

# LIBRARY ASSISTANTS (9 POST)

Library Services Directorate Conditional Grants Administration

SALARY : R152 862 plus 37% in lieu of benefits per annum.  
Level: 5

CENTRE : Mogwase Community Library X 1 (Moses Kotane) (Ref No: 2018/CATA04 (A)/NW) Manamela Community Library X 1 (Moses Kotane) (Ref No: 2018/CATA04 (B)/NW) Mothutlung Community Library X 1 (Madibeng) (Ref No: 2018/CATA04(C)/NW) Coverdale Community Library X 1 (Lekwa Teemane) (Ref No: 2018/CATA04 (D)/NW) Schweizer Reneke Community Library X 1 (Mamusa) (Ref No: 2018/CATA04 (E)/NW) Tosca Community Library X 1 (Kagisano –Molopo) (Ref No: 2018/CATA04 (F)/NW) Ipelegeng X1 Community Library X 1 (Mamusa) (Ref No: 2018/CATA04 (G)/NW) Tsetse Community Library X 2 (Mahikeng) (Ref No: 2018/CATA04 (H)/NW)

REQUIREMENTS : Grade 12 and experience in public/community libraries. A Diploma in Librarianship will be an added advantage. Computer literacy.

DUTIES : Assist in the provision of library and information service in a community library. Assist with shelving of books, circulation of library materials and implementation of programmes in the community libraries.

ENQUIRIES : Ngaka Modiri Molema District: Ms R de Klerk Tel No (018) 3883864 Bojanala District: Ms R van Vollenhoven: Tel No (014) 5941290 Dr Ruth Segomotsi Mompoti District: Mr J Govendor: Tel No (053) 9271190 NOTE : These are fixed-term contracts ending on 31st March 2021 which are reviewed annually based on performance and availability of funds.

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# DEEDS REGISTRATION CLERK JOB , REQUIREMENTS : Grade 10

(REF NO: 3/2/1/2018/086) Office of the Registrar of Deeds

SALARY : R107 886 per annum (Level 3) 56

CENTRE : Kimberley

REQUIREMENTS : Grade 10. No experience. Ability to identify, classify and record a large variety of official documents. A general knowledge of registry (record management and filling) is essential. Proficiency in English. Computer literacy skills. Numerical skills. Filing skills. Archiving skills. Communication skills (verbal and written). Good interpersonal skills. \*Liaison skills. Ability to work well under pressure.

DUTIES : Archive deeds and documents. Sort deeds, documents, interdicts, plans, diagrams and gazettes. Check for missing numbers. Bind deeds, documents, interdicts, plans, diagrams and gazettes. Number volumes. Repair worn-out and damaged volumes. Report faulty equipment to supervisor. Convey deeds, documents, office supplies, furniture and equipment. Collect and deliver deeds and documents between various sections. Moving furniture/office supplies and equipment. Draw, file volumes and all other documents. Draw, deliver and file volumes/files/micro rolls. Provide feedback to requester if unobtainable. Search for unobtainable volumes, micro rolls and documents. Provide access to strong rooms. Collect, sign and return strongroom keys to security. Open and lock strongrooms/shutters. Report unauthorized access to supervisor/security.

APPLICATIONS : The Department of Rural Development and Land Reform has launched the Erecruitment web site where applicants apply for a post on line. Applications must be submitted by clicking on the link to apply for the post above

<https://drdlr.erecruit.co/candidateapp/Jobs/Browse.aspx>

NOTE : Preference would be given to Indian, White Males, and African, Coloured, Indian and White Females and people with disabilities. However non designated group are also encouraged to apply.

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**SECRETARY (REF NO: HO  
2018/03/05)**

SALARY : R152 862 per annum

CENTRE : National Head Office

REQUIREMENTS : Grade 12 with typing as a subject or any other training course or qualification that will enable the person to perform the work satisfactorily. Computer literate. Competencies and attributes: Honesty and integrity. Attention to detail. Plan and organize. Punctuality and confidentiality. Service delivery and client orientation. Excellent communication skills (written and verbal). Ability to work under pressure. Ability to coordinate and organize work related tasks. Good telephone etiquette. High level of reliability. Ability to act with tact and discretion.

DUTIES : Responsibilities: Execute office and general administrative duties. Screen and answer telephone calls. Type correspondence. Compile documentation and presentations. Ensure proper record management through effective filing systems. Manage electronic document tracking system. Maintain diary and manage appointments. Responsible for the management of document tracking system. Arrange and coordinate meetings, workshops etc. Facilitate the procurement of office equipment

such as stationery. Perform all such tasks and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Manage finances and assets.

ENQUIRIES : Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589

APPLICATIONS : Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant address as indicated below: Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street). NOTE : Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied 20 by a CV, copies of qualifications, identity document and valid driver's licence. Please Note: All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. Note: Appointment under the Public Service Act.

CLOSING DATE : 23 March 2018 at 15h45

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**Government Graduate /**  
**Internship Programme 2018**  
**STIPEND: R4 000.00 pm**

DAC: Graduate / Internship Programme 2018

**CLOSING DATE: 03 April 2018 at 12h00**

**Location: Pretoria**

DURATION: 24 months.

STIPEND: R4 000.00 pm

The Department of Arts and Culture (DAC) is inviting applicants who have not participated in any Internship

programme and currently unemployed and should not have had previous formal employment related to their field of study. Candidates must have completed a 3 year Degree or National Diploma in any field specified below and who are between the ages of 18 and 35 years. Qualifying people with disabilities are encouraged to apply.

<p><b>NATIONAL ARCHIVES AND FILM ARCHIVES [x02]</b>Ref No: 01 / 2018</p> <ul style="list-style-type: none"> <li>• 3 year Degree / Diploma in: Archival Studies, Museum, Heritage, History, Library Information, or equivalent</li> </ul>
<p><b>INTERNATIONAL RELATIONS [x02]</b>Ref No: 02 / 2018</p> <ul style="list-style-type: none"> <li>• 3 year Degree / Diploma in: International Relations, Politics or equivalent</li> </ul>
<p><b>NATIONAL LANGUAGE SERVICES [x03]</b>Ref No: 03 / 2018</p> <ul style="list-style-type: none"> <li>• 3 year Degree / Diploma in: Language Practice, Translation, Terminology, Language Planning and Terminology, Linguistics or equivalent</li> </ul>
<p><b>CULTURAL DEVELOPMENT [x02]</b>Ref No: 04 / 2018</p> <ul style="list-style-type: none"> <li>• 3 year Degree / Diploma in: Performing Arts, Music, Dance, Drama, Art Management, Arts Education Fine Arts, Crafts or equivalent</li> </ul>
<p><b>HUMAN RESOURCE MANAGEMENT [x01]</b>Ref No: 05 / 2018</p> <ul style="list-style-type: none"> <li>• 3 year Degree / Diploma in: Human Resource Management, Public Administration or equivalent</li> </ul>
<p><b>SOCIAL COHESION &amp; TARGET GROUP [x01]</b>Ref No: 06 / 2018</p> <ul style="list-style-type: none"> <li>• 3 year Degree / Diploma in: Drama, Music, Visual Arts, Heritage, equivalent Gender and Social Development or equivalent</li> </ul>
<p><b>RISK MANAGEMENT [x01]</b>Ref No: 07 / 2018</p> <ul style="list-style-type: none"> <li>• 3 year Degree / Diploma in: Risk Management, Commerce, Auditing or equivalent</li> </ul>
<p><b>HERITAGE PROMOTION [x01]</b>Ref No: 08 / 2018</p> <ul style="list-style-type: none"> <li>• 3 year Degree / Diploma in: Heritage Studies, History or equivalent</li> </ul>

**FINANCIAL ADMINISTRATION / MANAGEMENT [x01]Ref No: 09 / 2018**

- 3 year Degree / Diploma in: Finance, Accounting, Economics or equivalent

**SUPPLY CHAIN MANAGEMENT [x01]Ref No: 10 / 2018**

- 3 year Degree / Diploma in: Purchasing Management, Supply Chain Management, Public Management or equivalent

**COMMUNICATIONS AND MARKETING (WEBSITE MANAGEMENT) [x01]Ref No: 11 / 2018**

- 3 year Degree / Diploma in: Information, Technology, Software Development, Web and Application Development or equivalent

**DIRECTORATE: COMMUNICATIONS AND MARKETING [x01]Ref No: 12 / 2018**

- 3 year Degree / Diploma in: Communication, Journalism, Public Relations, equivalent Marketing, Events Management

**INFORMATION TECHNOLOGY [x01]Ref No: 13 / 2018**

- 3 year Degree / Diploma in: Information Technology, Software Development, Web and Application Development or equivalent

**LEGAL SERVICES [x01]Ref No: 14 / 2018**

- A BProc or LLB degree

**INTERNAL AUDIT [x01]Ref No: 15 / 2018**

- 3 year Degree / Diploma in: Auditing, Forensic Investigation, Financial Auditing or equivalent

**INFRASTRUCTURE DEVELOPMENT [x01]Ref No: 16 / 2018 STIPEND: R 4 000 – 00 per month**

- A National Higher Diploma or a B – Tech degree in any Build Environment

**COORDINATION, MONITORING AND EVALUATION [x01]Ref No: 17 / 2018**

- 3 year Degree / Diploma in: Public Administration or relevant qualification Bachelor of Commerce degree or a Diploma in Financial Management or equivalent

**DIRECTOR – GENERAL OFFICE [x01]Ref No: 18 / 2018**

- 3 year Degree / Diploma in: Public Administration or relevant qualification.

## **How To Apply**

Applications must be submitted on a completed [Z83 form](#) obtainable from any Government department. Applications must be accompanied by a recent CV and certified copies of ID and qualifications (not older than three Months). All interns will be subjected to personnel suitability checks (verification of educational qualifications, citizenship, criminal checks, financial standing). Correspondence will only be limited to successful candidates. If you have not heard from us within 3 Months after the closing date, please accept that your application was unsuccessful.

NOTE: All positions are based in Pretoria. The Department will not make provision for transport and / or accommodation to any candidate whether, travelling from or outside Gauteng. The Department will not provide accommodation to any appointed candidate from or outside Gauteng.

Please forward your application, quoting the relevant reference number 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, VWL Building, 202 Madiba Street, cnr Madiba and Paul Kruger Streets, Pretoria

**ENQUIRIES:** Ms Emelda Baloyi / Mr Mbudzeni Mashapha,  
0823243736 T el 012 441 – 3602 / 0823243736

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# SECRETARY JOB , REQUIREMENT : GRADE 12 ONLY

(REF NO: H0 2018/03/05)

SALARY : R152 862 per annum

CENTRE : National Head Office

REQUIREMENTS : Grade 12 with typing as a subject or any other training course or qualification

that will enable the person to perform the work satisfactorily. Computer literate.

Competencies and attributes: Honesty and integrity. Attention to detail. Plan

and organize. Punctuality and confidentiality. Service delivery and client

orientation. Excellent communication skills (written and verbal). Ability to work

under pressure. Ability to coordinate and organize work related tasks. Good

telephone etiquette. High level of reliability. Ability to act with tact and

discretion.

DUTIES : Responsibilities: Execute office and general administrative duties. Screen and

answer telephone calls. Type correspondence. Compile documentation and

presentations. Ensure proper record management through effective filing

systems. Manage electronic document tracking system. Maintain diary and

manage appointments. Responsible for the management of document

tracking system. Arrange and coordinate meetings, workshops etc. Facilitate

the procurement of office equipment such as stationery.

Perform all such tasks

and duties related to the role. Make all transport arrangements for conferences, courses, meetings and hearings away from the office. Manage finances and assets.

ENQUIRIES : Mr TO Mokhele 012 3072173/Mr Y Naidoo 012 307 2079/Ms M Marais 012 307 2977/Ms TP Baloyi 012 305 8589

APPLICATIONS : Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to the relevant

address as indicated below: Head Office: Department of Correctional

Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 or

hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo

and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street).

NOTE : Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity

employer. The Department will take into consideration the objectives of

Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996

(Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in

filling of these vacancies. It is our intention to promote representivity in respect

of race, gender and disability through the filling of these positions. In support

of this strategy, applicants need to indicate race, gender and disability status

on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. The Department of Correctional Services reserves the right not to fill any of these advertised posts. Applications: Applications must be submitted on form Z83 (Public Service Application form), obtainable from any Public Service Department, and must be completed in full. Applications must be accompanied by a CV, copies of qualifications, identity document and valid driver's licence. Please Note: All copies attached must be certified a true copy of the original and not older than three months. Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV's should be aligned to reflect one's degree of compliance with the advert requirements and responsibilities. Note: Appointment under the Public Service Act.

CLOSING DATE : 23 March 2018 at 15h45

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## **CONTROL SECURITY OFFICER**

REF NO: DRPW 09/02/2018,

SALARY : R334 545. – R404 121. per annum (Salary Level 9)

CENTRE : Amathole Regional Offices (East London)

REQUIREMENTS : A Bachelor's Degree or National Diploma in Security Management/ Policing / Law or any relevant qualification with a minimum of 5 years' experience in the security field of which 3 should be on a supervisory level. Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. A valid driver's licence. NB!! SSA Security Managers course and Project Management will be an added advantage. Knowledge and skills: Sound knowledge of security administration field. Knowledge of the MISS and MPSS. Contract management of private security. Investigation skills. Sound management and interpersonal skills. Good communication skills at all levels. Computer Literacy. Presentation skills

DUTIES : Manage and oversee security within the region. Assist in the drafting and reviewing of security policies Assist in the drafting and reviewing of security policies, plans and procedures. Conduct security threat and risk assessments as well as security audits within the region. Monitor compliance with the Miss, MPSS and other security legislation. Evaluate and improve the effectiveness of security measures and procedures. Create, develop and maintain a security awareness and training programme for the region. Facilitate and coordinate the vetting of employees, prospective employees and service providers in the region. Manage and coordinate the

investigation of security breaches in the department. Manage and monitor compliance to Service Level Agreements with security service providers. Supervise work schedules to assure deadlines are met. Provide reports to manager regarding effectiveness of security and make recommendations for adoption of new products. Provide reports to line management on a regular basis. Reports to the Director: Security Management

ENQUIRIES : Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

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## [Apply for RDP house in south Africa](#)

How to apply for RDP house in anywhere in south Africa

**Demand Database** In a bid to address housing challenges, a decision was taken that the Housing Waiting List was to be re-engineered into the Housing Demand Database for Gauteng province. Housing Demand Database is a new system of managing and planning for the demand of housing in Gauteng province.



The Housing Demand Database refers to all housing needs in the province, whether area based, or project based or tenure options. Beneficiaries who have benefited from a housing subsidy will be flagged on the Demand Database as INACTIVE. This policy will

be the only housing official database from which prospective beneficiaries will be

selected for subsidy approval by the MEC. The policy will provide a regulatory framework that will ensure that the established Housing Demand Database is used as information, planning and a research tool, whereby it will be able to provide information on the

housing needs for communities. Further, the Housing Demand Database will ensure that housing allocation process promotes sustainability, good governance within various

communities in the province, and regularize the allocation process in a fair and equitable manner.

## **Objectives**

- To obtain relevant and accurate data for housing planning purposes through verification and updating of

- applicants information;
- To formulate a comprehensive housing allocation framework that accommodates previously disadvantaged groups and special needs categories;
  - To help prioritize beneficiaries with special needs;
  - To ensure that the Housing Allocation process is implemented across all the programs of the Department, in a fair, standardized, equitable and transparent manner.

In a bid to address housing challenges, a decision was taken that the Housing Waiting List was to be re-engineered into the Housing Demand Database for Gauteng province. Housing Demand Database is a new system of managing and planning for the demand of housing in Gauteng province.

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## **ADMIN CLERK**

– REF: IKHALA 16/02/2018 SALARY : SL5 – R152 862 per annum (Plus Benefits)

CENTRE : Ikhala TVET College Ezibeleni Engineering (Permanent)

REQUIREMENTS : National Senior Certificate/ Grade 12 or National Certificate Vocational Level 4. A recognized Bachelor's degree or National Diploma in Management Assistant or Office Management or equivalent qualification. A minimum of three years of relevant experience is required. A sound knowledge and understanding of Examination and Assessment policies and procedures and other relevant legislative framework governing the Public Service. Good communication skills (verbal and written). Ability to work under pressure and meet tight deadlines. Problem solving, interpersonal relationship, planning and organizing skills.

DUTIES : Administer the Archiving of examination material and development of Auditing Instruments for the sections activities. Administer Printing, production and dispatch of question papers. Quality assure printing work and assessment tools. Oversee storage facilities and ensure proper security of all assessment and examination material. Attend the training of examination administration and ensure that confidentiality agreements are signed and filed. Ensure proper strong room management for the safekeeping of question papers and scripts. Liaise with respective College and National role-players on Examinations and Assessment related matters. Any other duties assigned to by supervisor.

ENQUIRIES : can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.

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## [Learnerships , bursaries and jobs closing in February 2018](#)

Learnerships , bursaries and jobs closing in February 2018

[SPAR: Learnership Programme 2018](#)

[Capitec Bank: Bank Teller. 109x posts](#)

[HUMAN RESOURCE CLERK SUPERVISOR](#)

[Download Application form for SA Army: Military Skills](#)



[Development Programme 2018/ 2019](#)

[SASOL: Electro Mechanic Learnership Programme 2018](#)

[Administrative Learnerships: Must Have Grade 12](#)

[CLEANER](#)

[CONTRACT JUDGES SECRETARY](#)

[DEPARTMENT OF WATER AND SANITATION IS LOOKING FOR ACCOUNTING CLERK IN GAUTENG AND Eastern Cape](#)

[NHBRC Invites Unemployed Graduates Between 18 to 35 Years](#)

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## **GROUNDSMAN**

Chief Directorate: Metro District Health Services

SALARY : R83 766 per annum

CENTRE : Metro TB Hospital Centre REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate experience in gardening and grounds maintenance. Inherent requirements of the job: Valid (Code EB/B) driver's licence. Perform heavy manual labour including lifting, using

various gardening and grounds maintenance tools and power equipment safely and efficiently. Competencies (knowledge/skills): Ability to communicate in at least two of the three official languages of the Western Cape. Ability to function independently as well as in a team set up. Note: No payment of any kind is required when applying for this post.

DUTIES : (key result areas/outputs): Maintenance of grounds. Apply and maintain quality and risk. Maintain apparatus and equipment.

ENQUIRIES : Mr C Van Houten, tel. no. (021) 508-8333

APPLICATIONS : The Manager: Medical Services, Metro TB Hospital Centre: Brooklyn Chest Hospital, Private Bag X2, Ysterplaat, 7425.

FOR ATTENTION : Ms A Gertse CLOSING DATE : 02 March 2018