

A Will secures your heirs' future



Do you want a court to decide on your assets?

A report released last September during the National Wills Week, confirmed that over 70% of the working population do not have a will. Why?

Some people will say it's because "I do not have much assets". That is wrong.

Do you want the court to decide on your behalf who should get what?

I would like to believe that the answer is "No" as you would want to make sure that the people you want to benefit from your assets actually benefit.

When you die without a will, it's called "dying intestate", which means the court decides what happens with your assets.

Your children might end up in the custody of people that they do not want to raise them.

Take note of the benefits of having a will:

- A will ensures that you can choose your own heir or heirs;
- To avoid your assets being inherited by individuals you don't deem worthy, and
- You can give specific instructions.

A will is one of the most important documents you will ever sign, therefore you will need to get someone experienced to draft it for you, such as a financial advisor or an attorney.

You will need to prepare the following information when drafting a will:

- Personal details with contact numbers
- Spouse details (if applicable)
- How are you married? In or out of community of property (with or without accrual - if applicable)
- Children details from current marriage or out of wedlock
- List of assets which can include property, cash, investments and life policies payable to the estate

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- List of liabilities
- Special instructions such as:
- Specific inheritances such as cash payments, property, vehicles or other assets you want to leave to particular family members or friends;
 - Giving details of how you would like your funeral to be carried out, and
 - Name a guardian for your children.

You also have an option to create a trust to protect your children's inheritance. Ask for more details on how to create it.

Ask about the fees such as executor's fees and safe custody of the will.

Make sure the correct procedure has been followed and that the will is signed and witnessed.

Also make sure that your loved ones or people you trust know where your will is because if no one knows about it

then your last wishes cannot be followed or implemented.

There are also cheaper ways to do this as some institutions do offer a free online will which will not give you the option to give your special instructions, but you will be able to leave the entire estate to your spouse or children or both.

Review your will whenever you have a big life change like

getting married, the birth of a child, divorce or purchasing property as this is an ongoing process.

■ Zaba is the owner of Tokoloho Financial Services, an insurance brokerage holding several insurance licences and is the co-author of Save Invest Prosper. She is an executive member of the Financial Services Intermediaries Network, working on policy within the insurance industry

OFFICE OF THE PREMIER

RE-ADVERTISEMENT OF AN INDEPENDENT RISK COMMITTEE CHAIRPERSON FOR THE OFFICE OF THE PREMIER

INDEPENDENT CHAIRPERSON OF THE RISK COMMITTEE FOR THE OFFICE OF THE PREMIER, LIMPOPO PROVINCE

INDEPENDENT RISK COMMITTEE CHAIRPERSON (1X POST) (RE-ADVERTISEMENT)

Reference No.: OTP 06/18/01
 Contract Term: 2018-2021 (3 year contract) (not full time)

Enquiries: Masenya MG / Gwangwa JBR/ Mthombothi KM015 – 287 6191 / 6257 / 6019 respectively.

CLOSING DATE: 01 JUNE 2018

Further information regarding the above position can be found on the provincial website:
http://www.limpopo.gov.za/opportunities/vacancies/Circular_No_06_of_2018.pdf
http://www.limpopo.gov.za/webDocs/Vacancies/Erratum_for_Circular_6_of_2018.pdf

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GREATER GIYANI MUNICIPALITY

Greater Giyani Municipality is an equal opportunity employer upholding the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned vacant post (women and people with disability are encouraged to apply).

DIRECTOR TECHNICAL SERVICES (X1)

(FIVE YEAR FIXED-TERM CONTRACT): GIYANI
 An all-inclusive remuneration package of: R769,844 – R960,143 per annum plus 4% remote allowance (in line with as per Government Gazette 411173 in line with the Upper Limit of Total Remuneration Package Payable to Municipal Managers and Managers Directly Accountable to the Municipal Manager, Government Gazette No. 341173 dated 10 October 2017)

Appointment Requirements: Bachelor Degree in Engineering/B-Tech: Engineering, or equivalent • 5 years relevant experience at middle management level, or as programme/project manager, 3-4 years must be at professional/management level engineering management experience • Good knowledge and understanding of relevant policy and legislation • Good knowledge and understanding of institutional governance systems and performance management • Must have extensive knowledge of the public office environment • Must be able to formulate engineering master planning, project management and implementation • Advanced understanding of institutional governance systems and performance management • Certificate of Competency as required in terms of the General Machinery Regulations, 1988, Registration with a recognized relevant Engineering professional body and MFMP Certificate will be an added advantage.

Key Performance Areas: The incumbent will perform a highly responsible, professional and administrative work • Development, implementation and management of strategic goals, policies, procedures and plans • Infrastructure management: Roads, storm water • Building Control • Electrical, Mechanical, Manage Project Management Unit • Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services (capital projects inclusive) • Management of maintenance and repair of existing infrastructure • Budget and implementation of departmental budget • Attending all council and related meetings, Ensure legal compliance in terms of Occupational Health and Safety Act and other relevant legislations, Project-manage Labour Intensive Projects in line with the Extended Public Works Programme (EPWP) framework and reporting requirements, Manage related Municipal Infrastructure Grant (MIG) Programs.

Fraudulent qualifications or documents will immediately disqualify any application. Short-listed applicants will be screened for criminal records and /or any pending criminal cases and their qualifications will be verified.

The recommended candidates will undergo competency assessment. The appointed candidate should sign employment contract and performance agreement, required to disclose financial interest and undergo security vetting.

All applications must be submitted on an official Greater Giyani Municipality application form that is downloadable on our website www.greatergiyani.gov.za and must be accompanied by detailed CV, originally certified copies of qualifications, ID, driver's license (not older than three months) must be sent to: Municipal Manager, Greater Giyani Municipality, Private Bag x 9559, GIYANI, 0826 or hand-delivered to: Greater Giyani Municipality, Civic Centre opposite old Nkhensani Hospital, Registry or HR offices.

Further enquiries may be directed to: Mr Chauke H.D on tel: (015) 811 5511 during working hours.

CLOSING DATE: 07 JUNE 2018

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Department: Government Printing Works
 REPUBLIC OF SOUTH AFRICA

Management Echelon

Chief Executive Officer: GPW

(5-year contract appointment)

This is a re-advertisement. Candidates who previously applied and are still interested are required to apply.
 Salary: An all-inclusive salary package of R1 782 687-R2 008 200 per annum (subject to applicable rules), structured as follows: Basic salary: 70% of package; State contribution to the Government Employee Pension Fund: 13% of basic salary; non-pensionable Head of Department allowance: 10% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules (Level 16) (Ref. GPW 18/29)

Pretoria

Requirements: • An appropriate, recognised undergraduate qualification (NQF level 7) and a postgraduate qualification (NQF level 8) or equivalent qualification, recognised by SAQA, coupled with 8 to 10 years' experience at a senior managerial level, of which at least 3 years must have been within any organ of state as defined in the Constitution, Act 108 of 1996. Recognition of Prior Learning will be considered • Extensive knowledge of the PFMA and Treasury Regulations • A good understanding of the printing industry within a security environment • A strong understanding of corporate governance and the entire legislative and regulatory framework applicable thereto • A strong leader with excellent verbal and written communication skills • A strong business acumen • Au fait in strategic capability and leadership, service delivery innovation, client orientation and customer care, problem-solving and analysis and financial management • A valid driver's licence and willingness to travel extensively, as well as work extended hours.

Duties: The successful candidate will be responsible for leading the Government Printing Works in setting a clear and compelling service-vision, which translates into the effective achievement of its strategic mandate. He/she will: • Foster partnerships with relevant stakeholders (internally and externally), thereby optimising the Department's contribution to the achievement of the National Development Plan • Ensure compliance with national and appropriate international regulations • Ensure continuous improvement in the quality and value of services rendered by the Department • Establish and maintain an organisational structure which supports the accomplishment of operational and strategic goals • Implement and ensure compliance with corporate governance and all the relevant legislative and regulatory frameworks based on the King III principles, and ensure effective resource management.

Enquiries: Mr JJ Roussouw, tel. (012) 748-6265

The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of this post. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

All applications must be forwarded to the Branch: Human Resources, Government Printing Works, 149 Bosman Street, Pretoria or Private Bag X85, Pretoria 0001, for the attention of Ms M Mbokane, Human Resources. Tel. (012) 748-6296.

Closing date: 1 June 2018

Note: Applications must be submitted on Form 283 (obtainable from any Public Service Department) and must be completed in full with page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A detailed covering letter, recent comprehensive CV specifying all qualifications and experience with respective dates must be included. Certified copies of qualifications, ID and a valid driver's licence must be attached. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts.

General information: Shortlisted candidates must be available for interviews at a date and time determined by the Government Printing Works.

Shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the jobs, the logistics of which will be communicated by the Government Printing Works. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic management 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. Personnel suitability checks will also be administered as a part of the selection process.

The successful candidate will be required to enter in an employment contract and performance agreement (as relevant) and must obtain a positive security clearance.

Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within 3 months of the closing date, please consider your application unsuccessful.

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GREATER TZANEEN MUNICIPALITY

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The following positions are advertised and interested persons are invited to apply:

Electrical Engineering Services Department

Foreman Electrician (Electrical Projects)

Salary: R385 515 per annum (Level 6) (Job ID Number: 7/1/0/004)

Job purpose: To maintain, promote and ensure electricity provision to consumers, as well as take responsibility for the safety of the personnel, contractors and consumers. In addition, to improve the quality and maintenance of electricity distribution.

Key performance areas: • Ensure that daily work is done to satisfaction and to achieve the necessary objectives of Council • Monitor and supervise the activities of staff to ensure that work is performed according to work plan, job cards and ad hoc instructions received from the supervisor, and report on activities performed • Monitor and supervise the utilisation, application and maintenance of machinery, equipment, tools and material to ensure these are fit to be used by workers • Perform administrative and human resource-related activities in order to address staff problems to achieve synergy • Maintain and construct electrical infrastructure as part of the Municipality's delivery programmes • Maintain and perform operating activities of substations, circuit breakers and transformers to ensure the safety of the people • Perform driver activities using a vehicle to deliver tools to places of construction to ensure that work is completed according to plan • Monitor adherence to legal requirements in terms of electricity supply and issuing notices when necessary • Perform any other related duties as instructed by the supervisor • Undertake formal and informal reporting.

Requirements: • An N3 plus a Trade Test • A valid Code EB driver's licence with PrDP • Attention to detail • Negotiation skills • Bilingualism • Communication skills • Practical supervisory skills • Computer literacy • 3 years' applicable post-Trade Test experience • An Operating Regulations High Voltage Systems (ORHVS) Certificate • An NTC3, additional knowledge and competency, as well as practical experience in high tension overhead lines, will serve as recommendation.

Corporate Department

HR Admin Officer

Salary: R385 515 per annum (Level 6) (Job ID Number 4/1/3/005)

Job Purpose: To coordinate recruitment, selection and placement activities as well as render personnel administration services for Council.

Key performance areas: The HR Admin Officer must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: • Administering the development and implementation of an Employment Equity Plan for the organisation, to ensure effective control over Employment Equity Plan • Administering man plan movements (as per Personnel Requisition) to ensure completion and distribution thereof • Monitoring and providing feedback in terms of recruitment and man plan indicators to ensure the compilation and submission of the annual report • Administering the Employment Survey for Economic Statistics of Employment and gross earnings to ensure accurate data for Statistics South Africa • Coordinating and administering Council's housing loans, pension funds and tax matters.

Requirements: • A Grade 12 • A National Diploma in Human Resources Management or equivalent • Computer literacy • Multilingualism • Negotiation skills • Analytical and communication skills • 2-3 years' relevant experience • A driver's licence.

Applications on the prescribed compulsory application form and indemnity form (www.greatertzaneen.gov.za), a comprehensive CV, copies of certified certificates and ID copy should be addressed to the Municipal Manager, Greater Tzaneen Municipality, PO Box 24, Tzaneen 0850.

Enquiries: Mrs H Maake, tel. (015) 307-8284/2/8006

Closing date: 31 May 2018 at 15:00

Please note: • Fraudulent qualifications or documents will immediately disqualify any application • A candidate who canvasses any councillor and/or senior official for preference will be immediately disqualified from the selection process or from any appointment • Shortlisted applicants will be screened for criminal records and/or any pending criminal cases and their qualifications will be verified • Applicants who are not invited for an interview should regard their applications as unsuccessful • Council, at all times, reserves the right not to appoint.

Greater Tzaneen Municipality is an equal opportunity employer and, as such, will observe the requirements of the Employment Equity Act and its EE Plan.

Mr BS Matlala – Municipal Manager

Human Communications 141270 www.humanjobs.co.za

MOPANI DISTRICT MUNICIPALITY

ERRATUM

Air Quality Officer

Please take note of the following changes to the above-mentioned position that appeared in the Sowetan newspaper dated 17 May 2018:

Requirements: 3 years' experience in the field of air quality management.

Note: Full version of key performance areas of some of the above-mentioned posts can be downloaded from the website (www.mopani.gov.za).

All other information remains the same.
 We apologise for any inconvenience caused.

Human Communications 141444