hospital, No1 Perth Road Auckland Park. Human Resource Department
- NOTE** : The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D, HPCSA and Qualifications to be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will undergo a medical screening test.
- CLOSING DATE** : 16 November 2018
- POST 44/169** : **OPERATIONAL MANAGER: OBSTETRICS INFERTILITY & ANTE NATAL REF NO: HRM 35/2018**
Directorate: Nursing
- SALARY** : R532 449 (all-inclusive package)
- CENTRE** : Steve Biko Academic Hospital
- REQUIREMENTS** : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse, plus a post basic qualification with the duration of at least 1 year in Advanced Midwifery. A minimum of 9 years appropriate \ recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma/degree in Nursing Management will be an added advantage. Service certificates are compulsory. At least 5 years of the period referred to above must be appropriate \ recognizable experience after obtaining the one year post basic qualification in Advanced Midwifery Nursing Science. Strong leadership, good communication and sound interpersonal skills are necessary, Computer literate. Verified proof of experience. Service certificates compulsory, South African Nursing Council annual practicing certificate. Valid EB driver's license.
- DUTIES** : Co-ordination of optimal, holistic specialized nursing care provided within set standards and a professional \ legal framework. Manage effectively the utilization and supervision of Human, Financial and service resources. Co-ordination of the provision of effective training and research. Provision of effective support to Nursing Services. Maintain Professional growth\ethical standards and development of self and subordinates.
- ENQUIRIES** : Ms AM Mowayo Tel No: (012) 354 1300

APPLICATIONS : Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 16 November 2018

POST 44/170 : **CHIEF RADIOGRAPHER (SUPERVISORY) REF NO:**
CHRADIO/STDH//00001/10/18
 Directorate: Allied Health Services

SALARY : R440 982 – R489 429 per annum (plus benefits)
CENTRE : Sizwe Tropical Disease Hospital
REQUIREMENTS : National Diploma or Degree in Diagnostic Radiography Qualification. Current registration with HPCSA as an independent diagnostic radiographer. A post-graduate management qualification will be an added advantage. Relevant five (5) years' experience as an independent diagnostic Radiographer. Computer skills, excellent time management skills, written and verbal business skills, report writing and presentation skills, innovative, proactive and initiative in problem solving and decision making. Honesty, integrity and high work ethic. Good interpersonal skills. Knowledge of Public Service legislation, Policies and Procedures. Knowledge of current DoH guidelines and Policies governing the Health Sector and Radiography profession. Knowledge and relevant experience in radiographic procedures, Quality Control and Record keeping processes is essential.

DUTIES : Manage the entire Radiography department and associated functions. Participate in providing 24-hour radiographic services in the hospital. Report to the Allied Health Services Manager. Advise the management in Radiographic policy planning and implementation for service improvement. To supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, National Core Standards, Quality Assurance and other Public Service policies and acts. Manage conflict and implement corrective measures and all governing departmental policies. Strategically coordinate and delegate departmental activities and resources of the department to achieve maximum productivity. Manage the workflow in the entire department. Ensure timeous submission of monthly cost centre, budget expenditure and performance report to the manager. Must be a team player within the department and institution. Ensure recommended maintenance of the X-Ray equipment. Perform and ensure that prescribed Quality Assurance protocols are adhered to. Perform any ad-hoc duties allocated by management.

ENQUIRIES : Mr. L.J. Mopeli Tel No: (011) 531 4488/4462
APPLICATIONS : Applications can be posted to: HR Manager, Sizwe Tropical Disease Hospital, Private Bag X 2, Sandringham, 2131 or hand delivered to Sizwe Tropical Disease Hospital, Cnr Club & Modderfontein Road, Sandringham, 2131.

NOTE : Applications must be submitted on Z83 form with CV, certified copies of ID & qualifications to be attached.

CLOSING DATE : 16 November 2018

POST 44/171 : **CLINICAL PROGRAMME CO-ORDINATOR NURSING: WOUNDCARE REF**
NO: HRM 36/2018
 Directorate: Nursing

SALARY : R420 318 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma/ degree in Nursing as a Professional Nurse. A minimum of 7 (seven) years appropriate \recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. A Wound Care qualification will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service

certificates compulsory. South African Nursing Council annual practicing certificate. Valid EB driver's license.

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

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

APPLICATIONS : Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 16 November 2018

POST 44/172 : **OPERATIONAL MANAGER NURSING GRADE 1 GENERAL UNIT: MALE MEDICAL WARDS REF NO: HRM 37/2018**
Directorate: Nursing

SALARY : R420 318 per annum plus benefits

CENTRE : Steve Biko Academic Hospital

REQUIREMENTS : Grade 12. Basic qualification accredited with the South African Nursing Council in terms of Government Notice 425, i.e. diploma\ degree in Nursing as a Professional Nurse. A minimum of 7 (seven) years appropriate \recognizable experience in nursing after registration as a Professional Nurse with the South African Nursing Council in General Nursing. Diploma \degree in Nursing Management will be an added advantage. Verified proof of experience. Strong leadership, good communication and sound interpersonal skills are necessary. Computer literate. Service certificates compulsory. South African Nursing Council annual practicing certificate. Valid EB driver's license.

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

ENQUIRIES : Ms AM Mowayo Tel No: (012) 354 1300

APPLICATIONS : Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 16 November 2018

POST 44/173 : **CLINICAL PROGRAMME COORDINATOR (POST EXPOSURE PROPHYLAXIS)**
Directorate: Clinical Forensic Medical Service

SALARY : Grade 1: R420 318 – R473 067 OSD (Plus benefits) Ref No: CLPROCO/FPS/001/10/18

		Grade 2: R487 266 – R548 436 OSD (Plus benefits) Ref No: CLPROCO/FPS/002/10/18
<u>CENTRE REQUIREMENTS</u>	:	Forensic Medical Services - Head Office
	:	An appropriate Degree/Diploma in Nursing or equivalent qualification that allows registration with South African Nursing College (SANC) as a Professional Nurse. A minimum of 7 years appropriate experience in nursing after registration as Professional Nurse with the SANC in General Nursing of which 3-5 years working experience in Clinical Forensic Medicine. Must be currently registered with South African Nursing Council. Must have a valid driver's licence and be able to drive. Computer literacy, good communication and sound interpersonal skills are necessary. Basic understanding of PFMA and relevant legislative frameworks that governs Clinical Forensic Medicine.
<u>DUTIES</u>	:	To demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery particularly cases of violence against women and children. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standard for Sexual Assault Care Practitioners. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant facility to support the justice system. To facilitate implementation, monitoring and evaluation of policies and strategies. Provide support for Clinical Forensic Medical Services at district level. Liaise with stakeholders in including NGO's, tertiary institutions and research institutions. Facilitate training pertaining to Clinical Forensic Medical Services. Facilitate and/or conduct education and awareness to communities. Liaise with stakeholders as part of a team for the comprehensive management of victims of violence including post exposure prophylaxis. Manage projects as assigned.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Thango Tel No: (071 602 1960)
	:	Applications must be hand delivered to Johannesburg Forensic Pathology Services, 25A Hospital street Braamfontein or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.
<u>NOTE</u>	:	Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents . The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, HPCSA registration and card, identity documents (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.
<u>CLOSING DATE</u>	:	16 November 2018
<u>POST 44/174</u>	:	<u>ULTRASOUND RADIOGRAPHER GRADE 1 REF NO: HRM 38/2018</u> Directorate: Radiography
<u>SALARY</u>	:	R374 364 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	A Bachelor's degree/diploma in Diagnostic Radiography and B-Tech in ultrasound. Current registration with HPCSA as Sonographer Knowledge, skills, training and competency in all fields of ultrasound radiography. Knowledge of sonar assessments, diagnostic procedures and equipment. Computerized literacy. Good communication skills. More than one-year experience as Sonographer will be an added advantage.
<u>DUTIES</u>	:	To perform diagnostic ultrasound images and write reports in accordance with prescribed protocols. Must be able to work independently without supervision. Adhere and ensure compliance with Radiation Control Board and HPCSA Legislation Equipment Maintenance, order consumables and do monthly stats in ultrasound department. Partake and Facilitate staff and student development Partake in CPD as required by HPCSA. High level of responsibility.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. S van Niekerk Tel No: (012) 354 1379
	:	Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 16 November 2018

POST 44/175 : **LECTURER PND 1/2: PROFESSIONAL NURSE: TRAUMA AND EMERGENCY NURSING SCIENCE (X2 POSTS)**
Directorate: Nursing College

SALARY : PND1: R362 559 – R420 318 per annum (plus benefits) Ref No: LECT/RMC/01/10/18
PND2: R445 917 –R581 826 per annum (plus benefits) Ref No: LECT/RMC/02/10/18

CENTRE REQUIREMENTS : Rahima Moosa Campus
PND1: minimum of 4 years appropriate/ recognizable Nursing experience after registered as Professional Nurse. **PND2**: minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Trauma and Emergency Nursing Science, Registered with SANC as a General Nurse and Midwifery, Diploma in Ophthalmology Nursing Science, with a track record of transferability of the post applied. A code 8 drivers' license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel.). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.

DUTIES : The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation.

APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department

ENQUIRIES : Mrs. N. Buthelezi Tel No: (011) 247- 3304-3300

CLOSING DATE : 16 November 2018

POST 44/176 : **LECTURER PND 1/2 PROFESSIONAL NURSE: ORTHOPAEDICS NURSING SCIENCE**
Directorate: Nursing College

SALARY : PND1: R362 559 – R420 318 per annum (plus benefits) Ref No: LECT/RMC/03/10/18
PND2: R445 917 –R581 826 per annum (plus benefits) Ref No: LECT/RMC/04/10/18

CENTRE REQUIREMENTS : Rahima Moosa Campus
PND1: minimum of 4 years appropriate/ recognizable Nursing experience after registered as Professional Nurse. **PND2**: minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Orthopaedics Nursing Science, Registered with SANC as a General Nurse and Midwifery, Diploma in Orthopaedics Nursing Science, with a track record of transferability of the post applied. A code 8 drivers' license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel.). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.

DUTIES : The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for

post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation.

APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department
ENQUIRIES : Mrs. N. Buthelezi Tel No: (011) 247- 3304-3300
CLOSING DATE : 16 November 2018

POST 44/177 : **LECTURER PND 1/2 PROFESSIONAL NURSE: STUDENT AFFAIRS PROFESSIONAL OFFICER**
 Directorate: Nursing College

SALARY : PND1: R362 559 – R420 318 per annum (plus benefits) Ref No: LECT/RMC/05/10/18
 PND2: R445 917 –R581 826 per annum (plus benefits) Ref No: LECT/RMC/06/10/18

CENTRE : Rahima Moosa Campus
REQUIREMENTS : **PND1:** minimum of 4 years appropriate/ recognizable Nursing experience after registered as Professional Nurse. **PND2:** minimum of 14 years appropriate/ recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Student Affairs Professional Officer, Registered with SANC as a General Nurse and Midwifery, Diploma in any Nursing Science Specialty field , with a track record of transferability of the post applied. A code 8 drivers' license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be added as an advantage.

DUTIES : The officer should be able to: interact with students- provide them with administrative or personal guidance ,enhance student growth and development, oversee the administrative of programs, develop, implement and enforces a range of student services for students services, plans, coordinate and deliver staff development training to students, determine and interpret students services needs on an individual basis such as student advocate and resolve problem necessary ,design, develop curriculum and implement educational programs for students, collect and analyze statistical data, develop reports, reporting systems, instruments ,dealing with students issues such as course terminations ,course extensions and students appeals procedures, preparing graduations ceremony, class rooms and exams for students ,manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, , develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, areas. Keep abreast of current trends in nursing, training and applicable legislation.

APPLICATIONS : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department
ENQUIRIES : Mrs. N. Buthelezi Tel No: (011) 247- 3304-3300
CLOSING DATE : 16 November 2018

POST 44/178 : **LECTURER PND 1/2 PROFESSIONAL NURSE: OPHTHALMOLOGY NURSING SCIENCE**
 Directorate: Nursing College

SALARY : PND1: R362 559 – R420 318 per annum (plus benefits) Ref No: LECT/RMC/07/10/18
 PND2: R445 917 –R581 826 per annum (plus benefits) Ref No: LECT/RMC/08/10/18

CENTRE : Rahima Moosa Campus
REQUIREMENTS : **PND1:** minimum of 4 years appropriate/ recognizable Nursing experience after registered as Professional Nurse. **PND2:** minimum of 14 years appropriate/

recognizable nursing experience after registered as Professional Nurse; at least 10 years of the period must be appropriate experience in Nursing Education. Minimum of 2 years appropriate experience in Operating Theatre Nursing Science, Registered with SANC as a General Nurse and Midwifery, Diploma in Ophthalmology Nursing Science, with a track record of transferability of the post applied. A code 8 drivers' license. Proof of computer is required: Computer literacy (Word, PowerPoint, Excel,). Post is allocated at Rahima Moosa Nursing Campus. The successful candidate will be subject to a Medical surveillance. Applicable Master's degree will be an advantage.

- DUTIES** : The officer should be able to: develop curricula, plan and manage academic programs, capable of employing a variety of teaching strategies to reach the required outcomes, develop policy, develop clinical tools, implement PMDS for post basic students where applicable, develop, review and evaluate policies and circulars, implement clinical assessment strategies to determine learner competence in the clinical area, record –keeping, accompany learners in clinical areas affiliated to the college. Keep abreast of current trends in nursing, training and applicable legislation.
- APPLICATIONS** : All applications must be delivered to: Rahima Moosa Nursing College, Fuel & Riversdale Road Gate 4, Coronationville, 2093. Human Resource Department
- ENQUIRIES** : Mrs. N. Buthelezi Tel No: (011) 247- 3304-3300
- CLOSING DATE** : 16 November 2018
- POST 44/179** : **ASSISTANT DIRECTOR (FACILITY MANAGER) REF NO: ASDMAN/FPS/0002/10/18 (X2 POSTS)**
Directorate: Forensic Pathology Service
- SALARY** : R356 289 - R419 679 per annum (plus benefits)
- CENTRE** : Johannesburg & Pretoria FPS
- REQUIREMENTS** : A recognized three (3) year Degree/National Diploma with minimum three (3) years' experience in management and/or Grade 12 certificate with a minimum of six (6) years' experience in management preferably in public service. Computer literacy and a valid driver's license are compulsory. Knowledge and understanding of all Legislative Frameworks governing Public Service. Overall knowledge of Government's transformation policies and priorities is a necessity. Excellent communication, interpersonal, reporting and writing skills. Extensive knowledge of Forensic Pathology Service. Knowledge and understanding of Job description development, implementation and review.
- DUTIES** : Manage and administer the Forensic Pathology Service facility with a view to provide efficient and effective service to the public. Ensure effective, efficient and economical development of personnel; provide teaching and advice to Forensic Officers with a view to eliminate any implementation barriers. Discipline Management within the facility. Collate and analyze information obtained to provide the required statistics and quarterly reports. Prepare budgets for the relevant financial year. Give evidence in Courts whenever required. Provide assistance to other FPS facilities and Managers in cases of disaster and major incidents. Ensure monthly submission of reports.
- ENQUIRIES** : Mr J Louw Tel No: (012) 301 1707 & Mr S Madibane 082 854 2327
- APPLICATIONS** : Applications must be hand delivered to Johannesburg Forensic Pathology Services, 25A Hospital street Braamfontein or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.
- NOTE** : Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, HPCSA registration and card, identity documents (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.
- CLOSING DATE** : 16 November 2018

<u>POST 44/180</u>	:	<u>CLINICAL TECHNOLOGY REF NO: HRM 39/2018</u> Directorate: Neurophysiology
<u>SALARY</u>	:	R300 828 per annum plus benefits
<u>CENTRE</u>	:	Steve Biko Academic Hospital
<u>REQUIREMENTS</u>	:	BTech in Clinical Technology - Specialized Category Neurophysiology. Registration with HPCSA as a Clinical Technologist - Specialized Category Neurophysiology. Candidates who have a National Diploma Clinical Technology in Neurophysiology and registered from the beginning of 2018 for a B.Tech Degree and who will qualify in December 2018 should feel free to apply. Grade 1: One to ten years relevant experience after registration with the HPCSA as Clinical Technologist in Neurophysiology. Grade 2: Minimum of 10 years relevant experience after registration with the HPCSA Clinical Technology in respect of SA qualified employees. Grade 3: Minimum of 20 years relevant experience after registration with the HPCSA in the relevant profession in respect of RSA qualified employees. Competencies (knowledge/skills): Professional person with integrity and ability to perform under pressure, independently and in a team. Self-driven and result orientated. Good communication, report writing, presentation and interpersonal skills. Computer literate, honest, patient, hardworking and reliable. Willingness to train students and present lectures.
<u>DUTIES</u>	:	Provision of specialized Neurophysiology diagnostic and investigative services within the Neurophysiology Unit i.e. Electroencephalography (EEG), Evoked potentials (Visual, Auditory and Somatosensory), Nerve conduction studies, Polysomnography, Multiple Sleep Latency Tests (MSLT) Neonatal EEG recordings. Monitor and maintain equipment. Infection control. Stock management. Teaching. Engage in Continuous Professional Development. Application must submit: A Z83 form Certified copy of ID, Certificate of qualifications Certificate of Registration with HPCSA as a Clinical Technologist - Specialized Category Neurophysiology. Proof of progress in completing the thesis and registered as a BTech student.
<u>ENQUIRIES</u>	:	Prof PR Bartel/ Mrs. A Van der Merwe Tel No: (012) 354 1233/ 2282
<u>APPLICATIONS</u>	:	Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.
<u>NOTE</u>	:	Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.
<u>CLOSING DATE</u>	:	16 November 2018
<u>POST 44/181</u>	:	<u>ADMINISTRATION OFFICER – DEMAND & ACQUISITION MANAGEMENT</u> <u>REF NO: ADMOF/FPS/0003/10/18</u> Directorate: Supply Chain Management
<u>SALARY</u>	:	R242 475 - R285 630 per annum (plus benefits)
<u>CENTRE</u>	:	Forensic Medical Services
<u>REQUIREMENTS</u>	:	An Appropriate Degree/National Diploma in Supply Chain Management/ Finance/ Logistics with 3 years' experience in Demand and Acquisition. Management or Grade 12 with 5 years' experience in Procurement – Supply Chain Management. Knowledge and understanding of procurement policies and procedures, PFMA, PPPFA, BBBEE, Treasury Regulations, Supply Chain Management and Contract Management. A candidate must have good communication skills both verbal and writing, problem solving, initiative and interpersonal skills. Highly motivated, results oriented and have the ability to plan. Working knowledge of BAS, SAP and SRM. Computer literacy is essential. Ability to work under pressure and a valid driver's licence is required.
<u>DUTIES</u>	:	Ensure compliance with policies and procedures that regulate and govern Supply Chain Management processes. Provide an efficient Supply Chain Management Services. Assists Management to implement and maintain Procurement systems. Facilitate demand planning. Check procurement requests in accordance with and in adherence to procurement policies and procedures and Proper usage of supplier's database to achieve BBBEE targets. Ensure proper update of Procurement Registers for Requisitions. Prepare monthly Procurement Reports

and Monitor against Procurement Plans. Check and monitor requisitions captured on SRM. Follow up with HPC for creating Purchase Orders. Expedite purchase orders. Monitor progress of the unit and report to Management on a weekly basis. Monitor suppliers' payments and ensure all GRVs are captured on time. Compile submissions, motivations and reports. Manage and attend all queries related to Procurement, provide advice and guidance as and when required. Provide guidance and support to End Users. Facilitate all Contracts Management processes. Update Contract Management registers. Ensure proper control and managing of internal store. Attend meetings and take minutes. Monitor, supervise, train and manage PMDS of staff in the unit.

ENQUIRIES : Ms G Tshamano Tel No: 071 602 7652
APPLICATIONS : Applications must be hand delivered to Johannesburg Forensic Pathology Services, 25A Hospital street Braamfontein or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE : Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, HPCSA registration and card, identity documents (no copies of certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE : 16 November 2018

POST 44/182 : **ADMINISTRATION OFFICER – LOGISTICS REF NO:**
ADMINOF/FPS/0004/10/18
 Directorate: Supply Chain Management

SALARY : R242 475 - R285 630 per annum (plus benefits)
CENTRE : Forensic Medical Services – Central Stores
REQUIREMENTS : An appropriate Degree/National Diploma in Logistics /Supply Chain Management/ Finance with 3 years' experience or Grade 12 with 5 years' experience in store management or administration. Knowledge and good understanding of procurement policies, systems and procedures, PFMA, PPPFA, BBBEE Act, Treasury Regulations, Stores management. Candidate must have good communication skills both verbal and written; excellent leadership skills; ability to work with a team and independently; be an analytical thinker with good organizational skills; Problem solving skills and interpersonal skills. Be highly motivated, results oriented and have the ability to plan. Computer literacy is essential. Ability to work under pressure and a valid driver's license is required.

DUTIES : Stock management including stock need analysis, ordering and receiving of stock. Ensure that stock ordering levels are determined, and stock is kept at optimum and economical level. Develop and maintain stock control systems; monitor stock requests and usage by FPS facilities. Implement corrective measures where necessary. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management and stores management processes. Prepare motivations and requests for stock required. Ensure timeous submission of GRVs. Issue stock and update relevant VA cards. Compile and submit correct stores monthly reports. Follow up with suppliers on all open purchase orders to ensure timeous delivery of goods and services. Ensure that stock taking is done twice annually. Attend to queries from stakeholders and maintain excellent customer satisfaction at all times. Provide advice, support and guidance to end users as and when required. Monitor, supervise, train and manage PMDS of staff in the unit.

ENQUIRIES : Mr M Nkosi Tel No: 071 602 7652
APPLICATIONS : Applications must be hand delivered to Johannesburg Forensic Pathology Services, 25A Hospital street Braamfontein or can be posted to Forensic Pathology Services P.O Box 7128, Johannesburg 2000.

NOTE : Application must be submitted on Z83 form, obtainable from any Public Service Department or on www.dpsa.gov.za/documents. The completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s, HPCSA registration and card, identity documents (no copies of

certified copies allowed, certification should not be more than six months old). Successful candidates will be subjected to OHS medical surveillance as required by HBA regulations within the OHS Act 85 of 1993 and security clearance check with South African Police Services or other relevant state agencies, reference check and verification of qualifications will be conducted.

CLOSING DATE : 16 November 2018

POST 44/183 : **FOOD SERVICE SUPERVISOR REF NO: FOOSERVSUP/STDH/00002/10/18**
Directorate: Food Services

SALARY : R136 800 – R161 148 per annum (Plus benefits)
CENTRE : Sizwe TD Hospital
REQUIREMENTS : Grade 12 certificate, food and beverage certificate will be an added advantage. Minimum of 3 years' food service experience. Must be computer literate. Supervisory experience will be an added advantage. Ability to work under pressure. Be prepared to work shifts including public holidays and weekends. Good communication, numerical, organising and supervisory skills.

DUTIES : Supervise all activities in the food services, all staff on food production, distribution and serving. Ensure application of hygiene and safety measures. Ensure maintenance and effective use of equipment. Responsible for ordering, receiving, storage, stock-control and stock taking. General administration of personnel which contribute to an efficient and effective office environment. Responsible for completing monthly statistics and proper record keeping.

ENQUIRIES : Ms P Thwala Tel No: (011) 531 – 4346
APPLICATIONS : Applications can be posted to: HR Manager, Sizwe TD Hospital, Private Bag x2, Sandringham, 2131 or hand delivered to Sizwe TD Hospital, Cnr club and Modderfontein Road, Sandringham, 2131

NOTE : Applications must be submitted on a Z83 form with CV, certified copies of ID and qualifications to be attached.

CLOSING DATE : 16 November 2018

POST 44/184 : **GENERAL ASSISTANT REF NO: HRM 40/2018**
Directorate: Pharmacy

SALARY : R96 549 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 10 or ABET. Basic literacy skills (read and write). Basic communication skills. Good interpersonal skills. Basic record keeping skills. Time management and team work.

DUTIES : Collection of files from the wards and other units to the pharmacy according to a schedule and when requested. Delivery of stock to the wards which includes ward stock, vacuities and medicine packets according to a schedule and when requested. Keeping records of the files collected and stock delivered. Assisting with the removal of waste from the pharmacy to the waste area. Assisting with the cleanliness of the Pharmacy.

ENQUIRIES : Ms. L Deyse Tel No: (012) 354 1282
APPLICATIONS : Steve Biko Academic Hospital, Private Bag X 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

NOTE : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

CLOSING DATE : 16 November 2018

OFFICE THE PREMIER

APPLICATIONS : Post to: The Director: Internal Human Resource Management, Department of Office of the Premier, The Director: Internal Human Resource Management, 30 Rahima Moosa Street, Newtown, Johannesburg or online on www.gautengonline.gov.za (Please do not send applications to 30 Simmonds street)

FOR ATTENTION : Director: Internal HR Management

CLOSING DATE : 16 November 2018

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

OTHER POSTS

POST 44/184 : **DEPUTY DIRECTOR: OUTCOMES COORDINATION REF NO: 003294**
Directorate: Performance Monitoring and Evaluation

SALARY : R697 011 - R821 052 per annum (All-inclusive remuneration package)

CENTRE : Johannesburg

REQUIREMENTS : A Bachelor's degree in Development Studies/Public Administration/Monitoring and Evaluation or related qualification. Minimum of 5 years in planning, monitoring and evaluation of the public programmes of which a minimum of three (3) years should be at an Assistant Director level. Good knowledge and or experience in the government evidence based decision making tools relating to policy making, programme planning and performance management, including development agenda setting. Strong research, report writing, analytical, statistical analysis and project management skills. Experience in strategic planning as well as monitoring and evaluation of the government programmes. Good expertise in public policy and ability to analyse service delivery value chains. Excellent skills in planning, organising, communication, presentation, financial management, IT systems and people management. Ability to work across government spheres and engage with multiple stakeholders.

DUTIES : Reporting to the Director: Performance Monitoring and Evaluation the incumbent will: Coordinate outcomes-based planning, monitoring and evaluation in line with provincial strategic priorities and key outcome areas. Facilitate the annual intergovernmental planning, monitoring and evaluation cycle. Development of the delivery agreements/annual outcome plans etc. Contribute to the development of the annual rolling Gauteng intergovernmental Programme of Action (POA). Ensure the setting of appropriate indicators and targets for key interventions within key outcomes area including indicator definitions and standards. Coordinate province-wide intergovernmental performance monitoring and reporting in key outcome areas. Coordinate provincial Management Performance Assessment Tool (MPAT) processes within the province. Make inputs into the Economic Cluster evaluations and policy research. Conduct policy analysis to facilitate appropriate programme theories, setting of indicators, targets and alignment with development outcomes. Undertake data verification, validation, information management and performants analysis reports through utilising the IT information systems. Contribute to the design and maintenance of appropriate information management

- systems. Ensure effective mainstreaming of gender, youth and disability during programme planning, performance monitoring and evaluation.
- ENQUIRIES** : Mr Tshepo Rasego Tel No: (011) 298 5654/5696
- POST 44/185** : **DEPUTY DIRECTOR: STRATEGIC HR AND REPORTING REF NO: 003295**
Directorate: Transversal HR Policy and Strategy
- SALARY** : R697 011 - R821 052 per annum (All-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : National Diploma or Bachelor Degree in Human Resources Management/Public Administration or Public Management. Minimum 5 years' experience in an administrative environment, with the knowledge of, HR planning, HR Assessments, Monitoring PMDS for all levels. Strategy and Policy Development, Project Management, co-ordination and reporting. Managerial competencies such as planning, organizing, monitoring, and communication skills.
- DUTIES** : Quality HR Plans in line with DPSA prescripts and implementation reports. Assisting departments to develop annual HR Plans before submission to DPSA. Monitor implementation of PMDS. Analyse reports and provide a consolidated report to oversight bodies. Co-ordinate HOD Recruitment processes. Oversee MPAT processes on KPA 3. Liaise with the DPSA and DPME on all KPA 3 processes. Conduct gap analysis on reports from departments and compile feedback reports to departments. Monitor vacancy rates. Collation of quarterly performance reports, conduct analysis and provide feedback to departments. Develop policies and strategies to improve HR performance. Conduct workshops.
- ENQUIRIES** : Mr Tshepo Rasego Tel No: (011) 298 5654/5696
- POST 44/186** : **ASSISTANT DIRECTOR: STRATEGIC HR AND REPORTING REF NO: 003297**
Directorate: Transversal HR Policy and Strategy
- SALARY** : R356 289 - R419 679 per annum
CENTRE : Johannesburg
REQUIREMENTS : Degree or National diploma in Human Resources Management/Public Administration or Management/Social Sciences with a specialisation in HR. 3-4 years in a Senior Practitioner post. Experience in Human Resources environment. Knowledge of HR policy and strategy development. Knowledge of the Public Service Legislative Framework. Good verbal and written communication skills. Good interpersonal skills. Ability to work under pressure and independently. Strong coordination skills and computer literacy. Proven knowledge of project management.
- DUTIES** : Focus on service delivery innovation, monitoring and evaluation of the uniform performance management system in GPG. Coordinate and manage the coordination of GPG HR projects. Coordinate GPG-wide HR Imbizos and workshops. Facilitate the development of HR strategies and policies for the GPG. Coordinate HR best practices activities of a transversal nature. Coordinate DPSA initiatives. Collate data and generate reports on Transversal HR reports.
- ENQUIRIES** : Mr Tshepo Rasego Tel No: (011) 298 5654/5696

PROVINCIAL TREASURY

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



- APPLICATIONS** : Application should be submitted at Gauteng Provincial Treasury: Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to: Private Bag X12, Marshalltown, 2107
- CLOSING DATE** : 16 November 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 specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s),

email address and an indication of the capacity in which the reference is known to the candidate as well as certified copies of all qualification/s and ID document (no copies of certified copies allowed, certification should not be more than three (3) months old). Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Please use Circular post number as a reference number.

MANAGEMENT ECHELON

POST 44/187 : **DEPUTY DIRECTOR – GENERAL: SUSTAINABLE FISCAL RESOURCE MANAGEMENT**
(5 Year Fixed Term Contract)
Programme: Sustainable Fiscal Resource Management

SALARY CENTRE REQUIREMENTS : R1 446 378 per annum, (all-inclusive package)
: Johannesburg
: An undergraduate qualification (NQF 7) and a post graduate qualification (NQF 8) as recognized by SAQA in Finance or Economics. 8 -10 years of experience at a Senior Managerial level. 7 - 10 years of experience in the Finance and/or Economics related field. Person Profile: The role requires a person that can strategically co-ordinate the activities and overall delivery of the Sustainable Fiscal Resource Management business unit, and the processes relating to budgets, policies and understands public service wide budget process and financial business systems. The candidate will have good leadership skills, planning and organizational skills, negotiation and analytical skills. Financial, people, strategic and general administrative management, leadership, decision-making and problem solving are further required. An intensive knowledge of the PFMA, MFMA and other related legislation is critical.

DUTIES : The successful candidate will be responsible to: Optimise resource allocation, utilisation and revenue in order to maximise the net social benefits to Gauteng citizens; Conduct feasibility study on provincial taxation and advise on fiscal policy and determine the Medium Terms Fiscal Framework; Optimise the GPG's own revenue and produce regular provincial economic review and outlook reports; Compile credible and transparent budget for the GPG and ensure implementation of budget reforms; Review the budget process to inform efficiency and ensure availability of high integrity budget information for decision making within the GPG budget process; Plan, develop and analyse GPG Budget policies and ensure effective utilisation of provincial resources through monitoring and evaluation of GPG Budget and service delivery; Manage and advise on the implementation of PPP projects in GPG; Ensure municipal compliance with the Municipal Finance Management Act within the Local Government sphere in Gauteng.

ENQUIRIES : Mr HR Tsotetsi Tel No: 011 227-9000/ 073 2727 131

POST 44/188 : **DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT)**
(5 Year Fixed Term Contract)
Chief Directorate: Information Technology

SALARY : R1 005 063 per annum (All-inclusive package)

<u>CENTRE REQUIREMENTS</u>	:	Johannesburg
	:	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; 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>	:	Align the department's information management, information systems and information technology strategy with the strategic direction of the department considering the strategic direction of Government. Establish an information plan and operational plans to give effect to the strategic direction and management plans of the department. Develop information management and information technology policies, strategies, standards, guidelines, best practices, procedures and regulations derived from the prescripts, legislation, regulations, cabinet resolutions, strategies, policies, norms, standards and procedures developed by the Government Information Technology Officers' Council (GITOC) and DPSA. Promote effective management of information and information technology as enabler of a strategic resource. Create an enabling environment for users to perform their functions more effectively and efficiently. Control of the Memorandum of Understanding and Service Level Agreement with the Department of e-Government and other suppliers of information management and information technology goods and services. Utilisation of security mechanisms and ensure compliance to the relevant regulatory framework. Oversee the management of the ICT Infrastructure. Manage ICT Security requirements. Oversee the development, implementation and review of the Information Knowledge Management (IKM) Strategy in line with the service delivery requirements in the Department. Manage ICT Risk and attend to all ICT risk matters as identified.
<u>ENQUIRIES</u>	:	Mr HR Tsotetsi Tel No: 011 227-9000/ 073 2727 131
<u>POST 44/189</u>	:	<u>DIRECTOR: PROVINCIAL SUPPLY CHAIN MANAGEMENT</u> (5 Year Fixed Term Contract) Directorate: Provincial Supply Chain Management
<u>SALARY</u>	:	R1 005 063 per annum (All-inclusive package)
<u>CENTRE</u>	:	Johannesburg
<u>REQUIREMENTS</u>	:	An NQF Level 7 qualification as recognised by SAQA in Supply Chain Management or (related supply chain qualification) /Finance/Accounting is required. The candidate must have knowledge of and experience in implementation of SCM laws, regulations, norms, standards and governance. In addition, the candidate must also have been involved in the development of SCM policy, norms and standards. Candidate must have 5 years of experience at MMS or be at SMS level with 5 years' experience when combined with MMS experience.
<u>DUTIES</u>	:	To develop, Supply Chain Management policies, norms and standards for implementation at a Provincial and Local Government sphere. Monitor and evaluate these reforms for continuous improvement. Analyse individual institution policies to ensure compliance; Review, update and roll out the Provincial and Municipal SCM Framework for implementation; Develop implementation guidelines for all practise notes, instruction notes and circulars issued by National Treasury; Manage the development of relevant legislation; Conduct business process analysis for the refinement of internal control environments; Develop and roll out standard operating procedures; Issue prompt communication and dissemination of all SCM related information from National Treasury to all institutions; Render SCM strategic support to all institutions; Deliver training and workshops on SCM reforms and provide guidance on application and implementation of SCM policies, norms, standards and governance tools in the province; Manage all outputs and resources allocated to the unit, inclusive of budget and people; Develop and implement the Annual Performance Plans and Operation Plans for the directorate; Provide leadership and guidance ensuring optimum performance levels; Preparation of various reports; Supervise and monitor operations and resources including provision of training and development.

ENQUIRIES : Mr HR Tsotetsi Tel No: 011 227-9000/ 073 2727 131

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : Applications can be delivered: to Life Centre Building, 45 Commissioner Street, Marshalltown, Johannesburg, 2107 or posted to P.O Box X83, Marshalltown, 2107. Applications received after the closing date will be disqualified.

CLOSING DATE : 16 November 2018

NOTE : Your Z83 form must be signed. Copies of qualifications and driver's licence copy must be certified. Persons from designated groups are encouraged to apply. Errors and Omissions Expected. The Department reserves the right not to fill the position (s). Shortlisted candidates will be subject to pre- employment screening (vetting). "All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

MANAGEMENT ECHELON

POST 44/190 : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT BRANCH REF NO: REFS/003103**
Branch: Corporate Services
Chief Directorate: Human Resources Management

SALARY : R1 189 338 per annum (An all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE REQUIREMENTS : Johannesburg
Undergraduate qualification (NQF Level 7) in Human Resource Management as recognised by SAQA. 5 year's relevant work experience at senior managerial level (applicants must indicate their level of Human Resources Management experience). A Postgraduate qualification in HRM (NQF level 8) will be an added advantage. Sound knowledge of HR strategy setting and business processes/systems. The incumbent must have sound administrative, contract management and computer skills, as well as a valid code 8 driver's licence.

DUTIES : Strategically lead the setting of sound and transparent Labour Relations in the department. Strategically guide and implement performance management in the department. Lead and implement all recruitment and appointment processes. Direct the development and updating of risk management registers for the Chief Directorate. Plan, organize and control activities pertaining to the functions of the Chief Directorate. Contribute to the management of Risk and Ethics in the Department. Direct quality assurance on HR information for reporting and compliance purposes. Direct the career management development programme for the enhancement of professionalism.

ENQUIRIES : Mr. G. Taunyane Tel No: (011) 355 - 7526

POST 44/191 : **DIRECTOR: HUMAN RESOURCE DEVELOPMENT BRANCH REF NO: REFS/003104**
Branch: Corporate Services
Chief Directorate: Human Resources Management
Re – Advertisement (Individuals who previously applied need not re-apply)

SALARY : An all-inclusive remuneration package of R1 005 063 per annum. The package includes a basic salary (70% of package), and a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE REQUIREMENTS : Johannesburg
Undergraduate qualification (NQF level7) in Training and Development as recognized by SAQA. 5 year's relevant experience in a middle managerial level

(MMS). Knowledge and understanding of: Human resource theory, practice and management; human resource policies, procedures and guidelines; relevant human resource legislation e.g. BCEA, LRA, EEA, SDA, talent attraction, retention and management. Public sector Human Resource experience required. Sound administrative; contract management and computer literacy skills – (human resource management system experience). Experience in developing, managing and monitoring of a performance management system. A valid code 08 driver's licence.

DUTIES

: To manage training and development of officials. To develop, manage and monitor the implementation of performance management system. Manage learnerships and internships. Manage the resources of the component and perform generic management functions. Provide strategic leadership to the component. Provide skills training and development services.

ENQUIRIES

: Mr. N. Mooi Tel No: (011) 355 - 7572

**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 44/193** : **MEDICAL SPECIALIST – INTERNAL MEDICINE (GRADE 1, 2, 3) REF NO: GS 61/18**
Component- Internal Medicine
- 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; PMB Metropolitan Hospitals Complex
: MBChB or equivalent, FCP (SA) or equivalent. Current Registration with HPCSA as a Specialist in Internal Medicine by the time of appointment. **Grade 1:** Experience: Not applicable; Registration with the HPCSA as a Medical Specialist. **Grade 2:** Experience: 5 Years appropriate experience as Medical Specialist after registration with HPCSA as a Medical Specialist. **Grade 3:** Experience: 10 Years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist. Recommendations: MMed or MMed (Sci). Experience or interest in a medical subspecialty. Knowledge, Skills, Training and Competency Required: Competent general medicals skills, appropriate for the level of a specialist in Internal Medicine; Ability and willingness to develop skills in various Internal Medicine subspecialties based on operational need and where possible, based on vocational interest. Ability and willingness to supervise and train junior staff, undergraduates, postgraduates, ancillary and nursing staff. Ability to apply public sector and health sector legislation, medical ethics and research ethics. Ability and willingness to participate in information management, quality assurance programmes, human resource management and financial and equipment management of relevant resources as appropriate to the post.
- DUTIES** : Manage the Greys Medical Acute Ward and General Medicine patients. Manage internal and external referrals to Greys General Medicine. Supervise the interdisciplinary triage and management of Internal Medicine patients. Assist or manage subspecialty services when required. Where possible, vocational interest will be supported. Participate in the after hours Internal Medicine service as required by operational need. Perform outreach services in Area 2. This may include periods of rotation to Edendale Hospital. Supervision and training of undergraduates, postgraduates, interns, medical officers and allied health care personnel. This includes: Outpatient clinics, ward rounds, clinical bedside and procedural teaching. Formal tutorials, lectures and assessments. Participation in the departmental academic and clinical meeting programs. Assisting with administration related to academic activities. Research supervision. Administrative and managerial responsibilities: Assist with departmental clinical service administration. Assist with departmental junior staff supervision and administration. Assist in development of clinical protocols for the Internal Medicine service. Participate in departmental audits and quality assurance programs. Any other duties as assigned by the Head of Department.
- ENQUIRIES** : DR K. Rasmussen: Tel No: 033 – 897 3289

NOTE : The incumbent will be primarily based at Greys Hospital but will be expected to provide support and services for Area Two as directed by the Head Clinical Department of Internal Medicine in the following spheres

APPLICATIONS : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200

FOR ATTENTION : Mrs. M. Chandulal

NOTE : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: 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 61/18. 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 the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).

CLOSING DATE : 16 November 2018

POST 44/194 : **MEDICAL SPECIALIST (GRADE 1-3) (FAMILY MEDICINE) REF NO: MAD 28/2018**

SALARY : Grade 1: R1 051 368 – R1 115 874 per annum
Grade 2: R1 202 112 – R1 275 885 per annum
Grade 3: R1 395 105 – R1 744 191 per annum
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime only limited to applicable groups.

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : A basic qualification of MBChB plus Current (2018) registration with the HPCSA. Registration Certificate with HPCSA as a Medical Specialist (Family Medicine). Proof of current and previous work experience endorsed by HR (Certificate of Service). **Grade 1:** Experience: Appropriate qualification (MBChB or equivalent) plus registration with the HPCSA as a Medical Specialist in (Family Medicine). **Grade 2:** Appropriate qualification (MBChB or equivalent), registration certificate, plus Five (5) years' experience after registration with the HPCSA as a Medical Specialist in (Family Medicine). **Grade 3:** Appropriate qualification (MBChB or equivalent), registration certificate, plus Ten (10) years' experience after registration with the HPCSA as a Medical Specialist in (Family Medicine). Knowledge, Skills, Training and Competencies required: Ability to deal with Family Medicine cases under supervision of the Head of Clinical Unit. Commitment to quality and innovation. Knowledge of surgical disciplines. Sound clinical knowledge and experience in the relevant discipline. Knowledge of current Health and Public Services Legislation, Regulations and Policy including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills. Ability to teach junior doctors and participate in continuing professional development.

DUTIES : Facilitate provision of emergency care as a first level of contact with patients in a Regional Hospital. Facilitate seamless patient care between the clinics, outpatient treatment and casualty. Support service delivery at PHC. Facilitate seamless patient care and referral to regional services. Provide safe, ethical and high quality of care through the development of standards and risk assessments in the area of clinical and customer care (patient perspective) in the respective specialty. Provide a full package of services including after hour services. Develop, maintain and audit the correct implementation of clinical protocols and guidelines, implement and maintain efficient, effective and seamless service delivery process within the hospital and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Manage

performance of junior staff within the area of control. Align clinical service delivery plans and priorities with hospital plans and priorities. Undertake appropriate clinical audit to monitor performance of the service. Participate/ facilitate outreach. Accept delegated responsibility from the Clinical Head of the unit. Liaison with Clinical Head regarding service delivery. Facilitate accreditation of the hospital as an NHI pilot site by ensuring compliance with the National Core Standards. Manage Human Resources with a vision to create a dynamic workforce that responds positively to patient care. Manage financial resources to create an efficient health services delivery system.

- ENQUIRIES** : Dr HA Hlela Tel No: 034 328 8007
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : 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 Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: 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). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
- CLOSING DATE** : 16 November 2018
- POST 44/195** : **MEDICAL OFFICER GRADE1, 2 AND 3 REF NO: MBO 20/2018 (X1 POST)**
- SALARY** : Grade 1: R780 612 - R840 942 per annum
Grade 2: R892 551 - R975 945 per annum
Grade 3: R1 035 831 - R1 295 025per annum
- CENTRE** : Mbongolwane District Hospital
- REQUIREMENTS** : Senior certificate/ Matric or equivalent. MBCHB degree or equivalent qualification Plus Proof of current registration with HPCSA as a Medical Practitioner. Certificate of registration with HPCSA as a Medical Practitioner. Certificate of service from current/ previous employers stamped by HR must be attached. Knowledge, Skills, Training and Competencies required: Knowledge of current health legislations and policies at public institutions. Knowledge in national quality standards relating to primary health care. Sound knowledge of nation TB programme and ARV programme including STIs and PMTC. Sound knowledge of Maternal and Child Health. Knowledge on information management and quality improvement strategies. Ability to function with Multidisciplinary team. Sound knowledge and clinical skills. Excellent human communication and leadership skills. Good team building and problem solver. Good communication and interpersonal skills. Willingness to teach and supervise junior staff.
- DUTIES** : Clinical responsibility including examination, investigate, diagnose and oversee treatment of patients in OPD/ casualty, Maternity, Paediatric and adult wards. Perform necessary and appropriate emergency lifesaving procedures. Diagnose and facilitate referrals centred care. Maintain accurate and appropriate health records in accordance with the legal and ethical considerations and continuity of

patient care. Ensure proper hand over of critically ill patients when going off duty. Provide preventive health interventions and measures to promote health care measures to promote health care. Undertake continuing medical education and professional development and study professional literature to keep abreast with current medical practice. Performance required administrative duties. Collaboration with medical practitioners and other health care workers in neighbouring health institutions.

- ENQUIRIES** : Dr OA Olowe Tel No: 035 4766242 ext. 141
- APPLICATIONS** : All applications should be posted to: The CEO, Private Bag X126, Kwa-Pett, 3280 or hand deliver to Mbongolwane District Hospital
- FOR ATTENTION** : Human Resource Practices
- NOTE** : 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 Driving 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. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
- CLOSING DATE** : 16 November 2018
- POST 44/196** : **DEPUTY DIRECTOR HRM SERVICES REF NO: AMAJ05/2018 (X1 POST)**
(All those who previously applied are encouraged to re-apply)
- SALARY** : R697 011 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements
- CENTRE** : Amajuba Health District Office: Newcastle
- REQUIREMENTS** : Grade 12 senior Certificate or equivalent qualification Plus a Bachelor Degree/ National Diploma in HR Management /Human Sciences. A minimum of 3 years' managerial experience, in a health service delivery environment. Proof of Computer Literacy & Qualifications in MS Software Applications such as Word, Excel, Power point & Outlook. PERSAL Certificates. Proof of Valid Driver's License. Attach applicable proof of current or previous employment experience endorsed by HR Department or relevant Employer. Knowledge, Skills, Training and Competencies Required: 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 tom prioritize issues and other work related matters in order to comply with tight deadlines. A clear understanding of challenges facing the Public Sector.
- DUTIES** : 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 as well coordinated and integrated approach to develop sound labour relations and within the District, promote staff wellbeing, safety, performance management and development system (EPMDS). Manage the utilization of resources allocated to the Section inclusive of the development of staff.

- ENQUIRIES** : Dr Amet Tshabalal Tel No: 034-328 7000
- APPLICATIONS** : All applications should be forwarded to: The District Director Amajuba Health District Office KZN Department of Health, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle.
- 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 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. Preference will be given to an African males and people with disabilities.
- CLOSING DATE** : 16 November 2018
- POST 44/197** : **OPERATIONAL MANAGER NURSING--(SPECIALTY) MATERNITY REF NO: OMNM 01 /2019**
Directorate: Dundee Hospital
- SALARY** : R532 449 (13% cheque, housing allowance (employee must meet prescribed requirements) medical aid (optional) 12% rural allowance
- CENTRE** : Dundee Hospital
- REQUIREMENTS** : Matric Senior Certificate (Grade 12), Diploma / Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. 1 year Post Basic Qualification in the specialty (Midwifery and Neonatal Nursing Science). A minimum of 9 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to the must be appropriate/ recognizable experience in specific specialty after obtaining the 1 year basic qualification in the relevant specialty. Current proof of registration with SANC 2018. Proof of current/ previous work experience and stamped by the employer(s) must be attached. Recommendation: Proof of Computer literacy, Degree/ Diploma in Nursing Management. Knowledge, Skills and Competencies Required: Knowledge of nursing care process and procedures, nursing and other relevant legal Frameworks. Knowledge of labour relations. Knowledge and experience in implementation of Batho Pele Principle and Patients, Right Charter, Code of conduct. Financial and budgetary knowledge pertaining to the relevant resources under Management. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of National Core Standards.

- DUTIES** : Coordination of optimal, holistic specialized nursing care within set standards and professional/ legal framework. Ensure accurate and reliable statistics and reports generated through the information management section. Monitor and evaluate the effectiveness of nursing staff development practices in the hospital against set standards with view to identify and address problem areas timeously. Ensure the effective, efficient and economical use of all allocated resources, including human resources. Provision of effective support to nursing services. Coordination of the provision of effective training and research. Maintain professional growth/ ethical standards and self-development. Participate in all initiatives with an aim to achieve quality service provision. Ensure that units comply with National Core Standards, Batho Pele principles to meet needs and demands of the clients. Strengthen implementation of MCWH Programme as per National Guidelines. Participate in PPIP Programmes. Assist with perinatal mortality review meetings.
- ENQUIRIES** : Mrs. N.T Mkhize, Tel No: 034 212 1111 Ext 268
- APPLICATIONS** : Applications should be delivered to: KwaZulu-Natal Department of Health, Dundee Provincial Hospital, 121 McKenzie Street, Dundee, 3000 Postal Address Dundee Provincial Hospital, Private Bag X2011, Dundee, 3000
- NOTE** : Employment Equity Plan: African Male
- CLOSING DATE** : 16 November 2018
- POST 44/198** : **OPERATIONAL MANAGER: PRIMARY HEALTH CARE SUPERVISOR GRADE 1: REF NO: CBH12/2018 (X1 POST)**
- SALARY** : R532 449 – R617 253 per annum. Other Benefits: 8% rural allowance, 13th cheque, Medical aid (optional) and Home owners' allowance (employee must meet a prescribed requirements)
- CENTRE** : Catherine Booth Hospital
- REQUIREMENTS** : Standard 10 or Grade 12. Diploma in General Nursing and Midwifery. Current registration with SANC 2018 to practice. Certificate/s of service endorsed and stamped by HR department from current / former employer. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to the above must be appropriate / recognizable experience after obtaining 1 year post basic qualification in Primary Health Care. Good report writing and time management skills. Understanding of nursing legislation, ethical nursing practices and how these impacts on service delivery. Good communication, interpersonal relations, counselling, conflict management skills and decision making. Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele etc. Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures and Finance Policies etc. Leadership, organizational, decision making and problem solving, conflict handling and counselling co-ordination and planning skills. Ability to assist in formulation of patient care related policies. Computer skills.
- DUTIES** : Leadership, development of capacity and supervision of PHC and engage all stakeholders. HR management. Ensure National PHC package is implemented and monitored in all areas. Facilitate, ensure and monitor service integration and stakeholder, DOH partners and other Government Departments involvement. Monitor implementation of all programmes and ensure that targets are met. Ensure effective and efficient utilization of resources. Advocate for resources at managerial level, and input into the budget for PHC in the service area.
- ENQUIRIES** : Mrs. P.Z Mbonambi Tel No: (035 474 8407/8/9)
- APPLICATIONS** : All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801
- NOTE** : The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, Matric certificate, identity document, copy/copies of highest qualification(s), Proof of registration, Proof of citizenship if not RSA citizen (all certified copies must be not more than three months old), A comprehensive CV indicating three reference persons: Names and contact numbers. Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of

the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Preference will be given to African Male. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representatives in all levels of all occupational categories in the Department and persons with disabilities should feel free to apply for the post and people who applied before should feel free to re-apply for the post.

CLOSING DATE : 16 November 2018

POST 44/199 : **OPERATIONAL MANAGER NURSING (GATEWAY CLINIC) REF NO: CH16/2018**

SALARY : R532 449 – R599 274. 13th Cheque/service bonus, Medical Aid optional, 12% Rural Allowance, Home Owner's Allowance (Employee must meet prescribed requirements).

CENTRE : Ceza District Hospital

REQUIREMENTS : A Grade 12 Certificate, Diploma/Degree in General Nursing Science as a General Nurse and Midwifery that allows registration as a professional nurse with SANC. Current registration with SANC. A minimum of 9 years appropriate/recognizable nursing experience after registration as professional nurse with SANC in General Nursing. At least 5 years of the period mentioned above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in primary health care recognizable by SANC. Knowledge, Skills and Competencies: Relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele, Patient Right's Charter, Labour Relations Act, Grievance Procedure, etc. Leadership, organizational, decision making and problem solving, conflict management and counselling. Good insight of procedures and policies pertaining to nursing care.

DUTIES : Provide quality comprehensive community health care according to PHC the Package, targeting hard to reach areas. Ensure Nurses practice under the realization of all legal prescripts and according to SANC Act. Promote professionalism and nursing ethics. Facilitate report compilation. Facilitate quality Data management. Facilitate community involvement through community dialogues, attend OSS, and work with WBOTS, to address community needs. Ensuring proper utilization and safekeeping of basic medical equipment. Ensure effective management of all resources. Ensure Batho Pele and Patient Charter principles are implemented. Ensure implementation of Priority Programs, IDEALS, MCWH, NCS, IPC, etc, for quality service delivery.

ENQUIRIES : Mrs M.P. Msane Tel No: 035 8325035

APPLICATIONS : All applications must be forwarded to: The Chief Executive Officer, Ceza Hospital, Private Bag X200, Ceza, 3866. Hand delivered may be submitted to Chibini Main Road, Human Resource Section, Ceza Hospital, before 16h00 on or before the closing date.

FOR ATTENTION : Mr E.S. Mazibuko, Human Resources, Tel No: 035 8325018

NOTE : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of Service must be endorsed by Human Resources. Certified copy of identity document. No faxed or emailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained for the Pre-employment checks which will be conducted by the Department for the following i.e. Security Clearance /vetting, Security Clearance for criminal records, credit records (Financial, assets records, etc), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)- Business Interests, Verification of Educational qualification (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only "People with disabilities are encouraged to

		apply. Shortlisted candidates will not be compensated for Subsistence and Travelling claims (S&T).
<u>CLOSING DATE</u>	:	16 November 2018
<u>POST 44/200</u>	:	<u>CONTROL ENGINEERING TECHNICIAN GRADE A AND B: REF NO: AMAJ07/2018 (X1 POST)</u> (All those who have previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R422 139 per annum. Other Benefits: 13 th Cheque, Medical Aid (Optional), Housing Allowance: Employee must meet prescribed requirements
<u>CENTRE REQUIREMENTS</u>	:	Amajuba Health District Office: Newcastle 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.
<u>DUTIES</u>	:	Oversee the development and implementation of plans for upgrading or building of Hospital 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 Component staff in the District. Support all PHC facilities and Hospitals to meet National Core Standards. Support all PHC facilities to meet Ideal health Facility standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs C.M Khumalo Tel No: 034-328 7000 All applications should be forwarded to: Human Resource Office: KZN Department of Health, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle
<u>NOTE</u>	:	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, and 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. Please note that there is no direct appointment, to grade B. The candidate will only progress to the next grade through performance assessment. Candidates who are already on grade B are free to apply for this post. Preference will be given to an African male.

- CLOSING DATE** : 16 November 2018
- POST 44/201** : **OPERATIONAL MANAGER NURSING (GENERAL) REF NO: SAP 18/2018**
Re-advertisement (This is a re-advertisement; candidates that applied previously may re-apply)
- SALARY** : R420 318 – R473 067 per annum plus 13th Cheque, Rural Allowance, Medical Aid (Optional), Housing allowance (Employee must meet prescribed Requirements)
- CENTRE** : St Apollinaris Hospital (Outpatient Department)
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification; Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with SANC as a Professional Nurse and midwifery PLUS.A minimum of seven (7) years' experience in nursing after registration as Professional Nurse with the SANC in General Nursing. SANC receipt for the current year. Skills: Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues including more complex report when required. Work as part of the multi-disciplinary at unit level to ensure good nursing care by the nursing team. Work effectively, co-operatively amicably at a supervisory level with persons of diverse intellectual; cultural racial or religious differences. Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to the principles of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery.
- DUTIES** : Demonstrate an in depth understanding legislation and related legal and ethical nursing practices and how this impacts on service delivery. Co-ordinate and monitor the implementation of nursing care plan and evaluation thereof. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Provision of administrative services. Maintain a constructive working relationship with nursing and other stakeholders. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Utilize human, material and physical resources efficiently and effectively. Demonstrate a basic understanding of HR and financial policies and practices. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care.
- ENQUIRIES** : Miss NR Njobe Tel No: (039) 833 8000/8013
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, St. Apollinaris Hospital, Private Bag x206, Creighton, 3263, Hand delivered applications may be submitted to Human Resource Section, St Apollinaris Hospital or be dropped in the application box at Security Department on or before the closing date before 16:00.
- FOR ATTENTION** : Human Resources Section
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department or from the website www.kznhealth.gov.za and should be accompanied by a CV (experience must be comprehensively detailed) and certified copies of qualification certificates plus registration certificates. Certificate of service endorsed by Human Resources. Certified copy of Identity Document. No faxed or e-mailed applications will be considered. The appointments are subject to positive outcomes obtained for the Pre-Employment Checks which will

be conducted by the Department for the following i.e. Security Clearance/vetting, Security Screening for Criminal Records, Credit Records (Financial, Asset Records, etc.), validation/verification of Identity Document (ID), Driver's Licence, Professional Driving permit (where required), Citizenship/ Permanent Residency, Company Intellectual Property Commission (CIPC) - Business Interest/s, verification of Educational Qualifications by the South African Qualifications Authority (SAQA), verification of Employment History/ reference checks - previous experience from Employers. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. "People with disabilities should feel free to apply and the target group in terms of employment equity target for the advertised post is an African male." The Department will not be liable where applicants use incorrect/no reference numbers on their applications. Due to financial constraints Short-listed candidates will not be compensated for S & T claims.

CLOSING DATE : 16 November 2018

POST 44/202 : **OPERATIONAL MANAGER NURSING (GENERAL) (TB/ MDR) REF NO: MAD 04/ 2018**

SALARY : R420 318 – R473 067 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)

CENTRE : Madadeni Provincial Hospital

REQUIREMENTS : Basic R425 Degree/ Diploma in General Nursing and Midwifery. Minimum of 7 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. Proof of Current registration with SANC (2018 Receipt). Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies required: Knowledge of Nursing care and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho Pele principles and Patient Rights Charter. Human Resource Management and basic financial management skills. Leadership, supervisory, project management skills and report writing skills. Strong interpersonal, good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Knowledge of policy directives informing HIV/Aids/ TB programme in the department. Ability to implement innovative strategies to bring about desired behavioural changes. Ability to effectively communicate with a wide range of stakeholders. Proven initiative decisiveness and the ability to acquire new knowledge swiftly.

DUTIES : Manage and monitor proper utilization of human, financial and physical resources: TB/ MDR Units. Explore opportunities for development and ensure training and development of staff. Deal with grievances and labour relations issues in terms of the laid down policies/procedures i.e. manage workplace discipline. Participate in the development of business plans and promote ways of containing health care costs without compromising standards. Manage and control assets. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Ensure the awareness, compliance and adherence to the relevant acts/prescripts applicable within the nursing environment. Ensure compliance by NCS, 90/90/90 projects etc. Audit records by analysing data, identification of health indicators and risk factors as well as coordinate the conducting of client satisfaction survey. Develop and implement quality improvement plan. Implement the Nursing Act and Regulations, Code of Ethics and Professional Practice of the South African Nursing Council. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. Treat complex health conditions presented at health care facilities. Supervise the collection and analysis of data through community assessment and involve clients in assessing their health needs and provide advice during clinic visits. Coordinate and monitor the implementation of nursing plan and evaluation thereof. Maintain constructive working relationship with nursing and other stakeholders (i.e. inter-professional, inter-sectoral and multi-disciplinary

		teamwork). Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients.
<u>ENQUIRIES</u>	:	Ms ZE Gumede Tel No: 034 328 8137
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<u>NOTE</u>	:	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 Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: 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). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
<u>CLOSING DATE</u>	:	16 November 2018
<u>POST 44/203</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL) (OPD) REF NO: MAD 29/2018</u>
<u>SALARY</u>	:	R420 318 – R473 067 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Madadeni Provincial Hospital
<u>REQUIREMENTS</u>	:	Basic R425 Degree/ Diploma in General Nursing and Midwifery. Minimum of 7 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. Proof of Current registration with SANC (2018 Receipt). Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies required: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical Nursing. Practices. Knowledge and experience of the Public Service Policies, Acts and Regulations. Sound management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management with specialty. Knowledge of labour relations and disciplinary procedures. Basis financial management skills.
<u>DUTIES</u>	:	Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicably, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper; treatment and

		care and ensuring that the unit adheres to the principles of Batho Pele. Able to develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Ensure department complies with National Core Standards. Ensure effective management and utilisation of resources.
<u>ENQUIRIES</u>	:	Ms ZE Gumede Tel No: 034 328 8137
<u>APPLICATIONS</u>	:	All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
<u>FOR ATTENTION</u>	:	The Recruitment Officer
<u>NOTE</u>	:	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 Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: 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). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
<u>CLOSING DATE</u>	:	16 November 2018
<u>POST 44/204</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL) (NIGHT DUTY) REF NO: MAD 30/ 2018</u>
<u>SALARY</u>	:	R420 318 – R473 067 per annum plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
<u>CENTRE</u>	:	Madadeni Provincial Hospital
<u>REQUIREMENTS</u>	:	Basic R425 Degree/ Diploma in General Nursing and Midwifery. Minimum of 7 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. Proof of Current registration with SANC (2018 Receipt). Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Knowledge, Skills, Training and Competencies required: Leadership, Management, planning, organizing and co –ordination skills. Knowledge of relevant acts, prescripts, policies and procedures governing health care service delivery especially the forensic unit. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs clinical guidelines, protocols, policies and procedures and best practices in nursing care service delivery. Good communication, interpersonal, negotiation, decision–making, problem –solving, conflict management, counselling, teaching, mentorship and supervisory skills. Knowledge of Code of conduct, Labour Relations and related policies.
<u>DUTIES</u>	:	care in an efficient and cost effective manner. Facilitate and strengthen implementation of health care services delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence. Promote implementation of Batho Pele principles, Patient’s Rights charter and acceptable professional/clinical-ethical standards within the applicable legal framework. Participate and ensure implementation on National Core Standards, National Health Priorities, and quality improvement initiatives including national

priority program plans. Identify staff and student's training needs, ensure that effective development takes place and monitor performance thereof. Demonstrate effective communication with staff, patients, colleagues, clinicians and other stakeholders including report writing and presentation. Ensure effective efficient management and utilization of resources including staff, material, financial etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies, procedures. Ensure effective data management at night. Ensure all night services are coordinated.

- ENQUIRIES** : Ms ZE Gumede Tel No: 034 328 8137
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : 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 Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: 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). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
- CLOSING DATE** : 16 November 2018
- POST 44/205** : **CHIEF RADIOGRAPHER, (DIAGNOSTIC) GRADE 1 REF NO: GS 62/18**
Component – Radiography
- SALARY** : R440 982 – R489 429 per annum. Other Benefits: 13th cheque, medical aid (optional), home owner allowance, employee must meet prescribed requirements
- CENTRE** : Greys Hospital, Pietermaritzburg
- REQUIREMENTS** : National Diploma / Degree in Diagnostic Radiography. Certified copy of original registration with the Health Professions Council of South Africa (HPCSA) as a diagnostic radiographer. Certified copy of current registration as a Diagnostic Radiographer (Independent Practice) with Health Professions Council of South Africa (HPCSA) for 2018/2019. Minimum of three years experience working in a computerized radiography department (working in a PACS/RIS environment) after registration with HPCSA as a Diagnostic Radiographer (Independent Practice). Certificates of Service to be attached as proof of experience. Recommendations: Work experience in a specialized field eg Mammography, CT, MRI, Cardiac Cath Lab. Knowledge, Skills and Experience: Expert knowledge of specialized equipment and radiography procedures, including multi slice CT and PACS/RIS applications. Good communication, interpersonal relations and problem solving skills. Sound knowledge of radiation control regulations and health and safety policies. Basic supervisory skills. Computer Literacy.
- DUTIES** : Provide high quality diagnostic radiography service. Observe safe radiation protection standards and ensure health and safety rules and regulations are adhered to be actively involved in the Radiation Control Directorate Quality Assurance programme. Participate in a 24 hour roster system which includes nights, weekends, Public Holidays and standby duties. Working knowledge and

experience of PMDS and be responsible for the PMDS of staff members as allocated. Provide assistance, supervision and training to junior staff and student radiographers. Promote good health practices and ensure optimal care of the patient. Participate in quality improvement programmes, policy making, in-service training and National Core Standards. Perform reception and administrative duties as required.

- ENQUIRIES** : Mrs Wood Tel No: 033-897 3208
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Department, Greys Hospital Private Bag X 9001, Pietermaritzburg, 3200
- FOR ATTENTION** : Mrs. M. Chandulal
- NOTE** : Directions To Candidates: The following documents must be submitted: Application for employment form (Z83) which is obtainable at any Government Department OR website, certified copies of highest educational qualifications and professional registration certificate- not copies of certified copies. Curriculum Vitae and certified ID copy NB: 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 61/18. 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 the State security Agency (SSA) to the following checks (security clearance, credit records, qualifications, citizenship and previous employment verifications and verification from the Company Intellectual Property (CIPC).
- CLOSING DATE** : 16 November 2018
- POST 44/206** : **PROFESSIONAL NURSE (SPECIALTY) (ICU) REF NO: MAD 31/ 2018**
- SALARY** : Grade 1: R362 559 – R420 318
Grade 2: R445 917 – R548 436 per annum
Plus 8% Inhospitable Allowance, 13th cheque, medical Aid (Optional) and housing allowance (employee must meet prescribed requirements)
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : **Grade 1:** Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. One (1) year post basic qualification in Critical Care Nursing Science. Registration with the SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current registration with SANC (2018 Receipt). **Grade 2:** Basic R425 Degree/Diploma in Nursing or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse. A 1year post basic qualification in Critical Care Nursing Science. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience after obtaining post basic qualification in Critical Care Nursing Science. Certificate of Service from previous and current employer endorsed and stamped by HR must be attached. Skills, Training and Competencies required: - Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
- DUTIES** : Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Core Standards. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Participate in nursing audits and maintain accurate records. Display a concern for patients, promoting advocating, and facilitating proper treatment and care. Ensure the unit complies with Infection Prevention and Control as well as

Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Participate in staff development using EPMDS System and other work related programmes and training.

- ENQUIRIES** : Ms ZE Gumede Tel No: 034 328 8137
- APPLICATIONS** : All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940
- FOR ATTENTION** : The Recruitment Officer
- NOTE** : 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 Qualifications and Identity document – not copies of certified copies. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: 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). Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualification Authority (SAQA) to their applications. Non –RSA Citizens /Permanent Residents/Work permits holders must submit documentary proof together with their Applications. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
- CLOSING DATE** : 16 November 2018
- POST 44/207** : **CLINICAL NURSE PRACTITIONER (GRADE 1) REF NO: PCHC 04/2018**
- SALARY** : R362 559 per annum. Benefits: 13th Cheque, home owner allowance, and Medical aid optional (Employee must meet prescribed policy requirements)
- CENTRE** : Phoenix Community Health Centre
- REQUIREMENTS** : Senior certificate/Matric or equivalent plus Degree / Diploma in General Nursing, Midwifery plus one year post basic qualification in Primary Health Care. Proof of current registration with SANC as General Nursing and Primary Health Care (2018 receipt). Experience: Grade 1: A minimum of 4 years appropriate/ recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. Certificate of service from current / previous employers stamped by HR must be attached: Knowledge, Skills, Attributes and Abilities required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OH&S Act, Knowledge of nursing care processes and procedure, Batho Pele Principles and Patients Right Charter, Labour Relations Act, Grievance Procedure etc, Display a concern for patient, promoting and advocating proper treatment , Sound understanding of legislation and related ethical nursing practices within a primary health care environment, Report witting skills, Time management skills, Good listening and communication skills, Co- ordination and planning skills, Team building and supervisory skills, Good interpersonal skills. Good sight of procedures and policies pertaining to nursing care, Ability to assist in formulation of patient care related polies.
- DUTIES** : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined from a primary health care facility. Promote quality of Nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, culture race or religious

differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in a unit Develop contacts, build and maintain a network of professional relations in order to enhance service delivery. Supervision of patient and provision of basic patient needs e.g oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to client including administering of prescribed medication and ongoing observation of patient in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patients to develop a sense of self care. Ensure proper utilisation and safe keeping of basic medical, surgical pharmaceutical and stock.

- ENQUIRIES** : Mr MA Ndlovu (Deputy Manager Nursing) Tel No: 031-538 0808
- APPLICATIONS** : Application to be forwarded to: The Human Resource Manager, Phoenix Community Health Centre, Private Bag x007, Mt Edgecombe 4300.
- FOR ATTENTION** : Ms H.S Khuzwayo
- NOTE** : Direction to candidate: The following documents must be submitted, Application for employment form (Z83), which is obtainable as any Government Department or from website – www.kznhealth.gov.za. Original signed Z83 must be accompanied by a detailed CV and originally recently certified copies of highest educational qualification/s (not copies of certified copies) of required educational qualifications set out in the advertisement plus certified I.D copy, Updated Curriculum Vitae. Application must be submitted on or before closing date. The reference number must be indicated in the column provided on the form Z83 e.g. PCHC 02/2018. Failure to comply with the above instruction will disqualify applications. Please note that due to the number anticipated, applications will not acknowledge. Correspondence will be limited to short listed candidate only. NB: African Male are encouraged to apply
- CLOSING DATE** : 16 November 2018
- POST 44/208** : **OPHTHALMIC NURSE (GRADE 1) REF NO: UNTU 05/2018 OPD**
- SALARY** : R362 559 per annum. Other benefits; Medical Aid (optional). 13th Cheque, Housing Allowance (employee must meet the prescribed requirements) plus 08% rural allowance
- CENTRE** : Untunjambili District Hospital: Kranskop Area
- REQUIREMENTS** : Senior certificate STD 10/ (Grade 12), Diploma / Degree in General Nurse and Midwifery. A post basic qualification in Ophthalmic Nursing with 4 days Certificate in Primary Eye Care. A proof of Nursing Council (2018 receipt). A minimum of 4 years' experience in nursing after registration with SANC as a professional nurse. Proof of current and previous working experience endorsed by Human Resource must be attached. Valid Driver's Licence (EB) Recommendations: Dispensing Licence, Knowledge in nursing care process and procedures, nursing statutes and other relevant legal framework. Good communication skills-verbal and written. Co-ordination & liaison skills. Problem solving. Financial and budgetary knowledge pertaining to relevant resources under Management, Insight into the procedures and policies pertaining to the Nursing Care. Leadership, Organizational, decision making and problem solving abilities within the limit of the public sector and institutional framework, Interpersonal skills including public relations, negotiating conflict handling and counselling skills, Computer skills in basic programmes.
- DUTIES** : To perform clinical nursing practice in accordance with the scope of practice and nursing standards for a primary health care sitting. Develop and ensure implementation of nursing care plans. Maintain complete and accurate nursing record according to legal requirements. Diagnosis, treatment, and follow up of the certain specified eye conditions. Diagnosis & referral of other specified eye condition. Visiting pay point for cataract screening. Provisioning of in service training in a Primary Eye Care to a Primary Health Care worker. Provisioning of a preparation of patient for surgical, assisting the surgeon in the operating room and post-operative care. Supervision of cataract case finding, cataract surgery marketing, and rapid assessment of cataract surgical coverage in the community. Supervision of the screening of school children. Prescribing and dispensing of glasses. Supervision of the screening of chronic patients including diabetics. Establishment and maintenance of support groups. Performing fast queue for chronic patients.

ENQUIRIES : Ms PS Xongwana Tel No: (033 4441259)

APPLICATIONS : Applications should be directed to: Human Resource Manager Untunjambili District Hospital, Private Bag X 216, Kranskop, 3268

FOR ATTENTION : Mrs L.A. Mkhize

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. NB: 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, and 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.

CLOSING DATE : 27 November 2018

POST 44/209 : **PROFESSIONAL NURSE – (SPECIALTY) THEATRE REF NO: PNT 05 /2019 (X2 POSTS)**
Directorate: Dundee Hospital

SALARY : R362 559 (13% cheque, housing allowance (employee must meet prescribed requirements) medical aid (optional) 12% rural allowance.

CENTRE : Dundee Hospital

REQUIREMENTS : Matric Senior Certificate (Grade 12). Diploma / Degree in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. 1 year Post Basic Qualification in the speciality (Diploma in Operating Theatre Technique). A minimum of 4 years appropriate recognizable experience in Nursing after registration with SANC. Current registration with SANC as a Professional nurse (2018). Proof of current/ previous work experience and stamped by the employer(s) must be attached. Knowledge, Skills and Competencies Required: Knowledge of nursing care process and procedures, nursing and other relevant legal Frameworks. Knowledge of labour relations. Good communication, interpersonal, counseling and time management skills. Financial and budgetary knowledge pertaining to the relevant resources under Management. Knowledge and experience in implementation of Batho Pele Principle and Patients, Right Charter, Code of conduct. Ability to function well within the team. Knowledge of National Core Standards.

DUTIES : Provision of optimal, holistic specialized nursing care provided within set standards and Professional/ legal standards. Maintain accurate and complete patients records according to legal requirements. Compilation and analysis of statistics. Participate in auditing of clinical charts and QIPs. Participate in the implementation of National Core Standards, guidelines, protocols. Effective, efficient and economical use of all allocated resources. Provision of effective support to nursing services. Assist in supervision and development of staff. Participate in training and research. Maintain professional growth / ethical standards and self-development. Participate in all hospital programs e.g. IPC, Quality Assurance. Scrubbing for minor as well as major operations. Promote good working relationship with

multidisciplinary team. Ensuring the availability of the necessary basic equipment and stock.

ENQUIRIES : Mrs. N.T Mkhize, Tel No: 034 212 1111 Ext 268

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

NOTE : Employment Equity Plan: African Male

CLOSING DATE : 16 November 2018

DEPARTMENT OF TRANSPORT

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

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

CLOSING DATE : 16 November 2018 (at 16h00). Applications received after the closing date & time will not be considered.

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

MANAGEMENT ECHELON

POST 44/210 : **CHIEF DIRECTOR: PUBLIC & FREIGHT TRANSPORT MANAGEMENT REF NO: P 35/2018**
 Kindly note that this is a re-advertisement. Applicants who applied previously and who still wish to be considered are at liberty to re-apply.

SALARY : R1 189 338 per annum (all Inclusive, flexible remuneration package)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg
REQUIREMENTS : An undergraduate qualification in Transport Management / Transport Economics / Economics / Management Science and Logistics Management (NQF Level 7) as recognised by SAQA; plus A minimum of 5 years' experience at a senior managerial level; plus Possession of a valid driver's licence (minimum Code B). Knowledge, Skills, Training and Competencies Required: Knowledge of legislation and policies pertaining to public transport. Knowledge of the Constitution, 1996, Public Service Act, 1994, as amended, Public Service Regulations, 2001 and relevant directives, determinations and collective agreements; Labour Relations Act, 1995; Basic Conditions of Employment Act; 1997; Employment Equity Act, 1998 and other Public Services Legislation; Advanced knowledge of public policy analysis and public policy development processes. Advanced knowledge of strategy development, strategy management and strategy monitoring and review processes. Advanced knowledge of modern systems of governance and administration. Advanced knowledge in public finance, human capital. Advanced knowledge of public communication, public transport education, public participation and public discourse management processes. Knowledge of national, regional and local political, economic and social affairs impacting on the provincial government. Knowledge of other relevant legislation.

DUTIES : Determine and manage the strategic direction of public transportation contracts, freight transportation and public transportation policy and planning services. Participation, interpretation and implementation of National policies and ensure the development, interpretation and implementation of Departmental policies and procedures, as well as provide input into National and Provincial policies. Ensure monitoring and compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources of the Chief Directorate. Facilitate and drive empowerment projects with direct interventions, strategic policies and partnerships with the industry. Manage the resources of the component.

ENQUIRIES : Ms F Sithole Tel No: 033 – 355 8870
FOR ATTENTION : Mr C McDougall
NOTE : It is the intention of this Department to consider equity targets when filling this position.

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

- APPLICATIONS** : Internship applications for Head Office-Polokwane, Capricorn District, Sekhukhune District, Mopani District, Vhembe District and Waterberg District must be directed to the following addresses: **Head Office-Polokwane:** The Department of Public Works, Roads & Infrastructure, Private Bag X 9490, Polokwane, 0700 or hand deliver at Works Tower Building, 43 Church Street, Polokwane.
Capricorn District: Private Bag X9378, Polokwane, 0700 or hand deliver at 15 Landros Mare Street, Polokwane next to Correctional Services.
Sekhukhune District: Private Bag X02, Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A next to Traffic Department.
Mopani District: Private Bag X9576, Giyani, 0826 or hand deliver at former Parliamentary Buildings next to LIMDEV offices.
Vhembe District: Private Bag X2248, Sibasa, 0790 or hand deliver at Cnr. Traffic and SAPS Street (opposite Raluswielo School)
Waterberg District: Private Bag X1028, Modimolle, 0510 or hand deliver to Cnr. Thabo Mbeki & Elias Motsoaledi Street.
- CLOSING DATE** : 23 November 2018 at 16:00
- NOTE** : The Provincial Department of Public Works, Roads and Infrastructure invites applications for Student and Graduate Internship opportunities that currently exist in our offices throughout the province. Unemployed South African youth (Graduates and students requiring practical experience to achieve their qualifications), who have never participated in any Public Service Internship programme in any government department are invited to apply. Successful Interns will be appointed for a period of 24 months (Graduate Intern) and 18 – 24 months (Student Interns) depending on the qualification requirement, commencing 01 April 2019 – 30 March 2021. Graduate Interns will receive a monthly stipend currently at R5, 728.50 per month, whilst Student Interns will receive a monthly stipend currently at R4, 770.58 per month, as determined by the Department of Public Service and Administration and subject to Annual Salary adjustment. All applications must be submitted on a Z83 form, obtainable from any Public Service Department, stating the field to which the Intern is applying. The application form must be accompanied by a recently updated Curriculum Vitae together with certified copies of qualifications from SAQA accredited institutions, certified ID copy including Grade 12 certificate. Student interns are required to attach a letter of not more than six (6) months from the training Institution supporting their need for practical experience. Persons in possession of foreign qualifications should attach the SAQA evaluation report. Faxed and emailed applications will not be considered. Shortlisted candidates will be subjected to a Security Clearance process. Correspondence will be limited to shortlisted candidates only. Should you not hear from us by 28 February 2019, please consider your application unsuccessful. NB: Applications directed to wrong/ incorrect stations will not be considered.

INTERNSHIP PROGRAMME

OTHER POSTS

- POST 44/211** : **GRADUATE INTERNSHIP PROGRAMME 2019/2020: SUPPLY CHAIN MANAGEMENT (X6 POSTS)**
- STIPEND** : R5728.50 per month
- CENTRE** : Head Office – Polokwane (X1 Post)
 Capricorn District (X1 Post)
 Sekhukhune District (X1 Post)
 Mopani District (X1 Post)
 Vhembe District (X1 Post)
 Waterberg District (X1 Post)

REQUIREMENTS : Study Field: N Dip/Degree in Supply Chain Management/ Logistics/ Public Management.

ENQUIRIES : Ralushayi Shoni Tel No: 015 284 7407 and Annette Lundie Tel No: 015 284 7234

POST 44/212 : **GRADUATE INTERNSHIP PROGRAMME 2019/2020: LOGISTICS AND ASSET MANAGEMENT (X6 POSTS)**

STIPEND : R5728.50 per month

CENTRE : Head Office – Polokwane (X1 Post)
Capricorn District (X1 Post)
Sekhukhune District (X1 Post)
Mopani District (X1 Post)
Vhembe District (X1 Post)
Waterberg District (X1 Post)

REQUIREMENTS : Study Field: N Dip/Degree in Supply Chain Management/ Logistics/ Public Management.

ENQUIRIES : Ralushayi Shoni Tel No: 015 284 7407 and Annette Lundie Tel No: 015 284 7234

POST 44/213 : **GRADUATE INTERNSHIP PROGRAMME 2019/2020: EXTENDED PUBLIC WORKS PROGRAMME (EPWP) (X1 POST)**

STIPEND : R5728.50 per month

CENTRE : Head Office – Polokwane

REQUIREMENTS : Study Field: N Dip/Degree in Development Studies and/or Development Planning.

ENQUIRIES : Ralushayi Shoni Tel No: 015 284 7407 and Annette Lundie Tel No: 015 284 7234

POST 44/214 : **GRADUATE INTERNSHIP PROGRAMME 2019/2020: REAL ESTATE (X6 POSTS)**

STIPEND : R5728.50 per month

CENTRE : Head Office – Polokwane (X1 Post)
Capricorn District (X1 Post)
Sekhukhune District (X1 Post)
Mopani District (X1 Post)
Vhembe District (X1 Post)
Waterberg District (X1 Post)

REQUIREMENTS : Study Field: N Dip/Degree in Real Estate/ Property Management/ LLB/ Bcom.

ENQUIRIES : Ralushayi Shoni Tel No: 015 284 7407 and Annette Lundie Tel No: 015 284 7234

POST 44/215 : **GRADUATE INTERNSHIP PROGRAMME 2019/2020: HUMAN RESOURCES MANAGEMENT (X6 POSTS)**

STIPEND : R5728.50 per month

CENTRE : Head Office – Polokwane (X2 Posts)
Capricorn District (X1 Post)
Sekhukhune District (X1 Post)
Mopani District (X1 Post)
Waterberg District (X1 Post)

REQUIREMENTS : Study Field: N Dip/Degree in Human Resource Management, Public Administration.

ENQUIRIES : Ralushayi Shoni Tel No: 015 284 7407 and Annette Lundie Tel No: 015 284 7234

POST 44/216 : **GRADUATE INTERNSHIP PROGRAMME 2019/2020: RISK MANAGEMENT (X1 POST)**

STIPEND : R5728.50 per month

CENTRE : Head Office – Polokwane

REQUIREMENTS : Study Field: N Dip/Degree in Risk Management/ Governance/ Auditing.

ENQUIRIES : Ralushayi Shoni Tel No: 015 284 7407 and Annette Lundie Tel No: 015 284 7234

<u>POST 44/217</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME 2019/2020: MONITORING AND EVALUATION (X1 POST)</u>
<u>STIPEND</u>	:	R5728.50 per month
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	Study Field: N Dip/Degree in Social Sciences (Humanities)/ Development Studies and planning/ Monitoring and Evaluation.
<u>ENQUIRIES</u>	:	Ralushayi Shoni Tel No: 015 284 7407 and Annette Lundie Tel No: 015 284 7234
<u>POST 44/218</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME 2019/2020: INFORMATION TECHNOLOGY (X1 POST)</u>
<u>STIPEND</u>	:	R5728.50 per month
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	Study Field: N Dip/Degree in Information Technology/ B.Sc. Information Systems or equivalent NQF level 6.
<u>ENQUIRIES</u>	:	Ralushayi Shoni Tel No: 015 284 7407 and Annette Lundie Tel No: 015 284 7234
<u>POST 44/219</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME 2019/2020: COMMUNICATIONS (X1 POST)</u>
<u>STIPEND</u>	:	R5728.50 per month
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	Study Field: N Dip/Degree in Communication related field.
<u>ENQUIRIES</u>	:	Ralushayi Shoni Tel No: 015 284 7407 and Annette Lundie Tel No: 015 284 7234
<u>POST 44/220</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME 2019/2020: RECORDS MANAGEMENT (X6 POSTS)</u>
<u>STIPEND</u>	:	R5728.50 per month
<u>CENTRE</u>	:	Head Office – Polokwane (X1 Post) Capricorn District (X1 Post) Sekhukhune (X1 Post) Mopani District (X1 Post) Vhembe District (X1 Post) Waterberg District (X1 Post)
<u>REQUIREMENTS</u>	:	Study Field: N Dip/Degree in Archives and Records Management/ Library Science/ Information Science/ Public Administration.
<u>ENQUIRIES</u>	:	Ralushayi Shoni Tel No: 015 284 7407 and Annette Lundie Tel No: 015 284 7234
<u>POST 44/221</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME 2019/2020: STRATEGIC PLANNING (X1 POST)</u>
<u>STIPEND</u>	:	R5728.50 per month
<u>CENTRE</u>	:	Head Office – Polokwane
<u>REQUIREMENTS</u>	:	Study Field: N Dip/Degree in Policy and Strategic Planning/ Development Studies/ Public Administration.
<u>ENQUIRIES</u>	:	Ralushayi Shoni Tel No: 015 284 7407 and Annette Lundie Tel No: 015 284 7234
<u>POST 44/222</u>	:	<u>GRADUATE INTERNSHIP PROGRAMME 2019/2020: EMPLOYEE HEALTH AND WELLNESS (X2 POSTS)</u>
<u>STIPEND</u>	:	R5728.50 per month
<u>CENTRE</u>	:	Head Office – Polokwane (X1 Post) Vhembe District (X1 Post)
<u>REQUIREMENTS</u>	:	Study Field: N Dip/Degree in Safety Management/ Employee Health and Wellness/ Occupational Health and Safety/ Bachelor of Social Work/ Bachelor of Psychology.
<u>ENQUIRIES</u>	:	Ralushayi Shoni Tel No: 015 284 7407 and Annette Lundie Tel No: 015 284 7234
<u>POST 44/223</u>	:	<u>STUDENT INTERNSHIP 2019/2020: ALL PROGRAMMES</u>
<u>STIPEND</u>	:	R4770.58 per month
<u>CENTRE</u>	:	Head Office – Polokwane (X27 Posts)

- Capricorn District (X1 Post)
 Sekhukhune District (X1 Post)
 Mopani District (X1 Post)
 Vhembe District (X1 Post)
 Waterberg District (X1 Post)
- REQUIREMENTS** : Study Field: N6 Management Assistant.
ENQUIRIES : Ralushayi Shoni Tel No: 015 284 7407 and Annette Lundie Tel No: 015 284 7234
- POST 44/224** : **STUDENT INTERNSHIP: HUMAN RESOURCE MANAGEMENT 2019/2020**
- STIPEND** : R4770.58 per month
CENTRE : Head Office – Polokwane (X1 Post)
 Capricorn District (X1 Post)
 Sekhukhune District (X1 Post)
 Mopani District (X1 Post)
 Vhembe District (X1 Post)
 Waterberg District (X1 Post)
- REQUIREMENTS** : Study Field: N6 Human Resource Management/ Public Administration.
ENQUIRIES : Ralushayi Shoni Tel No: 015 284 7407 and Annette Lundie Tel No: 015 284 7234

SOUTH AFRICAN POLICE SERVICE

The South African Police Service is an equal opportunity affirmative action employer and it is its intention to promote representatively in the Public Sector through the filling to this post. Persons whose transfer / promotion / appointment will promote representatively will therefore receive preference. An indication in this regard will expedite the processing of applications.



- APPLICATIONS** : Please forward your application, quoting the relevant reference number and the name of this publication to The Provincial Head, Personnel Management, South African Police Service, Private Bag X9428, Polokwane, 0700. Applications can also be hand delivered to the Provincial Office 44 Schoeman Street Polokwane, Land Bank Building.
- CLOSING DATE** : 16 November 2018 at 15:00
NOTE : Applications are hereby invited from suitably and qualified person to apply for the following post(s). Only the official application form (available on the SAPS website and at SAPS recruitment offices) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application forms must be adhered to failure to do so may result in the rejection of the application. The post particulars and reference number of the post must be correctly specified on the application form. A comprehensive Curriculum Vitae must be submitted together with the application form. Certified copies of an applicant's ID document, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post. The copies must be correctly certified on the copy itself, not at the back. The certifications must not be older than three months. Qualifications and drivers licences submitted will be subjected to verifications checking with relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks. Appointment will be made in terms of the Public Service Act, 1994 as applicable to the post environment. Applications must be mailed timeously. Late applications will not be accepted or considered. If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as practical assessment. Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offence and Related Matters) Amendment Act, 2007 (Act no 32 of 2007) and the Children's Act 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The criminal law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointment in the South African Police Service as from 31st of January 2015 provide a buccal (Inside cheek) sample in order to determine their forensic DNA

profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database. All short-listed candidates will be subjected to fingerprint screening. Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Police Service is under no obligation to fill a post after advertisement thereof. The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

OTHER POST

POST 44/225 : **ADMINISTRATION CLERK (X3 POSTS)**

SALARY : R163 563 per annum (Level 05)

CENTRE : Provincial HRD Polokwane Ref No: LIM: 35/10/2018
Provincial EHW Polokwane Ref No: LIM: 36/10/2018
Provincial ORS Polokwane Ref No: LIM: 37/10/2018

REQUIREMENTS : Senior Certificate (Grade 12). Applicants in possession of a higher qualification in the specific field or who have completed an internship/currently undergoing an internship in the Public Service may receive preference. Appropriate/relevant experience in the field of the post may be an advantage.

DUTIES : The incumbent will be responsible for the following, rendering duties of administrative nature which will include general administration duties as well as specific administration duties.

ENQUIRIES : Capt Kobe Tel No: 015 290 6131
PPO Nmaguvhuni Tel No: 015 290 6026
PPO Ntjie Tel No: 015 290 6024

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

- APPLICATIONS** : The Head of Department, Department of Education, Private Bag X 11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.
- FOR ATTENTION** : Mr. G Mathebula, HR Provisioning
- CLOSING DATE** : 22 November 2018
- NOTE** : Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies (not older than three months) of all qualifications and RSA ID-document, as well as valid driver's license where required. Please note that a passport or driver's license will not be accepted in lieu of an Identity document. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions funded through the DORA Infrastructure Conditional Grant, as set out below.

OTHER POSTS

- POST 44/226** : **CHIEF EDUCATION SPECIALIST: INFRASTRUCTURE PLANNING REF NO: M6/101**
- SALARY** : R861 486 per annum (An all-inclusive remuneration package). The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine years relevant experience. Management experience will be an advantage. Comprehensive knowledge of the education sector related legislation and policies. Sound knowledge and experience of educational management, project management, quality assurance and HR development strategies. Strong interpersonal-, communication-, motivational-, negotiation-, problem solving and liaison skills. Report-writing skills. Innovative, analytical and creative thinking skills. Well developed organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE.
- DUTIES** : Provide and manage education specific inputs towards the physical resources planning framework. Manage the education specific planning inputs for

	:	infrastructure planning and commissioning. Review utilisation of facilities from an education perspective. Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from an education perspective. Update information for different education information systems and related document management systems. Manage school furniture and equipment plans, procurement and commissioning. Manage people.
<u>ENQUIRIES</u>	:	Ms N Maribe Tel No: (013) 766 5274
<u>POST 44/227</u>	:	<u>ENGINEER PRODUCTION GRADE A (MECHANICAL): INFRASTRUCTURE PLANNING REF NO: M6/102</u>
<u>SALARY</u>	:	R679 338 per annum
<u>CENTRE</u>	:	Head Office, Nelspruit
<u>REQUIREMENTS</u>	:	Degree in Engineering. Registration with ECSA as a Professional Engineer. Registered as a Professional Engineer with ECSA. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
<u>DUTIES</u>	:	Provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Undertake research.
<u>ENQUIRIES</u>	:	Ms N Maribe Tel No: (013) 766 5274
<u>POST 44/228</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST: PHYSICAL RESOURCE MANAGEMENT REF NO: M6/103</u>
<u>SALARY</u>	:	R482 706 per annum
<u>CENTRE</u>	:	Gert Sibande District Office, Ermelo
<u>REQUIREMENTS</u>	:	An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Good organisational-, planning and project management skills. Excellent interpersonal, verbal and written communication skills. Time management and financial management skills. Experience in the field of education resource planning, financial planning and resource management will be a recommendation. A valid driver's license and computer literacy is a prerequisite. Registration with SACE.
<u>DUTIES</u>	:	Ensure integrated education resource planning and resource management within the MTEF. Develop and implement plans for the strategic provisioning of physical resources and the registration of institutions. Implement strategic financial planning.
<u>ENQUIRIES</u>	:	Mr MP Nkosi, Tel No: (017) 801 5077, Ms G Motau, Tel No: (017) 801 5097
<u>POST 44/229</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: M6/104</u>
<u>SALARY</u>	:	R482 706 per annum
<u>CENTRE</u>	:	Tweefontein South Circuit Office, KwaMhlanga
<u>REQUIREMENTS</u>	:	An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with

broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE.

DUTIES : Monitor implementation of curriculums, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.

ENQUIRIES : Ms M Masilela, Tel No: (013) 947 1816

POST 44/230 : **DEPUTY CHIEF EDUCATION SPECIALIST: CIRCUIT MANAGEMENT REF NO: M6/105**

SALARY : R482 706 per annum
CENTRE : Agincourt Circuit Office, Agincourt Trust, MP Stream
REQUIREMENTS : An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Sound knowledge of school administration and the interactions between various role players in education. Competent manager in curriculum delivery. Sufficient knowledge and understanding of current national and provincial education- and public service policies and legislation. Proven track record in the area of co-ordination of activities and participative style of management as well as leadership skills. Proven negotiation and conflict management skills. Ability to communicate effectively with broader spectrum of role players. Good verbal and written communication- and financial management skills. Policy development- and researching skills. Curriculum- and staff developing skills. Valid driver's license. Registration with SACE.

DUTIES : Monitor implementation of curriculums, administrative and financial policies and directives at institutions. Monitor that objectives of institutions are met in accordance with budget allocations. Maintain discipline. Interpret and communicate all policies to stakeholders. Monitoring schools and subject improvement plans. Supervision of schools curriculum by SMTs. Support to the school improvement plans. Monitoring of provisioning of basic school facilities e.g. LTSM and school furniture. Management, leadership and governance of schools work force and school governing bodies. Support and monitoring of quality learning, teaching and assessment. Management of quarterly assessments by ensuring that only external exam marks are submitted in the review sessions. Improvement of learner achievements in ANA and NSC. Management of learners and teachers attendances in the schools, and providing summary of quarterly attendance of learners to the district office. Improve learners promotion rate from grade 8 to 12, increases in Maths, EMS, and Sciences intake per grade. Management of curriculum coverage in schools. Management of support by teachers on learner progression or repeating learners (e.g. ensuring availability of remedial strategies per school). Management of IQMS for school management teams and teachers. Management of learner's progression and reduction of

	:	repeating learners from grade R to 12. School monitoring and support to schools and management of school visits and data usage.
<u>ENQUIRIES</u>	:	Mr T Magoane, Tel No: (013) 766 7410
<u>POST 44/231</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION DEVELOPMENT CENTRE MANAGEMENT REF NO: M6/106</u>
<u>SALARY</u>	:	R482 706 per annum
<u>CENTRE</u>	:	Mkhuhlu Education Development Centre, Mkhuhlu
<u>REQUIREMENTS</u>	:	An appropriate recognised three- or four year qualification in the learning/subject area/phase, plus eight years relevant experience. Good organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE.
<u>DUTIES</u>	:	Manage EDC staff and resources. Organize, provide and coordinate access to ongoing support, in-service training and professional development for educators. Develop and distribute the EDC Program to schools and register educators for training sessions. Encourage educators to play an active role in educational development. Render a advisory service for educators. Support formal research and Action Research projects. Establish and update a data-base of information to include records of training experience, resources and reference materials available in the EDC. Act as information exchange, and disseminate information to the education community served by the EDC. Produce a quarterly newsletter providing information on new resources available in EDC. Network information across the education community served by the EDC. Promote access to and the use of resources. Acquire relevant curriculum and teaching resources.
<u>ENQUIRIES</u>	:	Mr T Magoane, Tel No: (013) 766 7410
<u>POST 44/232</u>	:	<u>SENIOR EDUCATION SPECIALIST: HUMAN AND SOCIAL STUDIES REF NO: M6/109</u>
<u>SALARY</u>	:	R391 677 per annum
<u>CENTRE</u>	:	PDC, Secunda
<u>REQUIREMENTS</u>	:	An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus five years relevant experience. Good organisational, planning and management skills, and credible curriculum management experience in the FET environment. Conversant with the National Curriculum Policy related to the specific subject. Computer literacy. Valid driver's license. Registration with SACE.
<u>DUTIES</u>	:	Implement policy regarding FET specific subject curriculum and co-ordinate the implementation thereof. Train and support teachers in the implementation of these programmes in the district. Develop training material, support material and programmes in the specific subjects. Develop subject specific performance improvement plans and assessment tasks. Serve as nodal point between Head Office and the districts regarding broad curriculum. Consult and network with stakeholders on curriculum matters.
<u>ENQUIRIES</u>	:	Mr MP Nkosi, Tel No: (017) 801 5077, Ms G Motau, Tel No: (017) 801 5097 Senior Education Specialist: SES - Human and Social Studies: Geography
<u>POST 44/233</u>	:	<u>EDUCATION THERAPIST GRADE 1: OCCUPATIONAL THERAPIST (SCHOOL BASED): SEN SCHOOL SOCIAL SUPPORT REF NO: M6/107</u>
<u>SALARY</u>	:	R300 828 per annum
<u>CENTRE</u>	:	Osizweni Special School (SID), Leslie
<u>REQUIREMENTS</u>	:	An appropriate recognized qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA). Registration with the HPCSA as a Therapist in the specific field (Occupational Therapy or Speech Therapy) as well as registration with SACE. Valid driver's license. Relevant experience in terms of the OSD to determine the grade of the successful candidate is required if registered with the HPCSA in the RSA as a Therapist who performed Community Service. Willingness to stay on the school premises if so required. Appointment will be subject to the completion of a vetting/screening process. Applications without proof of registration with SACE would be provisionally

- accepted, on condition that definite proof of registration be provided prior to appointment.
- DUTIES** : Function as integral member of the professional multi-disciplinary team dealing with learners with special needs. Provide specific therapy (occupational- or speech therapy) to learners who have perceptual-motor problems, physical and neurological impairment, sensory integration and developmental backlogs. Implement prevention and intervention support programmes with regard to learners with special needs.
- ENQUIRIES** : Mr MP Nkosi, Tel No: (017) 801 5077, Ms G Motau, Tel No: (017) 801 5097
- POST 44/234** : **EDUCATION THERAPIST GRADE 1: OCCUPATIONAL THERAPIST (SCHOOL BASED): SEN SCHOOL SOCIAL SUPPORT REF NO: M6/108**
- SALARY** : R300 828 per annum
CENTRE : Masinakane Special School (SID), Mbibane
REQUIREMENTS : An appropriate recognized qualification that allows for the required registration with the Health Professions Council of South Africa (HPCSA). Registration with the HPCSA as a Therapist in the specific field (Occupational Therapy or Speech Therapy) as well as registration with SACE. Valid driver's license. Relevant experience in terms of the OSD to determine the grade of the successful candidate is required if registered with the HPCSA in the RSA as a Therapist who performed Community Service. Willingness to stay on the school premises if so required. Appointment will be subject to the completion of a vetting/screening process. Applications without proof of registration with SACE would be provisionally accepted, on condition that definite proof of registration be provided prior to appointment.
- DUTIES** : Function as integral member of the professional multi-disciplinary team dealing with learners with special needs. Provide specific therapy (occupational- or speech therapy) to learners who have perceptual-motor problems, physical and neurological impairment, sensory integration and developmental backlogs. Implement prevention and intervention support programmes with regard to learners with special needs.
- ENQUIRIES** : Ms M Masilela, Tel No: (013) 947 1816
- POST 44/235** : **ADMIN OFFICER: SEN SCHOOL / BOARDING SCHOOL REF NO: M6/111**
- SALARY** : R242 475 per annum
CENTRE : Izimbali Combined Boarding School, Amsterdam
REQUIREMENTS : An appropriate 3-year degree/qualification or Gr.12, plus sufficient credible experience with specific reference to bookkeeping and financial administration. Competencies: Sound knowledge of general administration and financial administration procedures, methods and principles. Good interpersonal and organisational skills. Appropriate verbal and written communication skills. Ability to interpret directives. Sound management skills. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage.
- DUTIES** : Ensure the provision of advanced and efficient institutional administration services, including the administration and control of diverse financial matters, the preparation of related reports. Carry out tasks related to the preparation for meetings, maintain a filing system and draft and type correspondence. Maintain a database of all key service delivery areas. Take minutes prepare and circulate all communication. Execute HR performance management.
- ENQUIRIES** : Mr MP Nkosi, Tel No: (017) 801 5077, Ms G Motau, Tel No: (017) 801 5097
- POST 44/236** : **ADMIN OFFICER: SEN SCHOOL / BOARDING SCHOOL REF NO: M6/112**
- SALARY** : R242 475 per annum
CENTRE : Ezakheni Combined Boarding School, Driefontein
REQUIREMENTS : An appropriate 3-year degree/qualification or Gr.12, plus sufficient credible experience with specific reference to bookkeeping and financial administration. Competencies: Sound knowledge of general administration and financial administration procedures, methods and principles. Good interpersonal and organisational skills. Appropriate verbal and written communication skills. Ability to

<u>DUTIES</u>	:	interpret directives. Sound management skills. Proven computer literacy and user experience (Microsoft Office package). A valid drivers license will be an advantage. Ensure the provision of advanced and efficient institutional administration services, including the administration and control of diverse financial matters, the preparation of related reports. Carry out tasks related to the preparation for meetings, maintain a filing system and draft and type correspondence. Maintain a database of all key service delivery areas. Take minutes prepare and circulate all communication. Execute HR performance management.
<u>ENQUIRIES</u>	:	Mr MP Nkosi, Tel No: (017) 801 5077, Ms G Motau, Tel No: (017) 801 5097
<u>POST 44/237</u>	:	<u>NUTRITION MONITOR: NUTRITION PROGRAMMES REF NO: M6/114</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 per annum Gert Sibande District Office, Ermelo An appropriate 3-year degree/qualification or Grade 12. Appropriate experience may be an advantage. Competencies: Knowledge of the set policies, legislation and operations related to the school nutrition programme. Committed customer and service orientation. Proven typing skills. Planning and organising skills. Ability to meet deadlines. Strong interpersonal-, accounting and quality auditing skills. Well developed written and verbal communication skills. Strong presentation- and report writing skills. Good numerical and problem solving skills. Ability to work independently. Valid driver's license. Willingness to travel extensively. Computer literacy is essential. Candidates may be expected to participate in a typing test as part of the selection process.
<u>DUTIES</u>	:	Oversee the delivery/rendering of services regarding the school nutrition programme. Execute quality control regarding the products and service provided for school nutrition. Measure progress in relation to carefully defined milestones. Report unsatisfactory performance and take corrective steps where necessary. Develop, maintain and monitor a school feeding register. Report irregular use of resources. Represent the Department effectively in all aspects of the school nutrition programme. Ensure the promotion of healthy relationships between the suppliers of services and products on the one hand and the employees and consumers on the other. Cultivate a culture of awareness amongst the various communities in regard of the school nutrition programme. Design and implement interventions aimed at ensuring the sustainability of the school nutrition programme. Compile monthly reports providing the required statistics and the expenditure incurred, for record keeping purposes.
<u>ENQUIRIES</u>	:	Mr MP Nkosi Tel No: (017) 801 5077, Ms G Motau, Tel No: (017) 801 5097
<u>POST 44/238</u>	:	<u>WORKS INSPECTOR: WORKS INSPECTIONS REF NO: M6/110</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R196 407 per annum Ehlanzeni District Office, Kanyamazane National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.
<u>DUTIES</u>	:	Implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.
<u>ENQUIRIES</u>	:	Ms JT Dlamini, Tel No: (013) 766 0508
<u>POST 44/239</u>	:	<u>PRINCIPAL HOUSEKEEPING SUPERVISOR: BOARDING SCHOOL REF NO: M6/113</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R196 407 per annum Shongwe Boarding School, Shongwe Mission Grade 12 certificate. Valid driver's license. Sufficient credible experience in the field of housekeeping supervision. Computer literacy. Competencies: Advanced cooking and housekeeping skills as well as proven ability to manage hostel activities and -staff. Basic First Aid knowledge. Sound financial administration skills

including managing the budget of a component. Self-motivated with a strong sense of responsibility. Innovative thinking and problem solving skills. Good planning and organising skills. Good initiative. Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. Appropriate verbal and written communication skills and sound interpersonal relations. Ability to perform accurately and methodically under pressure. Advanced supervisory skills and sound leadership qualities.

DUTIES

: Manage, co-ordinate and oversee all activities including maintenance activities of the hostel. Manage and supervise the preparation of meals to learners. Ensure that the hygiene of the hostel, kitchen facilities etc. are of an outstanding standard. Ensure that the hostel kitchen functions properly and is adequately stocked at all times. Manage the keeping of accurate records and stock control. Plan and delegate duties and supervise the performance of Housekeeping supervisors. Manage the arrangement of hostel functions. Promote proper discipline and morale in the hostel.

ENQUIRIES

: Ms JT Dlamini Tel No: (013) 766 0508

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT**

The Provincial Administration of the Northern Cape is an equal opportunity, affirmative action employer. It is the intentions of this Department to consider equity targets when filling these positions. Successful candidates will be required to enter into Performance Agreements.

- APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Head of Department, Private Bag X5018, Kimberley, 8300, Or Hand deliver to: Recruitment and selection unit, 162 George Street, Kimberley
- FOR ATTENTION** : Ms. P. Ntshangana Tel No: 053 8389100
- CLOSING DATE** : 16 November 2018
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service department and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) on the advertised post. Qualified women and people with disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 44/240** : **SENIOR MANAGER: HUMAN RESOURCE REF NO: ALR/10/18/01**
Directorate: Human Resource Management
- SALARY** : R1 005 063 per annum (Level 13) (An all-inclusive remuneration package) consisting of 70% basic salary and 30% flexible portion. The 30% flexible portion of the package can be structured according to the senior management service guidelines.
- CENTRE** : Kimberley
- REQUIREMENTS** : A self-motivated, dynamic, strategic and innovative thinker who is in possession of an appropriate Bachelor's Degree or a post graduate will be an added advantage, with a minimum of 5 years middle management experience. Extensive knowledge of human resource management, human resource utilization and human resource development, employee health and wellness, labour relations and people management. Applicants must have the ability to interact at both a strategic and operational level as well as the ability to conceptualize and drive strategic planning processes. Applicants should have extensive knowledge of legislation and policies governing human resource management, development and labour relations. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations, Employment Equity and Skills Development, computer literacy and a valid code EB driver's license. Competencies: Strategic ability and Leadership, programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.
- DUTIES** : Responsible for the strategic repositioning of Human Resources within the Department, overall strategic management of the Directorate. Ensure that HR becomes a strategic business partner and plays a greater strategic role in leveraging service delivery within the Department, managing human resource

utilization and capacity development, employee health and wellness and employee relations and people management. Manage all components reporting to the incumbent. Manage, co-ordinate and initiate programmes and processes which promote organizational development and job evaluation. Monitor and exercise control over the budget and expenditure for the Directorate and ensure effective utilization of financial resources, manage staff. Provide Strategic support to Senior Management.

ENQUIRIES : Mrs. L. Phayane Tel No: 053 8389100

POST 44/241 : **SENIOR MANAGER: FARMER SUPPORT AND DISTRICT COORDINATION**
REF NO: ALR/10/18/02
Directorate: Farmer Support and Development

SALARY : R1 005 063 per annum (Level 13) (An all-inclusive remuneration package) consisting of 70% basic salary and 30% flexible portion. The 30% flexible portion of the package can be structured according to the senior management service guidelines.

CENTRE : Kimberley
REQUIREMENTS : A self-motivated, dynamic, strategic and innovative thinker who is in possession of a Bachelor Degree in Agriculture with a minimum of 5 years managerial experience; Proven leadership and managerial skills, including Human Resource and Financial Management and knowledge of the PFMA; High-level problem solving and negotiation skills. The ability to interact at a strategic and operational level, and work under high pressure; An innovative and strategic leader with sound knowledge of government policies and programmes. The CASP, Norms and Standards for advisory services in Agriculture, Mentorship Policy, IFSNP; Good interpersonal and written and verbal communication skills. Extensive knowledge of the Agricultural Sector. Commitment and care for the farmer communities of the province. A valid driver's license. Competencies: Strategic ability and Leadership, programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.

DUTIES : Provide strategic direction that is aligned to the Departments strategic goals. Responsible for the NDP, economic growth path and Fetsa Tlala. Contribute to Comprehensive Agricultural Development in the province. Integrate and coordinate the operations of Farmer Support and Rural Development in Five (5) District office of the department. Give strategic direction and leadership and integrate the functions of three sub-directorates, Farmer Support Services, Food Security as well as Training and Capacity Building of Emerging Farmers and Farm Workers; Implement policy on the norms and standards for advisory services in agriculture; Oversee the implementation of development programmes and projects and report accordingly; Implementing CASP and provide support to other land and agrarian reform programmes and projects; Develop and implement training and capacity building strategy for emerging farmers and farm workers; Oversee the implementation of IFNP and report accordingly; Ensure the provision of support to communal areas; Establish and maintain linkages with stakeholders in agricultural development, e.g. Organized Agriculture, Municipalities, etc. Facilitate and manage strategic, business and operational planning processes linked to budgetary processes; Manage the directorates finances and exercise budget control; Interact at a high level within and outside the organization.

ENQUIRIES : Ms. N. Moletsane Tel No: 053 838 9100

NOTE : Qualified women and people with disabilities are encouraged to apply.

POST 44/242 : **SENIOR MANAGER: VETERINARY SERVICES REF NO: ALR/10/18/03**
Directorate: Veterinary Services

SALARY : R1 005 063 per annum (Level 13) (An all-inclusive remuneration package) consisting of 70% basic salary and 30% flexible portion. The 30% flexible portion of the package can be structured according to the senior management service guidelines.

CENTRE : Kimberley

<u>REQUIREMENTS</u>	:	A self-motivated, dynamic, strategic and innovative thinker who is in possession of and a BVSc/BVMCh degree from an accredited veterinary institution; Registration with the South African Veterinary Council is a prerequisite and a minimum of 5 years managerial experience. A valid driver's license. Competencies: In depth knowledge of the Animal and Veterinary Public Health environment and relevant legislation. High level problem solving and negotiation skills; Ability to interact at a strategic and operational level, and work under pressure. A thorough understanding of the Agricultural Sectoral, CASP, Food Security, WTO Sanitary and Phytosanitary Standards and community development; Good interpersonal and written and verbal communication skills. Leadership and management skills including human resources, financial management and knowledge of the PFMA.
<u>DUTIES</u>	:	Manage and integrate the functions under animal health, veterinary public health, export control and laboratory services; Give strategic leadership in line with interpersonal standards and animal health, veterinary public health, export control, epidemiological investigations and laboratory services, Advise management of the Department on policy matters related to veterinary services and animal production; Implement various surveillance programs in order to promote animal health and public health; Ensure that veterinary services officials participate in various agricultural development programmes, e.g. food security and CASP; Develop and implement primary animal health programmes to promote access to basic service; Manage the finances and report on the activities of the directorate in line with national and international standards; Interact with various role-players within and outside the Department including the establishment of linkages with stakeholders in the agricultural sector.
<u>ENQUIRIES</u>	:	Dr. P. Kegakilwe Tel No: 053 - 838 9100
<u>POST 44/243</u>	:	<u>SENIOR MANAGER: AGRICULTURAL ECONOMICS REF NO: ALR/10/18/04</u> Directorate: Agricultural Economics
<u>SALARY</u>	:	R1 005 063 per annum (Level 13) (An all-inclusive remuneration package) consisting of 70% basic salary and 30% flexible portion. The 30% flexible portion of the package can be structured according to the senior management service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Kimberley A self-motivated, dynamic, strategic and innovative thinker who is in possession of an Honors Degree in Agricultural Economics, with a minimum of 5 years managerial experience. Competencies: Strategic ability and Leadership, programme and project management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus.
<u>DUTIES</u>	:	The successful candidate will be responsible for the Management of the Directorate. Analyze and interpret the value and contribution of Agriculture to the Economy of the Province and Country. Development of Agricultural Policy options for the Province. Monitor the changing pattern of Agriculture Enterprise Development in the province. Provide strategic thinking and support on project planning, appraisal, implementation, and evaluation; Render economic and marketing support services to the clients. Establish and maintain stakeholder relations with all relevant institutions; establish and promote Agribusinesses through the establishment of co-operatives and instill a sense of entrepreneurship in clients, especially farmers; effect capacity building through training to both emergent and commercial farmers; promote value adding through agro-processing; be able to develop information management systems for the office and clients; actively participate in forums where the sector and the Department are deliberated on; Play a leading role in driving and promoting AgriBEE concept in the Province; Promote access to finance by emergent farmers through any other source of finance.
<u>ENQUIRIES</u>	:	Ms. N. Moletsane Tel No: 053 - 838 9100
<u>POST 44/244</u>	:	<u>SENIOR MANAGER: FINANCIAL MANAGEMENT REF NO: ALR/10/18/05</u> Directorate: Financial Management

<u>SALARY</u>	:	R1 005 063 per annum (Level 13) (An all-inclusive remuneration package) consisting of 70% basic salary and 30% flexible portion. The 30% flexible portion of the package can be structured according to the senior management service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Kimberley A self-motivated, dynamic, strategic and innovative thinker who is in possession of an appropriate relevant B. degree or equivalent tertiary qualification with 5 years extensive management and financial experience. Applicants must have the ability to interact at both strategic and operational level. A valid driver's license. Competencies: Excellent interpersonal relations skills; Proven well developed management and leadership skills; Understanding the ability to grasp and apply the Public Service Act, Public Service Regulations, PFMA and Treasury Regulations, Labour Relations Act and Employment Equity Act and Skills Development Act. Applied strategic thinking-managing conflict; Analytical and research skills; Problem solving skills; Excellent communication and report writing skills; Accuracy and flair to detail; A creative, assertive and confident approach; Knowledge of planning and budget control.
<u>DUTIES</u>	:	Reporting to the CFO: The incumbent will determine whether the programmes objectives are defined and reasonable and within the available resources; Ensure financial management measures exists to support all programmes; Support and advice the accounting officer on policies, procedures, laws and regulations to ensure sound financial management and budget of programmes; Evaluate measures to reveal inefficient and uneconomical use of State resources and advice Accounting Officer; Evaluate financial implications of new projects or proposed amendments to projects and advice senior management; Provide advice and assist the Accounting Officer and other Senior Managers with regard to implementation of and compliance with the PFMA and treasury regulations as well as DORA (Division of Revenue Act); Reporting on the achievement of set budget objectives and on financial and policy implications of the respective budget; Ensure that systems for internal financial control are put into practice; Control/monitor expenditure versus allocated funds on a monthly basis; Evaluate programmes/projects in order to identify wasteful practice; Coordinate financial management training; Verify submission to treasury containing budget or policy matters; Report any irregularity; Ensure the preparation and presentation of financial statement; Ensure the development of post audit and action plans for the department
<u>ENQUIRIES</u>	:	Ms. P. Catita Tel No: 053 - 838 9100
<u>POST 44/245</u>	:	<u>SENIOR MANAGER: SUSTAINABLE RESOURCE MANAGEMENT REF NO: ALR/10/18/06</u> Directorate: Sustainable Resource Management
<u>SALARY</u>	:	R1 005 063 per annum (Level 13) (An all-inclusive remuneration package) consisting of 70% basic salary and 30% flexible portion. The 30% flexible portion of the package can be structured according to the senior management service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Kimberley A self-motivated, dynamic, strategic and innovative thinker who is in possession of a Degree/ B-Tech Degree in Agricultural Engineering with 10 years' experience in agricultural engineering and a minimum of 5 years managerial experience. Registration as a professional with ECSA is a prerequisite. A valid driver's license. Competencies: Proven leadership and management skills including human resource and financial management and an understanding of the PFMA; High-level problem-solving and negotiation skills and the ability to interact at a strategic and operational level, and work under high pressure; a thorough understanding of the Agricultural Sector, CASP, Land Care and Disaster Management. Extensive knowledge of sustainable resource management is essential; Good interpersonal, written and verbal communication skills.
<u>DUTIES</u>	:	Provide strategic direction that is aligned to the Department's strategic goals and the Provincial Growth and Development Strategy; give strategic direction and leadership and integrate the functions of engineering services, Land Care and Land Use Management. Ensure the implementation of the Conservation of

Agricultural Resources Act (CARA), No. 43 of 1983 and compliance with NEMA and SPLUMA; Develop and manage the implementation of agricultural risk and disaster management strategies; Ensure efficient water use in agriculture and promote and oversee infrastructure development; Ensure the provision of specialist support to all units of the Department and stakeholders; Facilitate and manage strategic, business and operational planning processes linked to budgetary processes of the department; Manage the directorate's finances and exercise strict budget control; Interact at a high level within and outside the department.

ENQUIRIES

:

Dr. P Kegakilwe Tel No: 053 839100

**PROVINCIAL ADMINISTRATION: NORTH WEST
DEPARTMENT OF CULTURE, ARTS AND TRADITIONAL AFFAIRS**

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representively (race, gender and disability) in the department through the filling of these posts and candidates whose transfer/promotion/appointment will promote representivity will receive preference. An indication in regard will facilitate the processing of applications.

<u>APPLICATIONS</u>	:	The Head of Department, Department of Culture, Arts and Traditional Affairs, Private Bag X90, Mmabatho 2735 or delivered to Gaabomotho Building, between Mmabatho Convention Centre and Broadcasting Centre.
<u>FOR ATTENTION</u>	:	Director: Administrative Support Services
<u>CLOSING DATE</u>	:	16 November 2018 at 16H30
<u>NOTE</u>	:	Applications must be accompanied by signed and dated Z83, a recent updated Comprehensive CV with at least names of three (3) referees with current contact details, originally certified copies of all qualification(s), and ID document/National Identity card. Failure to submit the requested documents will result in the application not being considered. All qualifications will be verified. Persons in possession of foreign qualifications must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA). Positions requiring tertiary qualification/s must be accompanied by certified copies of academic record/transcript(s). Candidates must indicate the number of the post/reference number in their applications. Candidate requiring additional information regarding an advertised post must direct their queries to the person reflected as enquiries below the post applied for. Applications should be forwarded in time to the department since applications received after the closing date indicated below will as a rule not be accepted. Faxed and emailed applications are not accepted. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department reserves the right not to make appointment and correspondence will be limited to shortlisted candidates only. Previous employment records will be verified. All appointments are subjected to a positive qualifications verifications as well as security clearance and vetting. SMS appointments are also subjected to SMS competency assessment as a DPSA requirement. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job.

MANAGEMENT ECHELON

<u>POST 44/246</u>	:	<u>DIRECTOR: ANTHROPOLOGY SERVICES AND RESEARCH REF NO: 2018/CATA/30/NW</u> Chief Directorate: Traditional Affairs
<u>SALARY</u>	:	R1 005 063 per annum (Level 13) (All Inclusive Package)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Bachelor's degree in Social/Cultural Anthropology, Extensive post-qualification experience. Proven managerial experience. Sound knowledge of customary law. Good command of Setswana. Problem solving and management skills. Valid driver's license. Computer literacy. Knowledge of applicable legislation and policies. Good communication and inter-personal skills.
<u>DUTIES</u>	:	Conduct research into Traditional Communities. Compile Family Trees. Handle succession disputes. Render expert services during Commissions and Litigations. Collect and manage information on the institution of Traditional Leadership. Collect and compile data of anthropological nature for publication. Advice on traditional communities and the institution of traditional leadership. Facilitate recognition of traditional leaders and communities.
<u>ENQUIRIES</u>	:	Mr Simon Ruthoane Tel No: (018) 388 4492

OTHER POSTS

<u>POST 44/247</u>	:	<u>SERVICE POINT MANAGER REF NO: 2018/CATA/31/NW</u>
---------------------------	---	---

<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	Bojanala District (Moses Kotane Service Point)
<u>REQUIREMENTS</u>	:	Appropriate 3-year degree in Social Sciences and/or Management or equivalent qualification. At least 5 years' experience at supervisory level (junior management). Ability to interpret and implement policies and regulations of Public Service, PSA, BCEA, PSR, EEA, PPPFA and PMDS. Excellent supervisory, human relations, report-writing, administrative and organisational skills. Good financial skills, including knowledge of financial systems budgeting, the PFMA and supply chain management. Proven experience of office systems management. Overall excellent verbal and written communication skills.
<u>DUTIES</u>	:	Analyse the Service Point's long-, medium- and short-term outputs and activities to achieve required outputs. Supervise and support all service point employees to ensure implementation and management of programmes in the service point. Ensure implementation and promotion of Arts and Culture programmes. Coordinate all Traditional Affairs activities at the service point. Ensure coordination and implementation of Library Service activities at the service Point. Forge partnership with relevant stakeholders. Manage and supervise the achievement of the service point. Compile reports of the departmental programmes. Coordinate skills development and skills audits of staff. Manage budget, revenue collection and usage of resources. Liaise with all existing structures at service point. Ensure adherence to occupational health and safety regulations.
<u>ENQUIRIES</u>	:	Mr A.R.P. Sekati Tel No: (014) 594 8500
<u>POST 44/248</u>	:	<u>ASSISTANT DIRECTOR: TECHNICAL SERVICES REF NO: 2018/CATA/32/NW</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Mmabatho
<u>REQUIREMENTS</u>	:	Degree in Library and Information Science / Information studies or Bachelor's Degree with postgraduate Diploma in Library and Information Science, Good knowledge and skills of an automated library management system. Three years relevant experience in the specialised area of selection and acquisitions and or cataloguing and classification and Computer skills.
<u>DUTIES</u>	:	Manage Technical Services Unit which involves managing the selection and acquisition of library material for community libraries in the province and the Central Reference Library; cataloguing and classification of library materials procured for community libraries; physical processing and dispatch of library materials to District Libraries. Managing of inventory (library material) procured for community libraries and stored in the receiving warehouse.
<u>ENQUIRIES</u>	:	Mr L Segone Tel No: (018) 388 3962
<u>POST 44/249</u>	:	<u>ASSISTANT DIRECTOR: BOJANALA DISTRICT LIBRARY REF NO: 2018/CATA/33/NW</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Bojanala District
<u>REQUIREMENTS</u>	:	Degree in Library and Information Science or Bachelor's Degree with postgraduate Diploma in Library Science. A valid driver's license and willingness to travel. Good communication skills. Supervisory skills. Computer skills, minimum of 3 years' experience in Community Library Services.
<u>DUTIES</u>	:	Monitor and support the transfer payments to community libraries. Provide assistance in the implementation of the conditional grant for community libraries. Monitor the implementation of the infrastructure program for community library services. Monitor, support provide professional guidance in the provision of community library services in the District. Manage the human and financial resources. Manage the operations of the Bojanala District Library, Rustenburg.
<u>ENQUIRIES</u>	:	Ms Rosa De Klerk Tel No: (018) 388 3964
<u>POST 44/250</u>	:	<u>ASSISTANT DIRECTOR – ASSISTANT SYSTEM CONTROL & BANKING SERVICES REF NO: 2018/CATA/34/NW</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Head Office, Mmabatho
	:	Bachelor's Degree in Financial Management with Accounting as one of the major subject and / or equivalent qualifications (NQF Level and Credits). 3 – 5 years' experience in Budgeting and Expenditure Management of which 2 years must be at a Supervisory level.
<u>DUTIES</u>	:	To carry out Financial Accounting and Bookkeeping for the Office as well as implementation of Financial Accounting Policies, Regulations and Acts. Administration of Bank Account and Bank Reconciliation. Reconciliation and Monitoring of Assets & Liabilities. Prepare quarterly Financial Statements and Annual Financial Statements. Verification of information on the Basic Accounting System monthly, quarterly and annually. Ensure that Walker/BAS is reconciled and accurate before submission to Provincial Treasury. Prepare relevant Suspense Accounts reconciliation reports for submission to Provincial Treasury.
<u>ENQUIRIES</u>	:	Ms. J Jayalath Tel No: (018) 388 2669/2661
<u>POST 44/251</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: 2018/CATA/35/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09)
	:	Head Office, Mmabatho
	:	Three year Bachelor's Degree (Information Technology / Information Systems) or equivalent National Diploma plus a minimum of 3 years' experience in IT Support environment OR an MCSE, A+ and N+ Certification plus a minimum of 4 years in IT support environment, minimum of 1 year management experience and a valid driver's licence.
<u>DUTIES</u>	:	Ensure effective IT support for entire departmental desktop environment. Ensure backing up and securing of officials' data. Ensure proper procurement of IT goods and services for the department. Ensure automation and network maintenance of departmental offices, libraries and centres. Management and development of the unit.
<u>ENQUIRIES</u>	:	Mr M Kolojane, Tel No: (018) 388 2751
<u>POST 44/252</u>	:	<u>ASSISTANT DIRECTOR: RECORDS ADMINISTRATION REF NO: 2018/CATA/36/NW</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09)
	:	Mahikeng Head Office
	:	An appropriate three (3) year tertiary qualification majoring in Public Administration, Political Science, History, Information Management, Archival science and Records Management, coupled with 3-5 year experience in state Archives and Records Services, computer literacy, valid driver's licence.
<u>DUTIES</u>	:	Designing, evaluation and implementation of records classification systems of governmental bodies, implementation appraisal and disposal of records management programmes in governmental bodies, Design and implement training programme and courses for registry/ records management in government bodies, Design and implement records management inspection programme to ensure compliance and proper records management in governmental bodies, Provide professional support and guidance on designing and implementation of mandatory records control tools such as records management policy, Registry Procedure Manual, section 14 PAIA Manual and prescribed registers in records management, Manage resources and central registry of the sub-directorate.
<u>ENQUIRIES</u>	:	Mr. F. Mkhize Tel No: (018) 388 3986

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

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

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

OTHER POSTS

POST 44/253 : **SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT**
Eden District

SALARY : R299 709 per annum
CENTRE : Oudtshoorn Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate Human Resource Administration, supervisory and PERSAL experience. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Sound practice knowledge and experience of the PERSAL system, knowledge of the Public Service Act and resolution, various OSD's, Human Resource Policies, Resolutions and Agreements. Effective Budget or Debt Management, Pension Administration and Salary Administration. Knowledge of Labour Relations Policies and Regulations. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Good verbal and written communication skills in at least two of the three official languages of the Western Cape to ensure effective report-writing. Computer skills (MS Office, Word, Excel and Power Point).

DUTIES : Adhere and correct application to all transversal personnel practices, policies and procedures, including all employment practices, Conditions of Service and Terminations, SPMS, Establishment Administration and Recruitment and Selection. Render a support and advisory service with regard to Personnel Administration and Human Resource Management. Monitor compliance to HR policies. Manage and supervise the general staff office including the development of Human Resource Officials. Identify training areas of need and implement training programmes and information sessions on existing and new policies. Ensure Human Resource compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as Human Resource Management Advisory Services compliance reports.

ENQUIRIES : Ms MJ Coetzee Tel No: (044) 203 7290
APPLICATIONS : The manager: 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. Shortlisted candidates may be subjected to a practical test.

CLOSING DATE : 23 November 2018

POST 44/254 : **PROFESSIONAL NURSE GRADE 1 TO 3 (GENERAL NURSING: WELLNESS)**
Central Karoo District

SALARY : Grade 1: R241 908 (PN-A2) per annum
Grade 2: R297 516 (PN-A3) per annum
Grade 3: R362 559 (PN-A4) per annum
(Plus a non-pensionable rural allowance of 12% of the basic salary).

CENTRE : Beaufort West PHC
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Registration with a professional council: Current registration with the SANC as Professional Nurse. Experience: **Grade 1:**

None after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 3:** A minimum of 20 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Willingness to work after hours and travel if necessary to meet operational requirements. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Interpersonal, problem solving, planning and organisational skills. Knowledge of relevant legislation, policies and manuals. Ability to communicate in at least two of the three official languages of the Western Cape (written and verbal). Computer literate in Microsoft Word and Excel. Effective and comprehensive report writing.

DUTIES : Render a quality integrated comprehensive service within a geographic area. Firm relationships established amongst the different service platforms within health, provincial departments and local civil society structures. Deliver and co-ordinate wellness activities for men, women, adolescents, children and with the focus on the first 1000 Day initiative. Deliver and co-ordinate wellness activities with focus on Western Cape on Wellness (WOW) to support all chronic conditions. Community liaison and empowering communities to address burden of disease (self-management). Support, monitoring and evaluation of health data.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Ms A Jooste Tel No: (023) 414- 3590
 : The Manager: Eden District Office, Private Bag X6592, George, 6530.
 : Ms S Pienaar

: No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status)"

CLOSING DATE : 23 November 2018

POST 44/255 : **CLEANER (X2 POSTS)**
 Overberg District

SALARY CENTRE : R96 549 per annum
 : Hermanus Hospital (X1 Post)
 : Hermanus CDC (X1 Post)

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate cleaning experience in a Hospital environment. Inherent requirements for the job: Physically able to lift and move heavy objects and work on feet for a 12-hour shift. Willingness to work shifts (weekends and public holidays). Ability to operate machinery and equipment. Competencies (knowledge and skills): Knowledge of infection control and safety procedures of a hospital environment. Good communication skills (read, speak and write) in at least two of the three languages of the Western Cape. Ability to work effectively in a team, independently and unsupervised, accept accountability and responsibility. Able to handle conflict and the ability to work under pressure.

DUTIES : Provide a clean, hygienic and safe environment within the institution, i.e. dust, sweep, polish, scrub and mop floors, passages furniture, emptying of dustbins and sorting of soiled linen according to correct cleaning procedures. Effective and safe handling and storage of equipment. Cost effective utilisation of consumables or resources. Effective waste and linen Management. General cleaning and maintenance of cleaning equipment. Effective use of cleaning agents and stock.

ENQUIRIES APPLICATIONS FOR ATTENTION NOTE : Mr NK Adams Tel No: (028) 313-5204
 : The Director: Overberg District Office, Private Bag X07, Caledon, 7230.
 : Ms A Brits
 : No payment of any kind is required when applying for this post.

CLOSING DATE : 23 November 2018

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>

CLOSING DATE : 19 November 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 44/256 : **CONSTRUCTION PROJECT MANAGER (PRODUCTION LEVEL) REGIONAL HUMAN SETTLEMENT SUPPORT REF NO: HS 2018-51**

SALARY : Grade A: R679 338 - R728 400 per annum
Grade B: R769 611 - R829 107 per annum
Grade C: R879 975 - R1 036 557 per annum (OSD as prescribed)

CENTRE REQUIREMENTS : Department of Human Settlements, Western Cape Government
National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience; BTech (Built Environment field) with a minimum of 4 years certified managerial experience; Honours degree in any Built Environment field with a minimum of 3 years' experience; Compulsory registration with the South African Council for the Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager on appointment (Persons not yet registered must provide proof that they submitted their application for registration); A valid code B driving licence. Recommendation: Proven working knowledge with experience of the following: Project Management from conception to delivery in the built environment; Project coordination, integration, communication and control of project activities; Integration and professional beneficial utilisation of organisational resources and the application of project portfolio coordination management methods; Costing of human settlements projects; Procurement and tendering processes; Risk Management and quality assurance control; Occupational Health and Safety Act (OCHSA); Financial and Human Resource Management; Microsoft Project, Microsoft Planner and other relevant software packages. Competencies: Knowledge of the following: Housing Act, Western Cape Housing Development Act, National Housing Code and guidelines, Construction Industries Development Board (CIDB) guidelines, National Home Builders Registration Council (NHBRC) guidelines, National Building Regulations, Planning and Environmental regulatory requirements; Latest building legislation, building contracts and contract administration; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy skills in MS Office packages; Excellent technical report writing skills which include the ability to draft complex engineering reports, memorandums and submissions; Excellent planning and organising skills that involves keeping projects on target; Excellent implementation and monitoring skills; Excellent change management skills; Ability to operate at a strategic level and manage engagements with stakeholders, clients and partners.

DUTIES : Plan, manage and coordinate all aspects of subsidised human settlement development implementation within the region under the supervision of the Chief Engineer; Project Accounting and Financial Management; Office Administration; Research and Development.

ENQUIRIES : Mr PVK Chandaka Tel No: (021) 483 0652

DEPARTMENT OF THE PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
CLOSING DATE : 19 November 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 44/257 : **DEPUTY DIRECTOR: PROVINCIAL FORENSIC SERVICES REF NO: DOTP 2018-111**

SALARY : R697 011 per annum (Level 11) (All-inclusive salary package)
CENTRE : Department of the Premier, Western Cape Government
REQUIREMENTS : An appropriate 3-year National Diploma/B-Degree in the field of Forensics/Commerce/Law/ Auditing (or equivalent qualification); A minimum of 3 years' management level experience in a forensic services/commercial crime unit or a minimum of 6 years functional (forensic investigations) experience; A valid code B driving licence. Recommendations: Experience in management and investigation of fraud, theft and/or corruption within the public sector; A professional designation relevant to the forensic profession (e.g. CFE. FP(SA)). Competencies: Analysing and fact-finding skills; Good interviewing skills; Ability to take statements during investigations; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Good project management skills; Factual and legal analysis skills/abilities.

DUTIES : Planning and execution of forensic investigations; Conduct thorough investigation by fact finding and evidence retrieval within allocated time frames; Managing multiple investigations at the same time, prioritising each investigation based on priority; Drafting and/or reviewing of factual reports containing appropriate findings and recommendations and subsequent follow-up of recommendations made; Supervising a team of investigators during all activities in a forensic investigation, providing clear guidance to-and mentoring of team; Testify in disciplinary hearings and in criminal trials; Develop and maintain professional relationships with all stakeholders.

ENQUIRIES : Ms W Hansby Tel No: (021) 483 4593

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: <https://westerncapegov.erecruit.co.za>
CLOSING DATE : 19 November 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 44/258 : **ADMINISTRATIVE OFFICER: FINANCIAL MANAGEMENT REF NO: DSD 2018-109**

SALARY : R242 475 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government

- REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years' appropriate experience. Recommendations: Experience in Public Financial management. Competencies: Knowledge of the following legislations: PFMA; Treasury Instructions; Departmental delegations; Fraud Prevention Plan; Presentation skills; Project Management skills; Change management skills; Proven computer literacy; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape.
- DUTIES** : Collate information with regards to the transversal issues initiated by the CFO: Collating, analysing, interpretation of information from the budget strategic plan, Supply Chain Management prescripts and other statutory prescripts; Give sound advice to the CFO pertaining to submissions; Assist with specific transversal CFO initiatives: Monitor and ensure the implementation of the PFMA and related prescripts; Ensure that public entities are managed in terms of the PFMA prescripts; Render administrative and secretarial support with regards to transversal CFO initiatives: Co-ordinate the internal financial systems; Co-ordination of transversal activities as per time frames; Assist with the rendering of a transversal computerised system support: Allocate excess and function codes to applicable users; Ensure maintenance to computerised systems.
- ENQUIRIES** : Mr J Smith Tel No: (021) 483 8679

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.za>
- CLOSING DATE** : 19 November 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 44/259** : **PROFESSIONAL ELECTRICAL ENGINEER (PRODUCTION LEVEL): ENGINEERING SERVICES - HEALTH INFRASTRUCTURE REF NO: TPW 2018-279**
- SALARY** : Grade A: R679 338 - R728 400 per annum
Grade B: R769 611 - R829 107 per annum
Grade C: R879 975 - R1 036 557 per annum (OSD as prescribed)
- CENTRE** : Department of Transport and Public Works, Western Cape Government
- REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification; Compulsory registration with ECSA as an Professional Engineer or candidates must have applied for Professional registration with ECSA and be registered within 6 months of appointment (proof of payment must be submitted with application); A minimum of 3 years post-qualification engineering experience; A valid code B driving licence. Competencies: Technical: Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Knowledge of legal compliance and formulation of policies in a multi-disciplinary professional environment; Technical report writing; Creating high performance culture; Professional judgement; Networking; Generic: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy (MS Office) ; Planning and organising; Conflict management; Problem solving and analysis; People Management; Change Management; Innovation; Willingness to travel on a regular basis; Experience of contract documentation and administration , Act/Regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and all relevant built environment legislation;

		Knowledge of public sector procurement; Ability to work under pressure; Willingness to undergo a security clearance.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects ; Develop cost effective solutions according to standards; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Develop tender specifications; Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice; Approve engineering works according to prescribed norms and standards; Human capital development: Ensure training and development of technicians , technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Supervise the engineering work and processes; Administer performance management and development; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement and personnel administration; Monitor and control expenditure; Report on expenditure and service delivery; Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on engineering technology to improve expertise; Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mr C Maud Tel No: (021) 483 2270
<u>POST 44/260</u>	:	<u>ARCHITECT (PRODUCTION LEVEL): GENERAL INFRASTRUCTURE REF NO: TPW 2018-258</u>
<u>SALARY</u>	:	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)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government B-Degree in Architecture or relevant qualification; Compulsory registration with SACAP as professional Architect; A minimum of 3 years post qualification architectural experience; A valid driving licence. Recommendations: Experience in architectural planning, producing construction documentation and administration of JBCC 2000 BPA and NEC3 ECC contracts; Experience in utilising AutoCAD, Autodesk, Microsoft Office, Microsoft Project and Sketchup. Competencies: Working knowledge of the following: Legal compliance with various acts including Occupational Health and Safety Act, National Building Regulations and its implementation via the South African National Standards; Project management principles; Financial management principles; Communication (written and verbal) skills in at least two of the three official languages of the Western Cape; Proven computer literacy; Leadership, organising and teamwork skills.
<u>DUTIES</u>	:	Perform architectural activities on state-owned or leased buildings, structures or facilities; Project management, administration and budget planning; Human capital development; Research and professional development.
<u>ENQUIRIES</u>	:	Mr C Lourens Tel No: (021) 483 8262
<u>POST 44/261</u>	:	<u>TOWN AND REGIONAL PLANNER (PRODUCTION LEVEL): PROPERTY PLANNING REF NO: TPW 2018-263</u>
<u>SALARY</u>	:	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)
<u>CENTRE REQUIREMENTS</u>	:	Department of Transport and Public Works, Western Cape Government An appropriate B degree in Urban/Town and Regional Planning or relevant qualification; A minimum of 3 years post qualification Town and Regional Planning experience required; Compulsory registration with SACPLAN as a Professional Town and Regional Planner on appointment (Persons not yet registered must provide proof that they submitted their application for registration); A valid code B driving licence. Competencies: Knowledge of the following: Town and regional planning legislation, principles, methodologies and procedures; Computer aided

applications (drawing and mapping); Legal compliance; Applied strategic thinking; Problem solving; Professional judgment; Planning and organising; Managing interpersonal conflict; Programme and project management; Research and development; Communication (verbal and written) skills in at least two of the three official languages of the Western Cape; Ability to work under pressure and meet deadlines; Ability to impact and influence others; Reliable and self-motivated; Ability to work in a team.

DUTIES : Property planning, land use planning applications and property enablement; Strategic and future planning for efficient asset management; Ensure the application of town and regional planning principles in land development; Contract Management (Professional Service Providers); Human capital development; Office administration and budget planning; Research and development.

ENQUIRIES : Mr D Fourie Tel No: (021) 483 5422

POST 44/262 : **GISC TECHNICIAN (PRODUCTION LEVEL): IMMOVABLE ASSET REGISTER REF NO: TPW 2018-269**

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 : An appropriate 3-year National Diploma in GISc, Cartography or relevant qualification; Compulsory registration with the South African Geomatics Council (previously PLATO) as a GISc Technician; A minimum of 3 years post qualification technical (GISc) experience; A valid Code B driving licence. Recommendations: Experience in Property Management and land legal matters; Project Management experience. Competencies: Knowledge of the following: Programme and Project Management; Research and development; Legal compliance; Government IAM Act (Act 19 of 2007); Western Cape Land Administration Act (Act 6 of 1998); GRAP; Deed registry Act (Act 47 of 1937); Technical report writing skills; Communication (written and verbal) skills in at least two of the official languages of the Western Cape; Applied strategic thinking; Technical proficiency; Ability to impact and influence others; Reliable and self-motivated; Ability to work in a team.

DUTIES : Perform technical GISc activities; Maintain GISc unit effectiveness; People Management; Functional requirement analysis.

ENQUIRIES : Mr A Boersma Tel No: 021 483 3223