**DEPUTY DIRECTOR: OFFICE MANAGER**

**Mandatory Qualification:** National Certificate of Curriculum Implementation.

**Ref. No.:** 2014/040/0011

**Salary:** R532 278.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual’s needs) to undertake competency assessment, security clearance.

**DUTIES:**
- Support the Director in the implementation of the Office Management System. 
- Support the Director in the financial management of the Office. 
- Ensure that the Office activities are run on a cost-effective basis. 
- Ensure that the Office adheres to the internal control system. 
- Manage and control all the inputs and outputs of the Office.

**DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS**

**Mandatory Qualification:** National Certificate of Curriculum Implementation.

**Ref. No.:** 2014/040/0012

**Salary:** R532 278.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual’s needs) to undertake competency assessment, security clearance.

**DUTIES:**
- Develop, review, monitor and evaluate policies, strategies and programmes related to all aspects of the Department’s employee health and wellness systems. 
- Manage and control employee health and wellness systems to ensure that they are run on a cost-effective basis. 
- Ensure that the Department’s operations comply with all relevant legislation. 
- Manage and control all the inputs and outputs of the Department.

**DEPUTY DIRECTOR: DISPUTE MANAGEMENT**

**Mandatory Qualification:** National Certificate of Curriculum Implementation.

**Ref. No.:** 2014/040/0013

**Salary:** R532 278.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual’s needs) to undertake competency assessment, security clearance.

**DUTIES:**
- Manage and control all aspects of the Department’s dispute management system. 
- Ensure that the Department’s dispute management system is run on a cost-effective basis. 
- Ensure that the Department’s operations comply with all relevant legislation. 
- Manage and control all the inputs and outputs of the Department.

**DEPUTY DIRECTOR: PSYCHO-SOCIAL SUPPORT**

**Mandatory Qualification:** National Certificate of Curriculum Implementation.

**Ref. No.:** 2014/040/0014

**Salary:** R532 278.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual’s needs) to undertake competency assessment, security clearance.

**DUTIES:**
- Manage and control all aspects of the Department’s psycho-social support system. 
- Ensure that the Department’s psycho-social support system is run on a cost-effective basis. 
- Ensure that the Department’s operations comply with all relevant legislation. 
- Manage and control all the inputs and outputs of the Department.

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**DEPUTY DIRECTOR: SUB-DIRECTORATE:**

**Mandatory Qualification:** National Certificate of Curriculum Implementation.

**Ref. No.:** 2014/040/0015

**Salary:** R532 278.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual’s needs) to undertake competency assessment, security clearance.

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**DEPUTY DIRECTOR:**

**Mandatory Qualification:** National Certificate of Curriculum Implementation.

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**SUB-DIRECTORATE:**

**Mandatory Qualification:** National Certificate of Curriculum Implementation.

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**ENQUIRIES:**

Please visit the Department’s website: [www.gov.za](http://www.gov.za)

**Closing Date:** 09 June 2014

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**NOTE:** Please use the full name of the applicant and all relevant contact details as per the application form.