



DATE OF ISSUE: 07 APRIL 2017

**TO ALL HEADS OF NATIONAL DEPARTMENTS/PROVINCIAL ADMINISTRATIONS/ PROVINCIAL DEPARTMENTS/GOVERNMENT COMPONENTS**

**PUBLIC SERVICE VACANCY CIRCULAR NO 14 OF 2017**

**1. Introduction**

- 1.1 The aim of this Circular is not only to distribute advertisements of vacancies to departments and employees throughout the Public Service, but also to facilitate the deployment of employees who are in excess.
- 1.2 As regards the latter issue, National Departments/Provincial Administrations and Government Components are called upon to give serious consideration during the filling of vacancies to the absorption of employees who have been declared in excess if they apply.

**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 National Department/Provincial Administration/Government Component 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 National Department/Provincial Administration/Government Component where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 Applications should be forwarded in time to the advertising department since applications received after the applicable closing date will not be accepted.
- 2.5 Considering the aim of this Circular (see paragraph 1.1 above), advertisements contained herein are meant for the **attention/perusal of serving employees** only. Persons not employed in the Public Service may thus not apply for the vacancies advertised in this Circular, except if the relevant department has extended the scope of its recruitment initiative to persons not employed in the Public Service, in which case the relevant vacancy will have been advertised through other means such as the media. (Clarity in this regard can be obtained from the relevant advertising National Department/Provincial Administration/Government Component).

**3. Directions to National Departments/Provincial Administrations/Government Components**

- 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.

**4. Directions to National Departments/Provincial Administrations/Government Components in which vacancies exist**

- 4.1 Where vacancies have been identified to promote representativeness, the measures contained in Chapter 1, Part III. D2 of the Public Service Regulations, 2001 must be complied with. 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.
- 4.2 Candidates must be assessed and selected in accordance with the relevant measures contained in Chapter 1, Part VII. D of the Public Service Regulations, 2001.

**AMENDMENTS**

- : **North West Department of Tourism:** Kindly note that the post of Deputy Director: Logistics Management (post 11/84), advertised in PSVC no.11, the years of experience should read as follows: (3- 5 years line management experience in a related field) which was not specified on the advert.

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**DEPARTMENT OF ENVIRONMENTAL AFFAIRS***The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.*

**NOTE** : Application must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Relaxation of qualification requirements may be considered for non-OSD posts. Candidates appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience. The department reserves the right not to make an appointment. No e-mailed, faxed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

**OTHER POSTS**

**POST 14/01** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: AIR QUALITY IMPROVEMENT PROGRAM REF NO: CCAQ08/2016**

**SALARY** : R409 989 per annum (Total package of R554 633 per annum/ conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three-year appropriate Bachelor's degree/ National Diploma or equivalent qualification in the Environmental Management and/or Sciences and/or Engineering. Experience in the area of air quality management and/or industrial process management. Knowledge of intergovernmental coordination and cooperation. Knowledge of Government's standard administrative procedures. Project planning and budgeting methodologies. Ability to translate complex technical information into a form that is accessible to various stakeholders. Ability to interpret and apply policies and standard procedures. Ability to work in a multi-skilled team. Ability to gather and analyse information. Ability to work under pressure.

**DUTIES** : Give support to the Chief Directorate's Air Quality Management related Projects. Manage and influence other authorities to incorporate air quality improvement initiative to non-industrial sectors. Manage and provide support to the coordination and influencing of Metropolitan officials toward implementation of interventions for improving Metropolitan areas air quality. Manage and perform the reviewing and auditing of the non-industrial and sector emission management programs. Manage the identification of problems from non-industrial sources and support the development and implementation of solutions.

**ENQUIRIES** : Mr V Senene Tel no: (012) 399 9217  
**APPLICATIONS** : Director-General: Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria

**FOR ATTENTION** : Ms M. van Schalwyk  
**CLOSING DATE** : 18 April 2017

**POST 14/02** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: PRIORITY AREA PLANNING REF NO: CCAQ09/2016**

**SALARY** : R409 989 per annum (Total Package of R554 633 per annum)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : three-year appropriate Bachelor's degree/ National Diploma or equivalent qualification in natural sciences and/or environmental management. Clear understanding of air quality issues facing the country and possible management options. Ability to compile comprehensive emission inventories for various sources of air pollution. Experience in or an advanced knowledge of the implementation of environmental legislation particularly knowledge of the National Environmental

Management Air Quality Act 39 of 2004, (AQA). Ability to undertake multidisciplinary research and analyse research findings. Good organizational, communication, interpersonal and administrative skills. Good verbal and written communication; and report writing skills.

**DUTIES** : The incumbent will assist in carrying out the following key performance areas: Priority Area Identification in terms of AQA, Development and review of Priority Area Air Quality Management Plans, Priority Area management Reporting and Support to Provincial Departments. Be responsible for the sourcing and compilation of emissions inventories, compilation and mapping of relevant quantitative and qualitative data, analysis of data, compilation of technical and policy reports, review and revise the current plans and reports, coordination of stakeholder meetings and making presentations to stakeholders among other things.

**ENQUIRIES** : Ms. R Marowe Tel no: (012) 399 9207  
**APPLICATIONS** : Director-General: Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria

**FOR ATTENTION** : Ms M. van Schalwyk  
**CLOSING DATE** : 18 April 2017

**POST 14/03** : **CONTROL ENVIRONMENTAL OFFICER GRADE A-INTEGRATED ENVIRONMENTAL AUTHORISATIONS: EIA SYSTEMS, TOOLS & CIPS CO-ORDINATION REF NO: LACE12/2016**

**SALARY** : R409 989 per annum (Total package of R554 633 per annum/ conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Appropriate recognised three year degree in Environmental Management field or Natural Science or relevant qualification; advanced computer literacy skills and relevant experience, Knowledge and experience of National Environmental Management Act, as amended, in particular Section 24; Knowledge and experience in the administration and implementation of EIA Regulations; working experience in the administration and review of EIA applications will serve as an added advantage. Attendance of environmental management EIA courses and GIS skills will serve as an advantage; computer skills; good communication skills; problem solving and strategic thinker; ability to work individually and in a team; ability to work under pressure without supervision and multi-task; applicant must be willing to travel; and a have valid driver's licence. Incumbent will be expected to supervise a team.

**DUTIES** : Assist in the development, management and implementation of EIA Administration systems and tools (including NEAS, EDMS, CIPS, EIA databases and templates); compilation and provision of statistics and performance reports for the Chief Directorate: Integrated Environmental Authorisations; Respond to internal and external queries; Provide input into the development and amendment to environmentally related legislation and policies; Develop new and amend existing Standard Operating Procedures; Assist in the coordination of activities between the directorates that report to the Chief-Director: IEA, Implementation of approved systems, tools and standard operating procedures related to environmental impact management; Internal and external liaisons regarding EIA application (communication with clients and stakeholders); assist in the provision of advice and draft responses to senior management on all enquiries, including, but not limited to parliamentary questions, media queries and PAIA responses related to EIA applications; Manage and report on EIA administrative functions. Manage the incoming and outgoing documents related to EIA applications.

**ENQUIRIES** : Ms K. Masinga Tel no: (012) 399 8768  
**APPLICATIONS** : Director-General: Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria

**FOR ATTENTION** : Ms M. van Schalwyk  
**CLOSING DATE** : 18 April 2017

**POST 14/04** : **ASSISTANT DIRECTOR: NRM REF NO: EP9014/2016**

**SALARY** : R389 145 per annum (Total Package R529 343 pa/ conditions apply)  
**CENTRE** : Free State  
**REQUIREMENTS** : A three year Bachelor Degree/National Diploma in Natural Science / Environmental Management. Appropriate experience in Natural Resource Management field and

EPWP. Administrative procedures, financial management, project management and programme management. Personnel management. Sound organizing and planning. Good communication skills. Compiling reports, listening and writing skills. Excellent communication skills (verbal and written). Experience in supervising and managing. Computer literacy. Problem solving/conflict management. Valid drivers' licence Numerical and literacy.

**DUTIES** : Provide project planning management and implementation. Hectares of land treated, bush encroachment planned for and deal with restoration and other integrated approaches. Social development and training person days planned for and budgeted for in the Annual Plans of Operations (APO). Prevention of further spread and Potential invasions of land by Invasive Alien Plants (IAP) and Bush encroachment. Introduce carbon sequestration initiative where necessary in the region. Ensure effective financial management. Sufficient allocation for all projects provided. Budget utilized accordingly as per plans approved. Ensure accountability by all staff through reporting. Provide effective Advocacy and Liaison. Engage other government departments, different spheres of government, State Owned Entities and other Stakeholders to foster cooperative governance. Engage with other stakeholder on Developing a Business Plan. Effective monitoring and evaluation of Natural Resources Management (NRM) Projects in the Management Area, examine projects and ensure compliance with relevant legislative framework. Ensure compliance of planned vs. actual deliverables and adherence to Finance and Supply Chain Management requirements. Ensure compliance to norms and standards, compliance to report generation and reporting and compliance to EPWP targets.

**ENQUIRIES** : Ms M Moyo Tel no: (051) 430 4837  
**APPLICATIONS** : Applications must be forwarded to Director-General: Private Bag X4390, Cape Town, 8000. OR Hand deliver to Department of Environmental Affairs, 14 Loop Street Cape Town.

**FOR ATTENTION** : Human Resource Management  
**CLOSING DATE** : 24 April 2017

**POST 14/05** : **CHIEF ACCOUNTING CLERK (INTERNAL CONTROL) REF NO: CFO08/2016**

**SALARY** : R211 194 per annum (Total salary package of R 313 429 p.a / conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Grade 12 certificate plus a minimum of three years' experience in a financial and internal control environment. PLUS the following key competencies: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting Systems - Skills: Advanced computer literacy, Time management skills Numeric and Analytical Organising, coordinating and planning skills - Communication: Good Verbal and written communication skills, Ability to communicate at all levels - Creativity: Ability to analyze financial reports. Problem solving. Ability to work independently and under pressure. Ability to negotiate. Report writing skills

**DUTIES** : Receive and record all sundry and Logis payments on a daily basis. Verify sundry and Logis payments before submitting to Creditors section for processing. Co-ordinate compliance of financial policies and procedures within the Chief Directorate: Budget and Financial Management. Compile reports on findings identified during pre-checking of payments. Any other duties as delegated by the CFO.

**ENQUIRIES** : Ms F Bowane Tel no: (012) 399 9097  
**APPLICATIONS** : Director-General: Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria

**FOR ATTENTION** : Ms M. Seketa  
**CLOSING DATE** : 18 April 2017

**POST 14/06** : **SENIOR ACCOUNTING CLERK (INTERNAL CONTROL) REF NO: CFO09/2016**

**SALARY** : R171 069 per annum (Total salary package of R264 744 per annum / conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 or equivalent qualification coupled with a minimum of one year appropriate experience in a financial and internal control environment. PLUS the following key competencies: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Basic Accounting Systems - Skills: Advanced

computer literacy, Time management skills Numeric and Analytical Organising, coordinating and planning skills - Communication: Good Verbal and written communication skills, Ability to communicate at all levels - Creativity: Ability to analyze financial reports. Problem solving. Ability to work independently and under pressure. Ability to negotiate. Report writing skills

**DUTIES** : Receive and record all sundry and Logis payments on a daily basis. Check and verify sundry and Logis payments before submitting to Creditors section for processing. Capture received payments on Excel spread sheet and submit to creditors section. Co-ordinate compliance of financial policies and procedures within the Chief Directorate: Budget and Financial Management.

**ENQUIRIES** : Ms F Bowane Tel no: (012) 399 9097  
**APPLICATIONS** : Director-General: Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria

**FOR ATTENTION** : Ms M. Seketa  
**CLOSING DATE** : 18 April 2017

**POST 14/07** : **SENIOR ACCOUNTING CLERK: SALARIES AND PAYROLL REF NO: CFO10/2016**

**SALARY** : R171 069 per annum (Total salary package of R264 744 p.a/conditions apply)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 certificate or equivalent qualification plus a minimum of one year relevant experience. Candidate must have thorough knowledge of financial matters relating to the listed duties as the minimum requirements for appointment. Skills in Government Finance/ Financial Management, Numeracy, Accounting, Computer literacy and Accuracy. Good knowledge of Basic Accounting System (BAS), PERSAL, Treasury Regulations, Public Finance Management Act.

**DUTIES** : Administration of salaries. Safe keeping of documents. Administration of payroll reports. Processing of BAS payments and journals. Clearing of suspense accounts. Filing of processed documents.

**ENQUIRIES** : Ms C Magagane Tel no: (012) 399 9104  
**APPLICATIONS** : Director-General: Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria

**FOR ATTENTION** : Ms M. Seketa  
**CLOSING DATE** : 18 April 2017

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

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

- APPLICATIONS** : Applications must be e-mailed timeously to recruit@gtac.gov.za or hand delivered to the National Treasury Reception desk at 240 Madiba Street, Pretoria. Applications e-mailed should not exceed size limit of 4MB. Numerous e-mails can be sent with attachments. Please visit the GTAC website at www.gtac.gov.za for more information.
- CLOSING DATE** : Tuesday, 18 April 2017 at 12h00
- NOTE** : Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. Qualification checks and security screening will be conducted on recommended candidates. Recommended candidates may be subjected to competency assessments. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

**MANAGEMENT ECHELON**

- POST 14/08** : **LEARNING & EVALUATION SPECIALIST: GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC) REF NO: G015/2017**  
Term: 3 Year fixed term contract
- SALARY CENTRE REQUIREMENTS** : R898 743 – R1 058 691 per annum (All-inclusive Package), Level 13  
Pretoria  
Completed NQF Level 8 Honor's in Development / Public Administration / Monitoring & Evaluation or relevant qualification from accredited educational institution. Training or certification in statistics and quantitative measurements. At least 7-10 years professional working experience; Experience in conducting evaluations and writing evaluation reports; Experience capturing both good practices and lessons learned, in a variety of approaches (e.g. end of the project evaluation, special studies); Experience in project design and evaluation; Experience in research, policy analysis and evaluation of donor funded projects; Experience of Donor Communities and Development of Enterprise Standards; Experience in the preparation of evaluation reports for different audiences – technical, management, government, donors and other stakeholders; Experience in application of leading qualitative and quantitative data collection, analysis and reporting tools; Experience in managing projects with multiple stakeholders and excellent report writing skills
- DUTIES** : Provide strategic inputs into the management of the Jobs Fund Evaluation Framework and Learning Agenda. Identify and evaluate progress on projects and extract learnings from the Jobs Fund portfolio. Initiate planning of projects to ensure that evaluation and learning is integrated at the project planning phase. Develop Terms of Reference for evaluations and manage the service provider selection process. Provide input into the design of baseline assessments, mid-term evaluations and summative evaluations for projects. Support partners in the development of results chains for their projects. Utilise evaluation results to improve project roll-out and to identify and appraise new projects. Provide advice/information/guidance to project managers and partners on the most appropriate evaluation methodology for their projects. Analyse and synthesise findings from project evaluations. Initiate awareness sessions with stakeholders on evaluation, self-evaluation, project close-out and results-based management. Perform benchmarking and research exercises on job creation, sustainability and systemic change. Document feedback on learnings from case studies, reviews, project close-out reports and other related factors. Manage research outputs and facilitate the implementation of research findings and recommendations; and Initiate the creation of a network platform with internal and external stakeholders in

the establishment of dialogue on the outcomes of evaluation results. Develop and implement the Jobs Fund's evaluation and learning agenda. Provide strategic oversight, guidance and quality control of evaluation and learning. Define quantifiable output, outcome and Key Performance Indicators (KPIs). Develop processes for measuring progress against set evaluation and learning targets. Develop a learning review framework with each of the business units. Provide guidelines to staff and partners on evaluation and learning metrics and categories to effectively monitor current and future research. Develop and maintain relationships with internal and external stakeholders. Identify opportunities to optimise the Job Fund's collection, use, and management of data. Develop and conduct training for Jobs Fund staff on use of systems and effective data collection, use, and visualisation. Simplify complex systems and processes into user-friendly guidance for staff; Collaborate with the grants management system team and unit staff on broader system enhancements. Conduct long and short-term research, analysis, and information gathering assignments in support of evaluation and learning efforts. Manage, analyse, and effectively visualise large and complex data sets; and Coordinate and respond to internal and external requests for data and data analysis.

**ENQUIRIES**

: Kaizer Malakoane Tel no: (012) 315 5442



**NATIONAL DEPARTMENT OF HEALTH**

*The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).*

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets.Pretoria.
- FOR ATTENTION** : Ms N Sombinge
- CLOSING DATE** : 24 April 2017 Closing Time: 12h00 Midday
- NOTE** : All short-listed 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. Applications should be submitted on form Z83 obtainable from any Public Service Department, and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates (including Senior Certificate/Grade 12 certificate regardless of the qualification requirement indicated in the advert), service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

**MANAGEMENT ECHELON**

- POST 14/09** : **LEGISLATIVE DRAFTER AND RESEARCHER: LEGAL SERVICES REF NO: NDOH 39/2017**  
Branch: Corporate Service. Directorate: Legal Services
- SALARY** : An all-inclusive remuneration package of R898 743 per annum [basic salary consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines.
- CENTRE** : Pretoria
- REQUIREMENTS** : A four year legal qualification, Admission as an Advocate or Attorney will be an advantage, At least five (5) years post-qualification experience of which three (3) years must be at a middle management level in a legal services environment, Legal research and legislative drafting (Regulations, Executive Acts, International Agreements, Memoranda of Understanding and other legal instruments), Knowledge of the South African Constitutional Law, Administrative Law, Promotion of Administrative Justice Act, 2000, Promotion of Access to Information Act, 2000 and Civil Procedures, Knowledge of and experience in the understanding of the South African Law and Regulatory Framework, Knowledge of the Public Finance Management Act, 1999 (PFMA), human, physical and financial resources management, A creative thinker, Client orientated, Honesty and integrity, Good managerial, planning, co-ordination, problem solving, analytical, communication (written and verbal), interpersonal and computer skills, Willingness to travel frequently and work long and irregular hours, Ability to work independently and well under pressure yet function as part of a team, Valid driver's licence.

**DUTIES** : Provide legal advisory service to the Department and Ministry, Draft legislation administered by the Department including regulations, Scrutinize all legal documents including contracts and Memorandum of Understanding (MoUs) with a view to identify legal risks and mitigate or eliminate the same, Draft international agreements, Manage litigation for and against the Department with a view to minimize litigation against the Department, Effective and efficient management of human, physical and financial resources within the directorate.

**ENQUIRIES** : Adv MJ Mantsho Tel no: no (012) 395 8458/8492

#### **OTHER POSTS**

**POST 14/10** : **ASSISTANT DIRECTOR: ENVIRONMENTAL HEALTH (PORT HEALTH) 2 POSTS REF NO: NDOH 38/2017**  
 Chief Directorate: Environmental Health and Port Health Services. Directorate: Port Health

**SALARY** : Grade 1: R428 292 per annum as per OSD Originally certified certificates of service must be submitted with the application

**CENTRE** : Mpumalanga

**REQUIREMENTS** : A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Environmental Health and current registration with the HPCSA as an Environmental Health Practitioner, At least eight (8) years experience in Environmental Health of which five (5) years must be in a supervisory capacity, Knowledge of Port Health, South African legislation, International Health Regulations and the Control of Communicable diseases, Good communication (written and verbal), management, administrative, financial, research, planning and computer skills (MS Office package), A valid driver's license.

**DUTIES** : Manage Port Health activities, Liaise and interact with all relevant role players, Monitor the inspection and clearance of conveyances, Manage imported and exported consignments under the appropriate legislation, Ensure the inspection, monitoring and sampling of imported foodstuffs, cosmetics, disinfectants, hazardous substances and medicine, Manage optimal use of resources, Monitor and regulate operational functions, Implement the International Health Regulations, Monitor the implementation of integrated vector control activities at Point of Entry.

**ENQUIRIES** : Mr O Jacobs Tel no: (012) 395 9417

**POST 14/11** : **CHIEF HUMAN RESOURCES OFFICER REF NO: NDOH 37/2017**  
 Chief Directorate: Human Resources Management and Development. Directorate: Human Resources Administration

**SALARY** : R262 272 per annum (plus competitive of benefits).

**CENTRE** : Pretoria

**REQUIREMENTS** : A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate, A compulsory PERSAL Personnel Administration certificate, At least two (2) to three (3) years experience at the level of Senior Human Resources Officer or equivalent salary level 7 which must include the extensive use of PERSAL, condition of service, appointments, structuring of MMS/SMS packages and compiling statistics, Experience in the use of Vulindlela and the interpretation of reports including PERSAL reports will be an advantage, Knowledge and experience in the application of Public Service Act, 1994 as amended, Public Service Regulations 2016, Public Service Coordinating Bargaining Council (PSCBC) Resolutions, Policy and Procedures on Incapacity Leave and Ill Health Retirement (PILIR) and all other relevant Human Resources policies and legislations, Basic knowledge of budgeting, Good communication (verbal and written), interpersonal, organizational, planning and computer skills (MS Office package), A valid driver's licence will be an added advantage.

**DUTIES** : Manage Human Resources Administration functions and practices e.g. signing of appointment letters, transfers, termination of service, condition of service, leave management and PERSAL, Implement job evaluations results, Develop and implement procedures and standards and interpret legislation, guidelines and circulars from the Department of Public Service and Administration, Make recommendations on appointments, condition of service, resettlement and long service awards, Give advice and monitor compliance on all matters pertaining to appointments, condition of service and the restructuring of the Middle Management Service and the Senior Management Service packages, Provide training and

development to junior colleagues, Provide statistics and inputs for annual reports, Approve transactions on PERSAL, Liaise with Senior Managers and provide Line Managers with advice and guidance regarding the application of prescripts, Participate in the budget preparations.

**ENQUIRIES**

:

Mr D Morodi Tel no: (012) 395 8581

## 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** : 24 April 2017 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](http://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, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. 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 DPSSA 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 14/12** : **SENIOR ADMINISTRATION OFFICER: FRAUD INVESTIGATOR REF NO: HR 4/4/1/66**
- SALARY** : R262 272 per annum
- CENTRE** : Provincial Office: East London
- REQUIREMENTS** : Three (3) year relevant tertiary qualification in Risk Management / Internal Audit / Risk and Security Management. Two (2) years functional experience in anti-fraud and corruption environment. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contribution Act, Investigation Principles and Practices, Departmental and the Fund's Policies and Procedures, Batho Pele principles, Basic Knowledge of all Labour Legislations Public Financial Management Act, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures ,Fraud related administration and operations. Skills: Computer literacy, interviewing, Communication, Presentation, Analytical, Investigation, Time Management, Conflict Management, Planning and organizing.
- DUTIES** : Implement Fraud and Corruption Prevention Strategies. Conduct Investigation on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Labour and external stakeholders on Fraud Prevention measures.
- ENQUIRIES** : Ms V Fraser, Tel no: (043) 701 3318
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9005, East London, 5200, or hand deliver at No 3 Hill Street, East London, 5200.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Eastern Cape

**POST 14/13** : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/4/03/08**

**SALARY** : R262 272 per annum  
**CENTRE** : Labour Centre: Springs  
**REQUIREMENTS** : Three (3) year tertiary qualification in Business Administration / Business Management / Public Administration / Public Management or Operations management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and regulations , Private Employment Agency regulations and related ILO conventions ,Batho Pele principles ,Public Service Act , Public Services Regulations, Departmental Policies, Procedures and Guidelines. Skills: Problem solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation.

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

**ENQUIRIES** : Ms I Engelbrecht, Tel no: (011) 365 3719  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001  
Hand deliver at 77 Korte Street, Braamfontein.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Gauteng

**POST 14/14** : **CLAIMS CREDIT OFFICER REF NO: HR 4/4/4/03/09**

**SALARY** : R171 069 per annum  
**CENTRE** : Provincial Office: Gauteng, Station: Labour Center: Randburg  
**REQUIREMENTS** : National Senior Certificate/ Grade 12 with Accounting as major subject or equivalent. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial systems, Departmental policies and procedures Public Finance Management Act, Treasury Regulations, Financial Management Processes and procedures. Skills: Financial Management, Communication (Verbal and written), Computer literacy, Time management, Planning and organizing, Analytical, Numeracy, Interpersonal.

**DUTIES** : Collect outstanding overpayments balance. Keep all overpayment Debtors records manually and electronically. Monitor the payment of benefits to clients.

**ENQUIRIES** : Ms N M Tyelbooi, Tel no: (011) 781 8144  
**APPLICATIONS** : Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001  
or hand deliver at 77 Korte Street, Braamfontein

**FOR ATTENTION** : Sub-directorate: Human Resource Management, Gauteng

## DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman, Sunnyside
- CLOSING DATE** : 28 April 2017
- FOR ATTENTION** : Ms T Sibutha or Ms N Maseko
- NOTE** : Applications should be on Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a comprehensive CV, and originally certified copies of qualifications as well as ID not longer than 3 months (Where a drivers licence is a requirement, a certified copy must be attached). NB: Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the Selection process. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

## OTHER POST

- POST 14/15** : **MINERAL LAWS ADMINISTRATION OFFICER REF NO: DMR/17/0023**
- SALARY** : R211 194 per annum, Level 07
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A three year tertiary qualification in Law Degree is a prerequisite coupled with relevant experience. A valid code 8 driver's licence PLUS the following competencies: Minerals and Petroleum Resources Development Act, 2002 (Act 28 of 2002) and repealed Minerals Act, (Act 50 of 1991) Public Finance Management Act (Act 1 of 1999) Mineral and Petroleum Titles Registration (Act 24 of 1994) Other previous and current statutes relevant to mining Skills: Ability to interpret the mineral and mining agreements. Legislation and policies and render necessary advise. Ability to draft and compile submissions to the Minister/DG/ DDG and other Departmental officials. Ability to mediate in and resolve conflict situations. Computer literacy. Communication: Excellent verbal and written communication skills. Diplomacy and professional conduct; Creativity: Dynamic individual and team player Other: Loyalty, honesty and intergrity.
- DUTIES** : Provide helpdesk assistance, process and evaluate applications for prospecting and mining rights, mining permits and other rights in terms of the MPRDA. Compile submissions for the Minister/ DG / DDG for the granting or refusal of rights. Render advice and assistance to clients and provide information. Conduct site inspections and attend to illegal mining operations, attend meetings and workshops to deliver presentations to stakeholders on mining and related matters. Compile and prepare permits for granting by the Regional Manager and prepare and compile contracts for execution.
- ENQUIRIES** : Mr Mmboneni Kevin Mutheiwana Tel no: (012) 444 3097
- NOTE** : Coloureds and Indians are encouraged to apply.

## 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 representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity 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 ABSA Towers, corner Pretorius and Lillian Ngoyi Streets Pretoria.
- FOR ATTENTION** : Ms A West.
- CLOSING DATE** : 02 May 2017@15H45
- NOTE** : 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 Competency Assessment to determine their suitability for the post. Please take note that faxed, E-mailed and 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the selection panel will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

## MANAGEMENT ECHELON

- POST 14/16** : **DEPUTY DIRECTOR-GENERAL: INTEGRITY AND ANTI-CORRUPTION REF NO: DDG/IAC/03/2017**  
This is a re-advertisement. Candidates who previously applied are encouraged to re-apply.
- SALARY** : All-inclusive remuneration package of R 1,267,806 per annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised Bachelor's degree (NQF level 7) and an Honours degree or equivalent qualification (NQF Level 8) in the fields of Social Sciences, Law and/or Public Administration and/or Development Management. A minimum of 8 to 10 years' experience in Senior Management Level. Knowledge of the latest trends and initiatives in Integrity and Ethics, Anti- Corruption fields or investigation fields. Demonstrated knowledge and experience in the ethical infrastructure of the Public Service. Knowledge of the legislation, policies and regulatory framework of the Public Service, including Government's medium Term Strategic Framework linked to the National Development Plan. Demonstrated experience in providing technical advice to internal and external stakeholders Ability to work under pressure and adapt to dynamic environment. People Management project management and financial management skills. Presentation,

research, excellent writing and communication skills. Sufficient computer skills and experience in the Microsoft Office Suite, e.g. Excel, Word and PowerPoint. A valid Driver's License.

**DUTIES** : Key performance areas: Support the Commission by investigating complaints about public administration practices not complying with the constitutional values and principles governing Public Administration. Support the Commission by conducting ethics research and promoting a high standard of professional ethical conduct in the public Service. Support the Commission by Contributing to the prevention and combating of corruption through, amongst others, the management of Conflict of interest identified through the Financial Disclosure Framework for Senior Managers and management of confidential hotline. Support the Commission by monitoring, evaluating, and maintaining a database on financial misconduct and financial Disclosure Framework. Support the Commission by promoting Strategic Direction to the Branch and managing the Financial and Human Resources of the Branch in line with the legislative policy imperative.

**ENQUIRIES** : Mr DC Ndondolozzi Tel no: (012) 352 1212

**POST 14/17** : **DEPUTY DIRECTOR-GENERAL: MONITORING AND EVALUATION REF NO: DDG/M&E/03/2017**  
This is a re-advertisement. Candidates who previously applied are encouraged to re-apply.

**SALARY** : All-inclusive remuneration package of R 1,267,806 per annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised Bachelor's degree (NQF level 7) and an Honour's degree or equivalent qualification (NQF Level 8) in the fields of Social Sciences and/or Public Administration and/or Development Management. A minimum of 8 to 10 years' experience at a Senior Management Level, Public Administration, Monitoring and Evaluation, Governance and Monitoring, Data Management, Research and Analysis at the Chief Director level. Knowledge of the legislative, policy and regulatory framework. Demonstrated experience in providing technical advice to internal and external stakeholders. Ability to work under pressure and adapt to a dynamic environment. Participatory facilitation or service delivery monitoring. Knowledge of Public Management, Administration, Human Resource Practices, Corporate Governance and Financial management. People management, project management, presentation, excellent writing and communication skills. Sufficient computer skills and experience in the Microsoft Office Suite, e.g. Excel, Word and PowerPoint. A valid Driver's License.

**DUTIES** : Key performance areas: Support the Commission in Monitoring and evaluating Public Administration practices in the Public Service in the context of a developmental public service: Support the Commission by Overseeing the development and implementation of a transversal Monitoring and Evaluation system for the Public Service Commission: Support the Commission by contributing to the government-wide M&E framework, systems and reporting mechanisms by participating in relevant forums: Support the Commission by contributing to the development of a values driven Public Service and beyond on a National and International level: Support the Commission by promoting the values and principles as set out in the Constitution: Support the Commission in Monitoring and Evaluate trends related to constitutional values and principles in the Public Service: Support the Commission by conducting research and advising on citizen engagement methodologies to facilitate a citizen-centric public service in a developmental state: Support the Commission by assisting the PSC with evidence based research: Support the Commission by drafting quality recommendations and directives for the Executive and Parliament. Support the Commission by Monitoring and Evaluating organisational-wide, administration and personnel practices. Support the Commission by managing the Branch: Monitoring and Evaluation.

**ENQUIRIES** : Mr DC Ndondolozzi Tel no: (012) 352 1212



- POST 14/18** : **CHIEF DIRECTOR: LEADERSHIP AND HUMAN RESOURCE REVIEWS REF NO: CD: LHRR/03/2017**  
This is a re-advertisement. Candidates who previously applied are encouraged to re-apply
- SALARY** : All-inclusive remuneration package of R 1 042 500 per annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Head Office, Pretoria  
: The Public Service Commission requires the services of a technically experienced person to support it to fulfil its constitutional mandate and for this purpose she/he should have. An under graduate qualification (New NQF Level 7) with majors in any of the following: Human Resource Management, Personnel Management, Industrial Psychology, Leadership Management, Public Management or Public Administration. A Post graduate qualification (New NQF level 8 and above) with courses relevant to the area of human resources management, leadership management, public management and public administration, will be an added advantage. A minimum of 5 years' experience at a senior management level. Knowledge in the area of HRM, leadership management and development, and public sector management and administration. Knowledge of Public Service prescripts and proven experience in policy analysis and review. Minimum of 5 years experience in applied strong research and research supervision skills in the areas of HRM, leadership, public administration, organisational development and related fields. At least 5 years' experience in monitoring and evaluation in the public sector. Analytical and report-writing skills. Excellent verbal and written communication skills, as well as the ability to interact with members of Commission at a conceptual level. Presentation skills. At least 5 years experience in programme / project management. Minimum of 5 years financial management and human resource management. Computer literate in MS Office and a valid driver's licence.
- DUTIES** : Manage and strategically direct in-house processes in connecting applied research, advocacy programmes and to monitor and evaluate the institutional application of leadership and management practices, including the management of career incidents of HODs within a developmental Public Service with a view to advise the Commission on matters impacting on the ability of Departments to deliver effective and efficient services: Manage and strategically direct in-house processes to develop and review instruments and to monitor and evaluate the application of prescribed human resource management practices and organisational development within the Public Service with a view to identify barriers impacting on service delivery/value for money/compliance issues and to advise the Commission accordingly: Support the Commission in preparing reports with recommendations to the Executive and Parliament. Ensure that the performance targets of the component are achieved: Manage resources efficiently and effectively in accordance with Public Service policies and prescripts.
- ENQUIRIES** : Ms KG Sedibe Tel no: (012) 352 1206
- POST 14/19** : **CHIEF DIRECTOR: PROFESSIONAL ETHICS REF NO: CD/PE/03/2017**
- SALARY** : All-inclusive remuneration package of R 1 042 500 per annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Head Office, Pretoria  
: An experienced person with an appropriate recognized Bachelor's degree or equivalent qualification (New NQF Level 7) in Public Management, Social Sciences or related field. A Post Graduate qualification (New NQF Level 8 and above) with courses relevant to the area of public management and public administration will be an added advantage. 5 years experience at a Senior Management level in the field of Professional Ethics. Proven experience in applied research, monitoring and evaluation. Experience in project management. Organisational skills. Report writing

skills. Proven experience in and knowledge of handling legal, administrative and ethical practices, corporate governance and financial management. Knowledge of the latest trends and initiatives in ethics. Sufficient computer skills and experience in the Microsoft Office Suite, e.g. Excel, Word and PowerPoint. A valid Driver's License

- DUTIES** : Key Performance Areas: Manage the Office's support to the Commission to perform its oversight function as it relates to the promotion of a high standard or professional ethics in the Public Service. Manage and strategically advise the Commission on ethics research and ethical infrastructure of the Public Service. Manage and strategically advise the Commission on Financial Disclosure Framework and Public Service Integrity Management Framework. Manage and strategically address the ethics research agenda of the Commission. Manage and Strategically advise the Commission on the overall management of the National Anti-Corruption Hotline and Case Management System. Manage and provide strategic leadership to the Chief Directorate. Manage and strategically assess compliance issues and identify trends in the public service to advise the Commission.
- ENQUIRIES** : Ms BP Lerumo Tel no: (012) 352 1195
- POST 14/20** : **DIRECTOR: HUMAN RESOURCE BEST PRACTICE (1) REF NO D: HRBP1/03/17**
- SALARY** : All-inclusive remuneration package of R898 743 per annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : The Public Service Commission requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An under graduate qualification (New NQF Level 7) with majors in any of the following: Human Resource Management, Personnel Management, Industrial Psychology, Public Management or Public Administration. A Post graduate qualification (New NQF level 8 and above) with courses relevant to the area of human resources management, public management and public administration, will be an added advantage. A minimum of 5 years' experience at a Middle/Senior Management level. Experience in applied research methodologies; monitoring and evaluation and project management practices. Experience in organizational development, policy analysis and review. Knowledge of Public Service Prescripts. Report writing skills. Excellent Communication skills both verbal and writing. Knowledge in/and application of the Public Service Human Resource Management regulatory framework including PSA, PSR, LRI and other relevant legislation and/or policy prescripts. Work independently and in a team. Possess knowledge and experience in Microsoft Office Suite, e.g. Microsoft Word, Excel and PowerPoint. A valid driver's license and willingness to travel.
- DUTIES** : Monitor and Evaluate practices impacting on Public Service Human Resource Management. Conduct and develop good practices in the areas of Public Service Human Resources Management. Monitor and Evaluate Public Service Organizational Development and formulate proposals/recommendations to promote good practices. Formulate strategic plan for the unit in line with the broader organisational mandate. Participate in cross functional projects, investigations, monitoring and evaluation exercises. Advise the Public Service Commission (PSC) on any Human Resource Management practice on line with the execution of its mandate and the performance of its functions. Manage the budget of the Directorate to ensure that it contributes towards effective financial management of the organisation. Manage human resources and ensure effective utilization thereof. Supervise and manage the execution of projects. Conceptualize, implement and manage research projects and other flagship assignments. Draft research project proposal, conduct research and prepare reports on HRM&D practices and processes that impact on the performance of the departments in the public service. Prepare and make presentations to internal and external stakeholders. Assess compliance with HRM&D prescripts that regulate HRM&D practices and investigate causes of non-compliance by Department of Public Service. Provide professional

**ENQUIRIES**

: advice on HRM&D practices and the legislative and regulatory framework to the departments and the Commission.  
Ms NA Kelengeshe Tel no: (012) 352 1146

**DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION**

*It is the intention to promote representivity in the Department through the filling of these positions. The applications of persons with disabilities will receive preference.*

- APPLICATIONS** : quoting reference number must be addressed to Mr Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, PRETORIA, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria. Faxed and emailed applications will not be considered.
- CLOSING DATE** : Friday, 28 April 2017
- NOTE** : 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 form Z.83 accompanied by certified copies of qualification(s), Identity Document (certified in the past 06 months). Proof of citizenship if not RSA citizen, a comprehensive CV indicating duration of appropriate experience and three reference persons with the following information: name and contact numbers an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Failure to submit these copies will result in the application not being considered. 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. 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 screening, security vetting, qualification verification and criminal records.

**OTHER POST**

- POST 14/21** : **SENIOR ADMINISTRATION OFFICER REF NO: DPSA/0009**  
Chief Directorate: Public Service Leadership Management
- SALARY** : R262 272 per annum, Level 08
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised qualification at NQF level 6 in Human Resource Management, Social Science or Public Administration. Thorough knowledge of and experience in applying the legislative framework and principles governing employment of senior managers in the Public Service. Exposure to human resource policy research, development and implementation. Sound analytical, interpretive and high level communication skills (both written and verbal presentation). Excellent report writing ability. Computer literacy and proven experience and knowledge of MS Office packages. Sound knowledge of the principles and techniques related to project management. Understanding of the competency based management practices as well as capacity building strategies.
- DUTIES** : Assistance and support in developing and maintaining policies and practices pertaining to Competency based management and capacity development as well as the management and administration of career incidents of members of the Senior Management Service (SMS). Ensure the application of sound human resource practices pertaining to members of the SMS. Support in rendering clear and accurate advice on matters related to the SM. Provide project management support in the Chief Directorate. Assist in conducting research and statistical analysis pertaining to the employment and development of members of the SMS. Assistance in maintaining the national/ provincial Heads of Department database and records management. Compile inputs/reports and relevant submissions to the functional area/s as indicated.
- ENQUIRIES** : Ms. R Singh Dastaghir Tel no: (012) 336 1241

**DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM**

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

- APPLICATIONS** : The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post above <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>
- CLOSING DATE** : 21 April 2017 at 16:00
- NOTE** : All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. The Department reserves the right to conduct pre-employment security screening and permanent appointment is subject to positive security clearance outcome. Applicants with foreign qualifications must submit a SAQA evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. 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. The Department of Rural Development and Land Reform has launched the E-recruitment web site where applicants apply for a post on line. Applications must be submitted by following the link to apply for the post below <http://drdlr.erecruit.co.za/candidateapp/Jobs/Browse.aspx>. Please ensure that all required documents are uploaded with your application. Required documents to be uploaded with your application include form Z 83, obtainable from any Public Service department and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed) and certified (certification must not be older than 6 months) copies of qualifications, service certificates (in case of an OSD post), identification document and permanent residency/work permit. Failure to submit the requested documents electronically may result in your application not being considered. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by DRDLR. Applications will not be considered after the closing date.

**MANAGEMENT ECHELON**

- POST 14/22** : **DIRECTOR: CADASTRAL INFORMATION, MAINTENANCE AND SUPPLY SERVICES REF NO: 3/2/1/2017/051**
- SALARY** : R898 743 per annum, Level 13 (All inclusive package to be structured in accordance with the rules for SMS)
- CENTRE** : Office Of The Surveyor General: Free State (Bloemfontein)
- REQUIREMENTS** : An appropriate Bachelor of Technology (NQF 7) in Surveying/Geomatics or equivalent qualification. Registration with the Geomatics Profession registration body (as a Professional Surveyor, Surveyor or Survey Technician). 5 years of experience at middle/senior management level. Extensive 5 to 10 years experience in Cadastral Surveys. Experience in supervision of other Professional Land Surveyors, Land Surveyors in Training and Technical Surveyors. Cadastral Survey knowledge. Technical System knowledge. Cadastral Spatial Information knowledge. Town and Regional Planning knowledge. Information Technology knowledge. Latest survey technology and methods. Legal principles and presumptions. Servitudes and Real Rights. Performance Management and Monitoring. Government systems and structures. Government decision making processes. Programme setting process. Understanding of the 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. Project management skills. Team management skills. interpersonal skills. Budget management skills. Computer literacy. Resource planning skills. Problem solving and decision making skills. Creative skills. Legislation and policy making skills. Time management skills. Business skills. Communication skills. Empowerment skills. Information technology skills. The ability to work efficiently and effectively at all times.
- DUTIES** : Provide cadastral data services and information technology infrastructure support. Ensure different data security on a daily basis. Provide PC support to normal users

within a 24 hour period. Provide IT related training upon pro-approved requests within pre-defined time frames. Maintain a complete, current, accurate and accessible electronic dataset of the relative positions of all land rights. Update the spatial database through the addition of every approved Cadastral Land Parcel (completeness). Maintain an accurate database of cadastral spatial information (accuracy). Ensure the currency of compilation sheets and the spatial database according to procedures at all times. Provide spatial mapping services. Amend and withdraw cadastral services. Issue survey data to professional land surveyors. Maintain cadastral spatial information systems support to the office. Support the introduction of the electronic cadastral survey system (e-css) aligned with e-government programme. Note all approved cadastral data and incorporate all data into a digital continuous map. Provide any relevant GIS services as and when requested by clients. Maintain cadastral documents and services. Maintain a strong room for secure, safe archiving of all cadastral documents. Supply maps, aerial photographs produced from the national mapping agency.

**NOTE**

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

**THE PRESIDENCY**

*The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of "Top Secret".*

- APPLICATIONS** : The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at 535 Johannes Ramokhoase Street (former Proes Street), Arcadia, Pretoria.
- FOR ATTENTION** : Mr N Molepo
- CLOSING DATE** : 21 April 2017 @16h30
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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. Correspondence will be limited to 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. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

**MANAGEMENT ECHELON**

- POST 14/23** : **CHIEF DIRECTOR: LEGAL AND EXECUTIVE SERVICES (LES)**  
Chief Directorate: Legal and Executive Services
- SALARY** : All-inclusive package of R1 068 564 per annum, Level 14
- CENTRE** : Pretoria
- REQUIREMENTS** : LLB and Admitted as Attorney or Advocate. LLM will be an added advantage. A minimum of ten (10) years' relevant experience within identified relevant areas of speciality, of which at least five (5) years must be on Senior Management level. Experience in the public service is essential. Knowledge and understanding of legislation applicable in the public service strategic management and understanding and expertise in the government corporate management framework, including financial management, problem solving and analysis, people management and empowerment, risk management, strategic planning and supply chain management prescripts.
- DUTIES** : The successful candidate will be responsible for: Giving legal advice and drafting legal opinions on the application and effects of national legislation provide strategic support to the unit. Quality assurance on all legal issues and legal documentation in support of The Presidency. Provide day-to-day management of LES staff and provide PSLAs with support. Manage LES Communications and stakeholder Relations. Manage and administer information and documents for LES. Manage Strategic Planning, Budgeting and MTEF processes of the LES Chief Directorate to ensure high performance and cost effectiveness of legal services. Support the management of Legal Risks.
- ENQUIRIES** : Ms L Boshielo Tel no: (012) 300 5864

**DEPARTMENT OF WATER AND SANITATION**

- APPLICATIONS** : All applications must be forwarded to: the Directorate: Planning, Recruitment and Selection Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Streets, Pretoria.
- FOR ATTENTION** : Ms C Mazibuko
- CLOSING DATE** : 21 April 2017, time: 16H00
- 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. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: 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. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo the standard Government security clearance procedures and verification of qualification prior to appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation certificate issued from the South African Qualification Authority (SAQA). People with disabilities are highly encouraged to apply for the posts. "People who are not employed by the Public Service Departments are welcomed to apply for posts.

**OTHER POSTS**

- POST 14/24** : **PRINCIPAL COMMUNICATION OFFICER REF NO: 210417/01**  
Directorate: Communications Services
- SALARY** : R262 272 per annum, Level 08
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Degree in Communication Journalism, Communications, Public Relations or similar. At least one (1) years experience in Communication. Newsroom experience. Disciplinary knowledge in communication and media relations. Knowledge of communications principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct. Ability to work under pressure and meet deadlines. Understanding and commitment to government objectives, policies and programmes.
- DUTIES** : Development of communication plans. Execute media products, issues publications, organise press briefing and media coverage in profiling the work of government. Develop or improve communication concepts, theories and standard operational methods. Disseminate knowledge relating to information on work organisation. Organise and implement publicity projects and events. Establish and maintain stakeholder relations with community and media.
- ENQUIRIES** : Ms M Motlhaolwa, Tel no: (012) 336 7957
- POST 14/25** : **SENIOR PROVISIONING ADMINISTRATION OFFICER: SUPPLY CHAIN PRACTITIONER REF NO: 210417/02**  
Directorate: Supply Chain Management: (WTE)
- SALARY** : R262 272 per annum, Level 08
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Degree in Economics / Commerce / Business Economics / Purchasing / Logistics or equivalent. At least two (2) years experience in Supply Chain environment in particular Acquisition Management. Knowledge of procurement administrative procedure. Knowledge of financial legislation, BAS, SAP and GRAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge



of PFMA. Knowledge of Management, problem solving and analysis. People and Diversity Management. Must be client orientated and customer focus. Excellent communication, accountability and ethical conduct skills.

**DUTIES** : Provide secretariat services to Departmental Bid Adjudication Committee, perform other bid administration functions in terms of the National Treasury prescripts. Ensure compliance with Departmental SCM Policy, PPPFA, National Treasury Prescripts/Instruction notes as well as any legislation governing the procurement of goods and services. Provide regular feedback to end users regarding the outcome of the Departmental Bid Adjudication Committee meetings. Produce monthly procurement reports. Supervision and management of officials within the Acquisition Management sub-directorate. Ensure human resource management. Liaise with and support key stakeholders.

**ENQUIRIES** : Mr S. Mohale, Tel no: (012) 336 7413

**POST 14/26** : **SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICS AND INVENTORY MANAGEMENT REF NO: 210417/03**  
Directorate: Supply Chain Management (WTE)

**SALARY** : R262 272 per annum, Level 08

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma or Degree in Economics / Commerce / Business Economics / Purchasing / Logistics or equivalent. At least two (2) years experience in Supply Chain environment. Knowledge of procurement administrative procedure. Knowledge of financial legislation, SAP and GRAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge of Management, problem solving and analysis. People and Diversity Management. Must be client orientated and customer focus. Excellent communication, accountability and ethical conduct skills. Willing to work under pressure. Driver's license as an advantage. Willing to travel across the WTE offices to implement controls

**DUTIES** : Performing stores and warehousing functions. Compilation of monthly and quarterly reports on inventory management services. Administration of stock purchase orders, goods and services receipt, Ensure human resource management. Liaise with and support key stakeholders.

**ENQUIRIES** : Ms N Maluleka, Tel no: (012) 336 8563

**POST 14/27** : **SENIOR STATE ACCOUNTANT (WTE) 3 POSTS REF NO: 210417/04**  
Sub-Directorate: Salaries and Deductions 210417/04A  
Sub-Directorate Salaries and Resignations 210417/04B  
Sub-Directorate Reconciliations 210417/04C

**SALARY** : R262 272 per annum, Level 08

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma or Degree in Financial Management. At least one (1) years experience in financial matters. Knowledge and understanding of financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such DORA and PFMA. Knowledge Treasury Regulations, PERSAL, Basic Accounting System (BAS) SAP system and Data Analysis. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Knowledge in Governmental financial systems. Knowledge of learning and technical procedures and techniques. Computer literacy (Word, Excel, PowerPoint). Framework for managing performance information.

**DUTIES** : Timely payment of salaries, exit benefits and allowances to employees and 3rd parties, payment of the travel and subsistence advances and claims. Salary Administration: maintenance of the third party files and the pension data file. Maintenance of the payroll cut off dates, payroll legislation updates. Execute the interface between SAP and PERSAL expenditure costs. Update of the PERSAL costs codes and maintain of the salary users access. Maintenance of entities on PERSAL / SAP - WTE for the department. Performance of the 3rd party, General Ledger and Compensation of employees costs. Clearing, reconciliations and monitoring of the payroll salary related suspense accounts, Audit report and inputs related to payroll. Management of staff. Reconciliation and submission of the SARS tax returns,

**ENQUIRIES** : Ms L Baloyi, Tel no: (012) 336 8876

**POST 14/28** : **SENIOR STATE ACCOUNTANT (WTE) 2 POSTS REF NO: 210417/05**  
Sub-Directorate; Expenditure 210417/05A  
Sub-Directorate Reconciliations 210417/05B

**SALARY** : R262 272 per annum, Level 08  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma or Degree in Financial Management. At least one (1) years experience in financial matters. Knowledge and understanding of financial Legislation, policies, practices and procedures. Knowledge and understanding of financial prescripts such as DORA and PFMA. Knowledge of Treasury Regulations, PERSAL, Basic Accounting System (BAS), SAP system and Data Analysis. Knowledge of equal opportunities and Affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Knowledge in Governmental financial systems. Knowledge of learning and technical procedures and techniques. Computer literacy (Word, Excel, PowerPoint). Framework for managing performance information.

**DUTIES** : Maintain the Trade and Sundry vendor register. Authorize the trade vendor payments. Perform the vendor reconciliations and the VAT reconciliation and submission to SARS. Monitoring and reporting of the 30 days payments of the suppliers. Reconciliations and monitoring of the Trade vendors advances payments. Monthly reporting of the trade payables and inputs of the AFS and the interim management.

**ENQUIRIES** : Mr G Masango, Tel no: (012) 336 8930

**POST 14/29** : **SENIOR PROVISIONING ADMINISTRATION OFFICER: SUPPLY CHAIN PRACTITIONER (WTE) REF NO: 210417/06**  
Directorate: Supply Chain Management

**SALARY** : R262 272 per annum, Level 08  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma or Degree in Economics / Commerce / Business Economics / Purchasing/ Logistics or equivalent. At least Two (2) experiences in Supply Chain environment. Knowledge of procurement administrative procedure. Knowledge of financial legislation, SAP and GRAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge of Management, problem solving and analysis. People and Diversity Management. Must be client orientated and customer focus. Excellent communication, accountability and ethical conduct skills. Willing to work under pressure. A Valid Driver's license as an advantage (certified copy attached). Willing to travel across the WTE offices to implement controls

**DUTIES** : Performing stores and warehousing functions. Compilation of monthly and quarterly reports on inventory management services. Administration of stock purchase orders, goods and services receipt, Ensure human resource management. Liaise with and support key stakeholders.

**ENQUIRIES** : Ms N Maluleka Tel n: (012) 336 8486

**POST 14/30** : **SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGISTICS AND INVENTORY MANAGEMENT REF NO: 210417/07(WTE)**  
Directorate: Supply Chain Management

**SALARY** : R262 272 per annum, Level 08  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma or Degree in Economics / Commerce / Business Economics/Purchasing/ Logistics or equivalent. At least Two (2) years experience in Supply Chain environment. Practical knowledge of procurement administrative procedure. Knowledge of financial legislation, SAP and GRAP. Disciplinary knowledge of labour law. Knowledge of dispute resolution process. Knowledge of labour relations policies. Understanding of Social and Economic development issues. Basic Financial management and knowledge of PFMA. Knowledge of Management, problem solving and analysis. People and Diversity Management. Must be client orientated and customer focus. Excellent communication,

accountability and ethical conduct skills. Willing to work under pressure. Driver's license as an advantage. (certified copy attached) Willing to travel across the WTE offices to implement controls

**DUTIES** : Performing stores and warehousing functions. Compilation of monthly and quarterly reports on inventory management services. Administration of stock purchase orders, goods and services receipt, Ensure human resource management. Liaise with and support key stakeholders.

**ENQUIRIES** : Ms N Maluleka, Tel no: (012) 336 8563

**POST 14/31** : **STATE ACCOUNTANT (WTE) REF NO: 210417/08**  
Sub-Directorate: Book-Keeping

**SALARY** : R211 194 per annum, Level 07  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma or Degree qualification in Financial Management. At least one (1) year experience in the financial environment. Good knowledge of the PFMA, Treasury Regulations and other relevant legislation. Good knowledge and experience of BAS and Persal systems. High level of computer literacy. Good interpersonal and problem solving skills. Knowledge of accounting principles. Ability to work under pressure.

**DUTIES** : Assist with the administration of entity maintenance on BAS and Persal. Assist with the control over the administration of accounts. Assist with the handling of audit queries. Ensure approval of payments. Drafting of letters to agate Attorneys third parties. Do enquiries on different financial matters.

**ENQUIRIES** : Ms LK Baloyi, Tel no: (012) 336 8876

**POST 14/32** : **ADMINISTRATION OFFICER: GLOBAL MULTILATERAL RELATIONS REF NO: 210417/09**  
Sub-Directorate: Bilateral Relations

**SALARY** : R211 194 per annum, Level 07)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma or Degree in Human Sciences or Public Administration. At least one (1) experience in administrative matters. Knowledge of administrative procedures, procurement and supply chain management. Knowledge of dispute resolution process. Understanding of Social and Economic development issues. Excellent communication skills (verbal and written). Minutes taking and report writing skills. Basic financial management and knowledge of PFMA. Knowledge management, problem solving and analysis. Client Orientation and customer focus. Accountability and Ethical Conduct.

**DUTIES** : Provide administrative support to all personnel in the component. Assist with the execution of financial administration. Provide procurement services to the component. Maintain register of the component up to date. Prepare submissions for the component. Liaise with foreign embassies and high commissions

**ENQUIRIES** : Ms T Fiko, Tel no: (012) 336 8678

**POST 14/33** : **PERSONAL ASSISTANT 3 POSTS REF NO: 210417/10**  
Chief Directorate: Office of the Chief Information Officer 210417/10A  
Chief Directorate: Sanitation Services 210417/10B  
Chief Directorate: Financial Accounting (WTE) 210417/10C

**SALARY** : R211 194 per annum, Level 07  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 and Secretarial Diploma or equivalent qualification. At least Three (3) years experience in secretarial or personal assistant duties in rendering a support service to senior management. Knowledge of administration procedures. Practical knowledge in secretarial duties. Computer literacy. Sound organizational skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Good grooming and presentation. Self management and motivation. Knowledge of dispute resolution process. Understanding of social and economic development issues. Basic financial management and knowledge of PFMA. Knowledge management. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct.

<b><u>DUTIES</u></b>	:	Provide a secretarial or personal assistant service to the manager. Render administrative or clerical support services to the manager. Provide support to manager regarding meetings. Support manager with administration of the manager's budget. Studies the relevant Public Services and departmental prescripts or policies and other documents. Ensure that the application thereof is understood properly.
<b><u>ENQUIRIES</u></b>	:	Chief Directorate: Office of the Chief Information Officer 210417/10A: Ms. L Makhekhe-Mokhuane, Tel no: (012) 336 8701 Chief Directorate: Sanitation Services 210417/10B: Mr. A. Van der Walt, Tel 012-336 8811
<b><u>ENQUIRIES</u></b>	:	Chief Directorate: Financial Accountingc (WTE) 210417/10C: Mr G.Masango, Tel no: (012) 336 8930
<b><u>POST 14/34</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK (WTE) REF NO: 210417/11</u></b> Sub-Directorate: Resignations
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R211 194 per annum, Level 07 Pretoria Grade 12 or equivalent qualification. At least Three (3) years financial administration experience. Strong Accounting skills preferably in following: (accounts payable, salary administration and clearing of ledger accounts and suspense accounts), Working knowledge of the SAP and PERSAL System, Knowledge of PFMA, Treasury Regulations, and relevant public service financial prescripts. Proof of Computer literacy. Problem solving abilities, interpersonal and organizing skills. Good communication skills both verbal and written. Strong sense of responsibility, ability to work independently and in a team. A valid driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	Timely payment of salaries, exit benefits and allowances to employees and 3rd parties, payment of the travel and subsistence advances and claims. Salary Administration: maintenance of the third party files and the pension data file. Maintenance of the payroll cut off dates, payroll legislation updates. Execute the interface between SAP and PERSAL expenditure costs. Update of the PERSAL costs codes and maintain of the salary users access. Maintenance of entities on PERSAL / SAP - WTE for the department. Performance of the 3rd party, General Ledger and Compensation of employees costs. Clearing and monitoring of the payroll salary related suspense accounts, Audit report and inputs related to payroll.
<b><u>ENQUIRIES</u></b>	:	Ms LK Baloyi, Tel no: (012) 336 8876
<b><u>POST 14/35</u></b>	:	<b><u>PROVISIONING ADMINISTRATION OFFICER: GOODS RECEIPTS AND INVENTORY MANAGEMENT (WTE) REF NO: 210417/12</u></b> Sub-Directorate: Logistics and Inventory
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R211 194 per annum, Level 07 Pretoria National Diploma or Degree in Accounting/ Financial Management / Economics / Business Economics / Purchasing / Logistics. At least one (1) year experience in Supply Chain Management. Knowledge in Financial, Logistics and Treasury Regulations. Preferential Procurement Policy Framework. Knowledge in Government Supply Chain Management framework. Knowledge of Enterprise Resource Planning system, e.g SAP. Sound knowledge of MS Office suite preferably Excel. Knowledge of dispute resolution process. Understanding of labour relations policies. Knowledge of Generally Recognised Accounting Practice (GRAP). Good computer literacy skills.
<b><u>DUTIES</u></b>	:	Administration of purchase requisitions for stock. Administration of goods receipt and goods issues. Verification of goods receipt and goods issues. Posting or capturing of goods and services receipt and issues on the SAP system. Compile and submit reports on stock.
<b><u>ENQUIRIES</u></b>	:	Mr N. Maluleka, Tel no: (012) 336 8563
<b><u>POST 14/36</u></b>	:	<b><u>SECRETARY 4 POSTS REF NO: 210417/13</u></b> Directorate: Communication Services, 210417/13A Directorate: Global Bilateral Relations 210417/13B Directorate: Management Accounting (WTE) 210417/13C Directorate: Logistics & Inventory Management (WTE) 210417/13D

<b><u>SALARY</u></b>	:	R142 461 per annum, Level 05
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 and Certificate in Secretariat Services. At least one (1) years experience in secretarial duties and general administration. Knowledge of administrative procedures. Practical knowledge in secretarial duties, computer literacy, sound organisational skills. Good people skills. Basic written communication skills Higher level of reliability. Ability to act with tact and discretion. Knowledge of dispute resolution process. Understanding of Social and Economic development issues. Basic Financial Management and knowledge of PFMA. Client orientation and customer focus. Excellent communication skills. Accountability and ethical conduct.
<b><u>DUTIES</u></b>	:	Provides secretarial / receptionist and clerical support service to the manager. Receives telephone calls and messages for the manager and channels calls to relevant role players when necessary. Manages and coordinates the diary of the manager by recording appointments events. Do all required typing in the office of the manager. Operates office equipment like fax machines and photocopies. Liaise with travel agencies to make travel arrangements and other logistics. Coordinate and arrange all meetings and events for the office of the manager. Collect all relevant documents and information to enable the manager to prepare for meetings. Record minutes of the managers meetings when required. Process all travel and subsistence claims and all invoices that emanate from the activities of the work of the manager. Draft routine correspondence and reports. Administer matters like leave registers and telephone accounts. Receives records and distributes all incoming and outgoing documents. Handle the procurement of standard items like stationery, refreshments etc. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work terrain to ensure efficient and effective support to the manager. Studies relevant Public Service and Departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with procedures and processes that apply in the office of the manager.
<b><u>ENQUIRIES</u></b>	:	Directorate: Communication Services, 210417/13A: Ms. M. Motlhaolwa, Tel (012) 336 7957 Global Bilateral Relations 210417/13B: Ms. T Fiko Tel no: (012) 336 8741 Directorate: Management Accounting (WTE) 210417/13C: Mr. D.J. Mcitwa, Tel no: (012) 336 8382 Logistics & Inventory Management (WTE) 210417/13D: Mr N. Maluleka, Tel no: (012) 336 8563
<b><u>POST 14/37</u></b>	:	<b><u>ACCOUNTING CLERK 3 POSTS REF NO: 210417/14</u></b> Sub Directorate: Salaries & Payroll 210417/14A Sub Directorate: Debt Management 210417/14B Sub Directorate: Resignations (WTE) 210417/14C
<b><u>SALARY</u></b>	:	R142 461 per annum, Level 05
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate or equivalent. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Knowledge management. The ability to work under pressure. Willingness to travel as and when required. Computer literacy. Knowledge of General administration within the Public Service. Good interpersonal relations. Good communication skills.
<b><u>DUTIES</u></b>	:	Check and capture transactions on PERSAL. Check and capture Sundry Payments, Receipts, Journals and Budget on BAS. Monitor outstanding S&T advances and update Registers. Be responsible for Payroll administration. Distribution of Salary and supplementary pay slips to officials. Assist with accruals and commitment. Ensure that all filling is complete. Responsible for cashier's office. Rectify Misallocations. Compilation of accruals.
<b><u>ENQUIRIES</u></b>	:	Ms L K Baloyi, Tel no: (012) 336 8876

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF SPORTS, RECREATION, ARTS & CULTURE**

*It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.*

**APPLICATIONS** : The Senior Manager: HRM; Department of Sport, Recreation, Arts and Culture; Private Bag X0020, Bhisho, 5605, Hand Delivery The Department of Sport, Recreation, Arts & Culture, Wilton Zimasile Mkwazi Building, Office No. 10, HR Section, King William's Town

**FOR ATTENTION** : Ms NP Nomvete

**CLOSING DATE** : 13 April 2017

**MANAGEMENT ECHELON**

**POST 14/38** : **GENERAL MANAGER: DISTRICT OPERATIONS REF NO: HRM/1/4/17**

**SALARY** : R1 042 500 per annum, Level 14

**CENTRE** : Head Office – King William's Town

**REQUIREMENTS** : Honours Degree in Public Administration/Public Management. At least five (5) years' experience at Senior Management level with 10 years' experience in any of the core functions relating to the post. EDP will be an added advantage. Experience in developing strategic and business plans. Experience in government financial management. Extensive knowledge and experience in government policies and procedures. Excellent communication and analytical skills and Project Management Skills. Computer Literacy with emphasis on Excel and PowerPoint. An independent worker committed to meeting timeframes. A valid driver's license.

**DUTIES** : Managing District Operations branch which consists of 80 branches and Infrastructure Unit. Provide leadership, strategic direction and guidance inclusive of HRM, HRD, IT, Communication, Legal Services and Security Services. Managing the budget, programme 1 of vote 14 and the various responsibility managers who make up this programme. Working in partnership with line function General Managers in achieving Sport & Recreation and Cultural Affairs strategic goals and objectives. (This post is targeting women and persons with disability)

**ENQUIRIES** : Ms NP Nomvete Tel no: (043) 604 4110

**OTHER POSTS**

**POST 14/39** : **MANAGER: SPORT DEVELOPMENT REF NO: HRM/2/4/17**

**SALARY** : R726 276 – R855 516 per annum, Level 12

**CENTRE** : Head Office – King William's Town

**REQUIREMENTS** : Appropriate Bachelor's Degree/Diploma in the field of Sport and Recreation coupled with 10 years' experience in the field of Sport and Recreation. Of which 3 years must be at Assistant Manager level. Knowledge of Preferential Procurement Policy Framework and Regulations, Public Finance Management Act, Division of Revenue Act(DORA), Sport and Recreation Mass Participation Conditional Grant (Framework), National Sport and Recreation Plan, Sport environment of the Eastern Cape. Must also have Good interpersonal skills, problem solving, and crisis management skills. Show good strategic capabilities and leadership and ability to work under pressure. Valid driver's licence.

**DUTIES** : Develop sub- directorate Plans. Ensure compliance with Conditional Grant Framework. Prepare budget, cash flow projections and procurement plans. Develop inputs into the Conditional Grant Business Plan. Provide strategic leadership and ensure capacity building for subordinates. Ensure implementation of Mass Participation Programmes in the following areas, Club Development, Provincial Programmes and Sport Confederation. Facilitate and manage Grant In - Aid transfers to the Eastern Cape Academy of Sport and Provincial Sport Confederation. Coordinate and manage international relations projects. Manage and monitor hosting of major sport events in the province. Manage the safe keeping of assets. Ensure healthy and productive organisational structure. (This post is targeting women and persons with disability)

**ENQUIRIES** : Ms NP Nomvete Tel no: (043) 604 4110

<b><u>POST 14/40</u></b>	:	<b><u>ASSISTANT MANAGER: SCHOOL SPORT REF NO: HRM/3/4/17</u></b>
<b><u>SALARY</u></b>	:	R389 145 per annum, Level 10
<b><u>CENTRE</u></b>	:	Head Office – King William’s Town
<b><u>REQUIREMENTS</u></b>	:	A 3-year Degree/Diploma in the field of Sport & Recreation coupled with 3 years’ experience in the field of Sport & Recreation or Matric coupled with 10 years’ experience in the field of Sport & Recreation. Project Management will be an added advantage. Knowledge of wide range of work processes and procedures such as Events Management, Government Procurement and Monitoring & Evaluation. Must possess the following skills; decision-making, analytical and negotiation, financial management, strategic and operational, planning and organizing, people management, problem-solving, conflict management verbal and written communication, leadership, relationship management and computer literacy. A valid driver’s license is essential.
<b><u>DUTIES</u></b>	:	Implement strategic partnership programmes with the Department of Education and Federations. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meetings with clients and manage the annual school sport calendar. Monitor compliance to policies and procedures related to School Sport. Coordinate and organize the training of identified educators and volunteers. Monitor and evaluate School Sport programmes.
<b><u>ENQUIRIES</u></b>	:	Ms NP Nomvete Tel no: (043) 604 4110
<b><u>POST 14/41</u></b>	:	<b><u>ASSISTANT MANAGER: RECREATION DEVELOPMENT REF NO: HRM/4/4/17</u></b>
<b><u>SALARY</u></b>	:	R389 145 per annum, Level 10
<b><u>CENTRE</u></b>	:	Head Office – King William’s Town
<b><u>REQUIREMENTS</u></b>	:	A 3-year Degree/Diploma in the field of Sport & Recreation coupled with 3 years’ experience in the field of Sport & Recreation or Matric coupled with 10 years’ experience in the field of Sport & Recreation. Project Management will be an added advantage. Knowledge of wide range of work processes and procedures such as Events Management, Government Procurement and Monitoring & Evaluation. Must possess the following skills; decision-making, analytical and negotiation, financial management, strategic and operational, planning and organizing, people management, problem-solving, conflict management verbal and written communication, leadership, relationship management and computer literacy. A valid driver’s license is essential.
<b><u>DUTIES</u></b>	:	Implement strategic partnership programmes with the Department of Education and Federations. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meetings with clients and manage the annual recreation development calendar. Monitor compliance to policies and procedures related to recreation development. Coordinate and organize the training of identified educators and volunteers. Monitor and evaluate recreation development programmes. Knowledge of provincial language policy. Good Report Writing Skills; Computer literacy and good interpersonal relations; knowledge of excel and PowerPoint. Ability to translate technical and legal documents in at least two of the Eastern Cape provincial languages. Should be able to work independently and under pressure.
<b><u>ENQUIRIES</u></b>	:	Ms NP Nomvete Tel no: (043) 604 4110
<b><u>POST 14/42</u></b>	:	<b><u>ASSISTANT MANAGER: LANGUAGES &amp; LITERATURE REF NO: HRM/5/4/17</u></b>
<b><u>SALARY</u></b>	:	R389 145 per annum, Level 10
<b><u>CENTRE</u></b>	:	Head Office – King William’s Town
<b><u>REQUIREMENTS</u></b>	:	A 3-year BA degree with Language being a major and another at a lower level, or a Degree /Diploma in Translation /Interpreting. A post Graduate Qualification in Language; Knowledge of language and language related issues such as Constitution of the Republic of South Africa 1996; National Language Act ,2012; Provisional language Act. Experience in translation and working in language related environment. Good written and verbal communication skills.
<b><u>DUTIES</u></b>	:	Coordinate and Supervise Languages Development projects in the province, such as Manuscript Development; Creative Writing Workshops etc. Provide and facilitate any language related development initiative, such as language festivals, creative writing workshops. Provide interpreting service when required. Other requirements:

Computer literacy, Bilingualism /Multilingualism, high proficiency in language, spelling grammar. Genetic Competencies: Creative thinking, Customer Service orientation, Problem analysis, self -driven, High level of diligence and competence. (This post is targeting persons with disability)

- ENQUIRIES** : Ms NP Nomvete Tel no: (043) 604 4110
- POST 14/43** : **ASSISTANT MANAGER: EVENTS MANAGEMENT REF NO: HRM/6/4/17**
- SALARY** : R311 784 per annum, Level 09  
**CENTRE** : Head Office – King William’s Town  
**REQUIREMENTS** : A three-year Degree /Diploma in studies relating to Public Relations and Events Managements coupled with three (3) years’ experience in the field or Matric coupled with 10 years’ experience in the field and 3 years’ supervisory experience. Knowledge of public communication. Knowledge of Constitutional, legal and institutional arrangements governing in South Africa public sector. Knowledge of events management and organization. Strong interpersonal skills, planning and organizing, Excellent verbal and written communication skills. Computer literacy skills. Valid driver’s licence.
- DUTIES** : Develop and implement events management strategy for the Department. Render events management and protocol services in Departmental events. Coordinate invitations to events approved by Manager Communication. Prepare closeout reports for the events.
- ENQUIRIES** : Ms NP Nomvete Tel no: (043) 604 4110
- POST 14/44** : **ASSISTANT MANAGER: FLEET MANAGEMENT REF NO: HRM/7/4/17**
- SALARY** : R311 784 per annum, Level 09  
**CENTRE** : Head Office – King William’s Town  
**REQUIREMENTS** : An appropriate Bachelor ‘s Degree/National Diploma in Public Administration or any related field with 3 years’ experience in government fleet environment and at least 3 years’ supervisory level or Matric coupled with 10 years’ experience in government fleet environment. Computer literacy. A valid drivers’ license.
- DUTIES** : Assume responsibility for managing the government vehicle fleet and subsidized vehicles I the Department. Responsible for maintenance of Fleet registers. Responsible for timeous payment of invoices for all leased vehicles. Manages personnel in the Fleet Management Component.
- ENQUIRIES** : Ms NP Nomvete Tel no: (043) 604 4110
- POST 14/45** : **ASSISTANT MANAGER: OFFICE SERVICES (FACILITIES MANAGEMENT) REF NO: HRM/8/4/17**
- SALARY** : R311 784 per annum, Level 09  
**CENTRE** : Head Office – King William’s Town  
**REQUIREMENTS** : An appropriate Bachelor’s Degree/National Diploma in Facilities Management or any equivalent qualification with 5 years’ experience in the government facilities management environment, 3 years of which must be at supervisory level or Matric coupled with 10 years’ experience in government facilities management. A valid drivers’ license.
- DUTIES** : Assume responsibility for all the departmental used facilities. Responsibility for the development of facilities User -Asset Management Plan of the Department. Facilitate leasing of office space by the Department of Public Works on behalf of the Department. Responsible for the cleaning and gardening services in all facilities. Responsible for the general up keep of the facilities. (This post is targeting persons with disability).
- ENQUIRIES** : Ms NP Nomvete Tel no: (043) 604 4110
- POST 14/46** : **PRINCIPAL MUSEUM HUMAN SCIENTIST (HERITAGE) REF NO. HRM/9/4/17**
- SALARY** : R262 272 per annum, Level 08  
**CENTRE** : Nelson Mandela District – Port Elizabeth  
**REQUIREMENTS** : A Degree in History/Heritage/Philosophy/Social Science with 3 years’ relevant experience or Matric with 5 years’ experience in the field of Museums and Heritage. Knowledge and understanding of government processes. Project management skills. Good communication and interpersonal skills. Ability to work under pressure without supervision. Computer literacy. A valid driver’s license.



<b><u>DUTIES</u></b>	:	Assist in the implementation of projects aimed at identifying, conserving and managing Heritage resources. Assist in implementation of projects aiming at promoting cultural heritage Tourism. Assist in hosting of national days and significant Heritage events. Auditing of cultural and historically significant Heritage sites and objects in the Province. Identification, development and promotion of intangible cultural heritage and indigenous knowledge systems. Strengthening relations with local authorities, traditional and religious leaders. Facilitate in changing names for geographical areas around the District. Assist in raising community awareness and development of strategies to promote protection and proper management of Heritage resources.
<b><u>ENQUIRIES</u></b>	:	Ms NP Nomvete Tel no: (043) 604 4110
<b><u>POST 14/47</u></b>	:	<b><u>LABOUR RELATIONS PRACTITIONER REF NO. HRM/10/4/17</u></b>
<b><u>SALARY</u></b>	:	R262 272 per annum, Level 08
<b><u>CENTRE</u></b>	:	Joe Gqabi District–Aliwal North
<b><u>REQUIREMENTS</u></b>	:	Degree/diploma in Labour Law/Labour Relations/Human Resource Management with 2 years. Relevant experience in the field. Matric certificate with 5 years' relevant experience in the field. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, PSCBC and GPSSBC Regulations. Conflict resolution capabilities and confidentiality. Negotiations and research skills. Policy evaluation analysis skills. Innovation and change management. Be able to give basic counselling. Knowledge of PERSAL. Valid driver's License.
<b><u>DUTIES</u></b>	:	Facilitate and render training and workshops on Labour Relations and wellness related issues. Facilitate proper administration of discipline and grievance procedures. Render advisory service to district management and officials in order to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meetings. Implement outcomes of dispute resolutions and grievance hearings. Facilitate and administer the relationship processes between management and organized labour. Risk identification management. Compilation of monthly and quarterly reports.
<b><u>ENQUIRIES</u></b>	:	Ms NP Nomvete Tel no: (043) 604 4110
<b><u>POST 14/48</u></b>	:	<b><u>LIBRARIAN REF NO: HRM/12/4/17</u></b>
<b><u>SALARY</u></b>	:	R211 194 per annum, Level 07
<b><u>CENTRE</u></b>	:	Head Office – King William's Town
<b><u>REQUIREMENTS</u></b>	:	A Degree in Library and Information Science or equivalent qualification with at least 2 years' experience in Library work. Must be able to translate policies into implementation strategies. Good supervisory and communication skills. Able to catalogue and classify knowledge of Provincial Libraries and Information Act and other relevant legislation.
<b><u>DUTIES</u></b>	:	Responsible for procurement of Library material. Liaise with all publishers and booksellers. Responsible for selection and acquisition of library material. Supervise Library Assistants and General Assistants. Generate monthly report on procurement of Library material. Conduct book reviews. Conduct performance reviews. (This post is targeting persons with disability)
<b><u>ENQUIRIES</u></b>	:	Ms NP Nomvete Tel no: (043) 604 4110
<b><u>POST 14/49</u></b>	:	<b><u>LIBRARIAN 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	R211 194 per annum, Level 07
<b><u>CENTRE</u></b>	:	Amathole District – East London Ref. HRM/13/4/17 and Sarah Baartman District (Graham's Town) Ref. HRM/14/4/17
<b><u>REQUIREMENTS</u></b>	:	A Degree in Library and Information Science or equivalent qualification with at least 2 years' experience in Library work. Must be able to translate policies into implementation strategies. Good supervisory and communication skills. Be able to catalogue and classify knowledge of Provincial Libraries and Information Act and other relevant legislation.
<b><u>DUTIES</u></b>	:	Develop collection in Libraries. Audit all Public Libraries within the District/Province. Conduct workshops for public Libraries. Conduct book van tours. Catalogue and classify material. Assist in stock taking. Coordinate and implement Library projects. Supervise Library Assistants and monitor Public Library activities.
<b><u>ENQUIRIES</u></b>	:	Ms NP Nomvete Tel no: (043) 604 4110

<b><u>POST 14/50</u></b>	:	<b><u>STATE ACCOUNTANT: PRE-AUDIT REF NO: HRM/15/4/17</u></b>
<b><u>SALARY</u></b>	:	R211 194 per annum, Level 07
<b><u>CENTRE</u></b>	:	Sarah Baartman District – Graham’s Town
<b><u>REQUIREMENTS</u></b>	:	A 3-year Degree/Diploma in Finance Administration or equivalent qualification coupled with 1 year’s relevant experience or Matric certificate coupled with a minimum of 3 years’ experience working in the finance environment. Understanding of the PFMA, Treasury regulations and expenditure process and other relevant governmental prescripts. Knowledge of BAS and PERSAL and LOGIS. Good communication skills. Accuracy and attention to detail. Ability to work under pressure. Computer Literacy. A valid driver’s license will be an added advantage.
<b><u>DUTIES</u></b>	:	Apply internal control when the activity/programme/project/event is still in progress to ensure all procedures are compliant to all Treasury Regulations and PFMA. Examine documents to ensure all information is correct before department undergoes expenditure as well as the continuous process of monitoring finance throughout the year. Ensure adherence of internal controls and authorizing orders. Ensure that payment requests and advises comply with internal controls and prescripts. Day to day and monthly reporting on irregular, unauthorized, wasteful and fruitless expenditure to the supervisor.
<b><u>ENQUIRIES</u></b>	:	Ms NP Nomvete Tel no: (043) 604 4110
<b><u>POST 14/51</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: SPORT DEVELOPMENT REF NO: HRM/16/4/17</u></b>
<b><u>SALARY</u></b>	:	R211 194 per annum, Level 07
<b><u>CENTRE</u></b>	:	Head Office - King William’s Town
<b><u>REQUIREMENTS</u></b>	:	A recognized (3) year degree or Diploma in Public Administration /Management/ Social Science. Senior Certificate with three (3) years working experience in the related field. Three (3) years’ experience as an Admin Officer. Client Orientation and customer care focus with an understanding and application of Batho Pele principles. A good understanding of PFMA, procurement processes and policies related hereto. Computer literacy. Valid driver’s license.
<b><u>DUTIES</u></b>	:	Provide Administration support within the unit. Compile reports for the Unit. Ensure that procurement for the Unit is done. Compile minutes for Unit Meetings Responsible for coordination and verification of the budget for the Unit. Manage the salary register and leave register for the unit. Compile monthly and quarterly expenditure reports for the unit.
<b><u>ENQUIRIES</u></b>	:	Ms NP Nomvete Tel no: (043) 604 4110
<b><u>POST 14/52</u></b>	:	<b><u>PRINCIPAL HUMUN RESOURCE OFFICER REF NO: HRM/17/4/17</u></b>
<b><u>SALARY</u></b>	:	R211 194 per annum, Level 07
<b><u>CENTRE</u></b>	:	Nelson Mandela District – Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	A 3-Year or Diploma in Human Resource Management or equivalent qualification coupled with one (1) year experience within the field. Matric coupled with three (3) years’ experience in the field of Human Resource Management. Knowledge of the PERSAL System. Knowledge of Public Service Regulations and policies. Knowledge of Human Resource policies. Communication Skills and computer Literate. Report Writing Skills. A valid driver’s license will be an added advantage.
<b><u>DUTIES</u></b>	:	Supervise the subordinates. Implement conditions of service and provisioning administration. Maintain a personnel information System. Ensure that Personnel files meet the required standards set by NMIR. Ensure maximum level of confidentiality in the office. Facilitate recruitment process. Ensure corrections of staff appointments. Implement salary adjustment of employees. Compiling Reports.
<b><u>ENQUIRIES</u></b>	:	Ms NP Nomvete Tel no: (043) 604 4110
<b><u>POST 14/53</u></b>	:	<b><u>SPORT PROMOTION OFFICER 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	R211 194 per annum, Level 07
<b><u>CENTRE</u></b>	:	Joe Gqabi District – Aliwal North Ref. HRM/18/4/17; OR Tambo District– Mthatha Ref. HRM/19/4/17
<b><u>REQUIREMENTS</u></b>	:	A 3-year Degree/ Diploma in Sport Management or equivalent qualification coupled with 1 Year experience in the field of Sport or Matric certificate coupled with 3 years’ experience in Sport Management environment. Good communication and

organising Skills. Ability to work under pressure. Basic computer skills. Knowledge of relevant prescripts. Experience in working in sport and recreation environment. A valid code 08 driver's license.

**DUTIES** : Facilitate, organisation and implementation of Sport development programmes in the District. Oversee and implement all approved sport projects and programmes in the district. Preparation of documentation for submissions. Planning and implementation of sport and recreation programmes. Organise and co-ordinate sport and recreation activities in the district and provincially, in accordance with the provincial sport policy. To implement approved operational plans of the district/ department. Implement, Assist and co-ordinate district and / or departmental projects. Liaise with communities, structures, associations and maintain Partnerships. Administration of sport and recreation programmes. Organize coaching clinics for coaches and officials in the district. File documents. Compile reports.

**ENQUIRIES** : Ms NP Nomvete Tel no: (043) 604 4110

**POST 14/54** : **LIBRARIAN 2 POSTS**  
Conditional Grant Posts (1 year fixed – term contract ending 31<sup>st</sup> March 2018)

**SALARY CENTRE** : R211 194 per annum, Level 07  
Alfred Nzo District – Mbizana (Dudumeni) (Ref. HRM/25/4/17 and Sarah Baartman District– Graham's Town Ref.HRM/26/4/17

**REQUIREMENTS** : Bibl. Degree / B. Tech in library & Information Studies/ National Diploma in Library and Information Studies. Knowledge of reader interest levels. Ability to plan, lead and supervise. Good verbal and written skills. Ability to work in a team environment. Ability to speak effectively in public. Be computer literate (EXCELL; PowerPoint and Microsoft Word) Experience in cataloguing and classification. Knowledge of Eastern Cape Library and Information Services Act. Possession of a driver's license will be an added advantage.

**DUTIES** : Management of library where necessary. Create library awareness programmes. Organize orientation and outreach programmes. Collects needs analysis from users/potential users. Facilitate formation of library structures. Compile library reports and statistics. Receive and check library materials received from district, Head Office and donations. Facilitate and coordinate library awareness programmes and promoting culture in libraries. Responsible for collection of user needs in public libraries. Co-ordinate formation/revival of library structures. Able to work independently. Responsible for the maintenance of assets in the library; maintain staff attendance registers; leave register of staff appointed on conditional grant. Compile library reports and statistics. Attend meetings where/ when necessary.

**ENQUIRIES** : Ms NP Nomvete Tel no: (043) 604 4110

**POST 14/55** : **LIBRARY ASSISTANTS 5 POSTS REF NO: HRM/20/4/17**  
Conditional Grant Posts (1 year fixed – term contract ending 31<sup>st</sup> March 2018)

**SALARY CENTRE** : R142 461 per annum, Level 05  
Chris Hani District (Sabalele) Ref. HRM/27/4/17; Alfred Nzo District (Sukude) Ref. HRM/28/4/17; OR Tambo DistrictX 2 (Lawandile and Nqeketo) Ref. HRM/29/4/17; Joe Gqabi District (Tinana) Ref. HRM/30/4/17

**REQUIREMENTS** : Lower Diploma in Library & Information Studies / Matric with a minimum three years' experience at a public library. Computer literacy. Knowledge of library operations. Ability to work with people. Good communication and reporting skills. Ability to work in a team environment.

**DUTIES** : Issue library materials to members of the public. Join / renew library membership. Shelving and circulation of library materials. Attend to reference queries brought by members of the public and learners. Maintains good public relations with the neighborhood, Community or target populations served by the library. Attends meetings where necessary. Assist in organizing and/ or involved in library awareness programmes. Able to work independently. Assist in the formation of library structures. Assist in receiving and checking library materials from districts; head office and donations. (These posts are targeting persons with disabilities).

**ENQUIRIES** : Ms NP Nomvete Tel no: (043) 604 4110

<b><u>POST 14/56</u></b>	:	<b><u>SCHOOL SPORT COORDINATOR 4 POSTS</u></b> (1-year Contract)
<b><u>SALARY</u></b>	:	R89 037 per annum
<b><u>CENTRE</u></b>	:	Head Office Ref. HRM/20/4/17; Buffalo City District Ref. HRM/21/4/17; OR Tambo District Ref. HRM/22/4/17; Sarah Baartman District Ref. HRM/23/4/17
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate, National Diploma/Degree (Sport related) coupled with experience in Sport and Recreation sector i.e. working with structures and N.G. O's, Good verbal and communication skills, literate with special emphasis on Excel, Word and PowerPoint. Report writing skills, Planning and organizing skills. An independent worker, able to work under pressure, long unconventional hours to meet deadlines and servicing stakeholders. Be prepared to travel long distances. Valid code 08 drivers' license will be an added advantage.
<b><u>DUTIES</u></b>	:	Liaise with DoE, Schools (Principals and Sport Masters), Liaise with Local School Sport Structures (Federations and Sport Councils), Facilitate Implementation of School Sport activities (Registration of Schools to participate in Sport, Leagues and Tournaments) according to the Government Plan. Facilitate alignment of the programme to other community development initiatives. Submit monthly reports to Manager responsible for the programme. Monitor Equipment and Kit utilization.
<b><u>ENQUIRIES</u></b>	:	Ms NP Nomvete Tel no: (043) 604 4110

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

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

**APPLICATIONS** : Applications should be delivered to: Gauteng Department of e-Government, Imbumba House, 75 Fox Street, Marshalltown or Applicants can apply online at: www.gautengonline.gov.za.

**CLOSING DATE** : 21 April 2017

**OTHER POSTS**

**POST 14/57** : **DEPUTY DIRECTOR: POLICY COORDINATION REF NO: 000466**  
Directorate: Strategy Management

**SALARY** : R612 822 per annum (all inclusive salary package)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric plus a National Diploma/Degree in Commerce/Business related or equivalent. 3-5 years' experience in Policy Coordination (Formulation and Implementation). Knowledge of Public Sector Legislations with regard to policy.

**DUTIES** : Formulate, revise, develop and manage inputs into the Department's strategic plan, all statutory plans and reporting and policy plans, with due consideration of the strategic direction of the Department and the Provincial Government. Drafting of policy briefs on the implications of new and existing policy directions and the interpretation of new and existing policy and assessment of the impact of these on the mandate and work of the Department. Analyse the organisational and performance environment of the Department and develop and facilitate the development of departmental and operational policies to support the delivery of the mandate of the Department within that environment. Conduct research, develop and maintain a policy register of all internal, provincial and national policies as well as the management of the policy route in the department and the province as it pertains to the department. Keep record of departmental strategies and frameworks and assess alignment between these strategies and frameworks with national, provincial and departmental policies. Analyse all current policy and report to different managers on policy implications. Assist with monitoring and evaluation of the implementation of the policies of the Department. Compliance with the Promotion of Access to Information Act, all legislative and regulatory obligations of the Department and the Provincial Government with regard to the policy environment of the Department. Develop departmental management and system policies and strategies, norms, standards, guidelines and best practice procedures, derived from the Public Finance Management Act, Treasury Regulations, DPME guidelines and other national policies, strategies, norms and standards developed by the National Treasury and DPME, but focused on the specific requirements of the Department. Implement and adhere to these policies, guidelines, prescripts, strategies, etc. Rationalise unnecessary duplication and redundancy of inefficient policies and strategies within the Department; where feasible promote common solutions for common demands in respect of policy and strategy as linked operations across the Department; Carry out other duties as assigned.

**ENQUIRIES** : Ms Portia Makotwane, Tel no: (011) 689 8898

**POST 14/58** : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: 000467**  
Directorate: Strategic Planning

**SALARY** : R612 822 per annum (all inclusive salary package)

**CENTRE** : Johannesburg

**REQUIREMENTS** : Matric plus a National Diploma/Degree in Commerce/Business related. Minimum of 3-5 years in a role relating to strategic planning and/or business administration. An understanding of National and Provincial Government policy priorities, goals, Outcomes. Knowledge of Public Service Legislative Framework with specific reference to the Public Finance Management Act, Treasury Regulations, DPME and Treasury guidelines, prescripts and relevant legislation. Working knowledge of the public service. Project, human resources and financial management skills.

- DUTIES** : Formulate, revise, develop and manage the execution of the Department's strategic plan, all statutory plans and reporting and policy plans. Analyze the performance environment of the Department and facilitate the development of macro and operational plans to support the delivery of the mandate of the departments within that environment. Conduct research, develop and maintain baselines for strategic and operational plans. Analyze planning and reporting related statistics. Analyze all performance reports and report to relevant managers on findings. Implement and manage the data verification process in line with the departmental objectives. Monitor and evaluate the implementation of the strategic plan through annual performance plans, operational plans, statutory quarterly and annual reports. Formulate, develop and manage the execution of the Departmental Reporting Plans with due consideration of the strategic direction of the Department and the Provincial Department of Gauteng. Develop reporting tools in consultation with the Province. Compliance with the Promotion of Access to Information Act, all legislative and regulatory obligations of the Department and the Provincial Government with regard to performance information. Compile reports for the Audit Committee on the qualitative performance of the Department. Implement and adhere to these policies, guidelines, prescripts, strategies, etc; Manage and implement effective efficient management information systems of all strategy and operational plans. Rationalize unnecessary duplication and redundancy of inefficient strategies.
- ENQUIRIES** : Ms Portia Makotwane, Tel no: (011) 689 8898

#### **GAUTENG 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** : 25 April 2017
- NOTE** : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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. 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.

#### **OTHER POSTS**

- POST 14/59** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT**  
Directorate: Compliance
- SALARY** : R612 822 per annum, (all-inclusive package)
- CENTRE** : Johannesburg
- REQUIREMENTS** : A 3 year tertiary qualification, e.g. National Diploma or Degree related to the job content. 1-2 years' experience in team management/supervision. 3-4 years'

	:	experience in Supply Chain Management and proven experience relating to main objectives.
<b><u>DUTIES</u></b>	:	To implement supply chain management reforms in all the delegated municipalities and provincial departments and provincial entities. And to exercise an oversight role in these institutions. Ensure compliance with PFMA, MFMA and all related SCM legislation by departments, entities and municipalities. Set complimentary norms and standards within the parameters as set by National Treasury and the relevant SCM legislation. Monitor and report on policy outcomes. Provide technical assistance and training with regard to SCM in all provincial departments, entities and delegated municipalities.
<b><u>ENQUIRIES</u></b>	:	Ms Baleseng Sedibe Tel no: (011) 227 9000
<b><u>POST 14/60</u></b>	:	<b><u>SENIOR COMMUNICATION OFFICER: NEW MEDIA AND COPYWRITING</u></b> Directorate: Corporate Services
<b><u>SALARY</u></b>	:	R262 272 per annum (Plus Benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	A Degree/ National Diploma in Journalism/ PR/Marketing/Communication. A minimum of two years' experience in Marketing/Journalism and Public Relations. An Honours Degree will be an added advantage.
<b><u>DUTIES</u></b>	:	The incumbent will identify, select and acquire information for the Departments' digital platforms. Research, collate, write and upload on the department's website, intranet and social media content. Knowledge and use of content management systems, updating and maintaining website, intranet and social media content. Maintain quality control across the organisation's digital platforms. Maintain formal and informal relationships with internal and external stakeholders. Coordinating web related and social media projects and activities, promote the department's social media campaigns. Evaluating website, intranet and social media and making recommendations. Enhance the organisation's digital platforms as a communication tool. Assist with other communications projects as directed by the Director: Communications
<b><u>ENQUIRIES</u></b>	:	Ms Baleseng Sedibe Tel no: (011) 227 9000
<b><u>POST 14/61</u></b>	:	<b><u>PERSONAL ASSISTANT TO DEPUTY DIRECTOR-GENERAL: GAUTENG AUDIT SERVICES</u></b> Directorate: Gauteng Audit Services
<b><u>SALARY</u></b>	:	R211 194 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Secretarial Diploma or Office Administration Diploma with 3 – 5 years' experience in office management or similar role, especially for senior management. Experience in scheduling, diary management, stakeholder relations and telephone etiquette. The candidate must be proficient and have knowledge of a range of software packages (Advanced Ms Office). Exceptional written and oral communication skills, planning (basic project management skills), and organizational skills. Show discretion with confidential information. Must be presentable, a people's person with excellent interpersonal skills and portray a professional front-line image. An understating of public sector processes will be an added advantage.
<b><u>DUTIES</u></b>	:	Office Administration: Implement an electronic filing system and a manual back-up system to ensure that all documents are accurately recorded and filed and are easily retrievable type documents, print documents, make photocopies, scan documents, photocopying, faxing, printing, e-mail scanning Stationery, essential office supplies and other resources prepared and requisitioned on regular basis to ensure operational productivity and efficiency. Prepare memo's, presentations and other documents as per prescribed templates professionally transcribed and typed Screen telephone calls, enquiries and requests, and handle them accordingly. Review incoming correspondence (memos, requests, reports, submissions, etc.), prioritise and distribute to managers according to the urgency and confidentiality required and where applicable, prepare draft responses and reviews. Diary Management: Management and maintenance of managers' appointments, calendars (diary management) and meetings to enable effective time management. Assist with taking minutes during meetings and distributing them as per timelines. Project Administration: Prepare and monitor project schedules and plans for the Directors to enable efficient process flow, timely and relevant responses and actions. Prepare and facilitate up-keep and maintenance of minutes and action

plans of meetings to ensure follow up actions are implemented and monitored.  
 Logistical Support Services: Logistical support services provided to facilitate effective deliberations at meetings, workshops and engagement sessions (venue bookings, liaising with the Office of the CFO for PO creation, etc.) and Co-ordinate and administer the payment of financial and procurement claims for the component.  
 Prepare memos required to facilitate payments to service providers where required.  
 Keep track of budget expenditure and prepare regular expenditure reports.  
 Reporting: Consolidate monthly and quarterly report information for the Directors.  
 Execute any other ad-hoc administrative request as and when required, including general office housekeeping

**ENQUIRIES** : Ms Baleseng Sedibe Tel no: (011) 227 9000

**DEPARTMENT OF HEALTH**

*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.*

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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 and ID document( no copies of certified copies allowed, certification should not be more than six months old). 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 please accept that your application was unsuccessful.

**MANAGEMENT ECHELON**

**POST 14/62** : **HEAD CLINICAL UNIT (DENTAL) GRADE 1 REF NO: 000404**  
 Directorate: Oral Medicine and Periodontology

**SALARY** : R1 444 857 per annum (inclusive package) + excluding commuted overtime  
**CENTRE** : Wits Oral Health Centre  
**REQUIREMENTS** : Registration with the HPCSA as Dental Specialist in the Oral Medicine and Periodontology. A minimum of 3 years appropriate experience as a Dental Specialist after registration with the HPCSA as Oral Medicine and Periodontology specialist. A confirmation letter for teaching and supervision of undergraduate. Teaching and supervision of postgraduate students is an added advantage.

**DUTIES** : To assist the Head of Department (and act in the head's absence) to manage and direct the activities of the department including the teaching and training of under and post graduates, service rendering for referred cases, to conduct and publish research, and to supervise others in research.

**ENQUIRIES** : Ms. JM Tema Tel no: (011) 488 4850  
**APPLICATIONS** : Applications must be sent to Wits Oral Health Centre, Private Bag X 15 Braamfontein or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke, JHB Academic Hospital, Johannesburg. Area 385 Block 3 (orange Block) HR Office Room 9 or 10 Parktown or apply online at [www.gautengonline.gov.za.NB](http://www.gautengonline.gov.za.NB). Upload your certified documents if you apply online

**CLOSING DATE** : 25 April 2017  
**NOTE** : Applicants to attach certified copies of all the necessary documents to the application including a valid identity document, CV with referees, relevant qualification certificates, current proof of HPCSA. Applications without proof of the necessary documents will be disqualified.

**OTHER POSTS**

**POST 14/63** : **MEDICAL OFFICER GRADE 1-3 REF NO: 000450**  
 Directorate: General Surgery Unit

**SALARY** : Grade 1 R686 322 – R739 368 per annum (all inclusive package)  
 Grade 2 R784 743 – R858 063 per annum (all inclusive package)  
 Grade 3 R910 716 – R1 138 605 per annum (all inclusive package)  
**CENTRE** : Kalafong Provincial Tertiary Hospital



<b><u>REQUIREMENTS</u></b>	:	MBChB or equivalent. A valid registration with the HPCSA as an independent medical practitioner.
<b><u>DUTIES</u></b>	:	The many and diverse functions of this position encompass aspects of patient care, education, research (may participate in original basic or clinical research) and counsel during surgery emergencies. The service aspect includes ensuring correct surgical treatment of patients. The academic programme will include patient case presentations, subject discussions and attendance of the post graduate programme. The position is intended for grooming of candidates who wish to follow a surgical career.
<b><u>ENQUIRIES</u></b>	:	Prof. D. Montwedi, Tel no: (012) 373-1005
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> .
<b><u>CLOSING DATE</u></b>	:	21 April 2017
<b><u>NOTE</u></b>	:	People with disabilities are welcome to apply. Applications must be filled on a Z 83 form accompanied by CV and certified copies of ID and certificates.
<b><u>POST 14/64</u></b>	:	<b><u>PRODUCTION PHARMACIST GRADE 1-3 REF NO: 000469</u></b> Directorate: Pharmacy Unit
<b><u>SALARY</u></b>	:	Grade 1 R574 041 – R609 267 per annum (plus benefits); Grade 2 R627 675 – R666 186 per annum (plus benefits); Grade 3 R686 322 – R728 436 per annum (plus benefits)
<b><u>CENTRE</u></b>	:	Kalafong Provincial Tertiary Hospital
<b><u>REQUIREMENTS</u></b>	:	B. Pharm. Registration with SA Pharmacy Council as a Pharmacist. Excellent communication and information skills, management skills and time management skills, good interpersonal skills, team builder, basic administrative and computer skills, training skills, counseling skills, research, development and statistical analysis skills, supervisory / motivational skills, problem solving and decision making, basic financial management skills, project management skills, policy analysis skills, monitoring and evaluation skills, presentation skills. Customer focused and responsiveness. Sound knowledge of legislation applicable to pharmacy practice, Human Resource Management and staff relation legislation. Appropriate clinical and theoretical knowledge.
<b><u>DUTIES</u></b>	:	Keep surveillance on medicine consumption in the department. Supervise, coordinate all administrative functions of the department. Dispensing of medicine. Monitor and evaluate the quality of service in the department. Control of budget for the department. Ensure adherence to the dispensing and GPP standards as set out by the SAPC. Manage, monitor and evaluate pharmacy staff in the unit. Ensure adherence to both the hospital and provincial drug formularies, PFMA, national core standards requirements, ensure drug availability and avoid wasteful and fruitless expenditure. Support the Pharmacy Manager in effective administration of the pharmacy department. Produce relevant reports. Registration as tutor. Assist with on-call and after hour duties. Ability to work under pressure. Observe all Batho Pele principles.
<b><u>ENQUIRIES</u></b>	:	Ms. M.G. Mayayise, Tel no: (012) 373-6839
<b><u>APPLICATIONS</u></b>	:	Applications must be submitted to: Kalafong Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book or apply online at <a href="http://www.gautengonline.gov.za">www.gautengonline.gov.za</a> .
<b><u>CLOSING DATE</u></b>	:	21 April 2017
<b><u>NOTE</u></b>	:	People with disabilities are welcome to apply. Applications must be filled on a Z 83 form accompanied by CV and certified copies of ID and certificates.
<b><u>POST 14/65</u></b>	:	<b><u>ASSISTANT MANAGER NURSING REF NO: HRM 18/2017</u></b> Directorate: Specialty Operating Theatre
<b><u>SALARY</u></b>	:	PN-B4 R509 148 per annum plus benefits
<b><u>CENTRE</u></b>	:	Steve Biko Academic Hospital
<b><u>REQUIREMENTS</u></b>	:	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 nursing qualification with the duration of at least 1 year in relevant specialty. Degree\diploma in Nursing Management A minimum of 10 years appropriate \ recognizable experience in nursing after registration as a Professional nurse with the South African Nursing Council in General Nursing. At least 6 years of the period referred to above must be appropriate\ recognizable experience after

obtaining the 1 year post basic qualification in Operating Theatre Nursing Science. At least 3 years of the period referred to above must be appropriate recognizable experience at management level at Public Institution. Strong leadership, good communication and sound interpersonal skills are necessary. Valid EB driver's license. Service certificates compulsory. South African Nursing Council annual practicing certificate. Computer literacy.

**DUTIES** : Coordination 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. Coordination 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** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag X169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3.

**CLOSING DATE** : 28 April 2017  
**NOTE** : 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.

**POST 14/66** : **ASSISTANT MANAGER NURSING: PN-B4 (OBSTETRICS & GYNAECOLOGY OPERATING THEATRE) REF NO: 000429**  
 Directorate: Nursing Services

**SALARY** : R509 148 per annum (all inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Operating Theatre Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point).Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision making skills.

**DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

**ENQUIRIES** : Ms D Ngidi Tel no: (011) 933 9779/0134  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01, Pimville, 1808.

**CLOSING DATE** : 21 April 2017  
**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/67** : **ASSISTANT MANAGER NURSING: PN-B4 (OBSTETRICS & GYNAECOLOGY)**  
**REF NO: 000453**  
 Directorate: Nursing Services

**SALARY** : R509 148 per annum (all inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. . Degree/diploma in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Midwifery and Neonatal Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point).Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision making skills.

**DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

**ENQUIRIES** : Ms D Ngidi Tel no: (011) 933 9779/0134  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808.

**CLOSING DATE** : 21 April 2017  
**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/68** : **ASSISTANT MANAGER NURSING: PN-B4 (PSYCHIATRY) REF NO: 000430**  
 Directorate: Nursing Services

**SALARY** : R509 148 per annum (all inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. . A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualifications in Advanced Psychiatric Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. Knowledge of legal prescripts that regulate nursing and health services. Computer literacy i.e. (Ms Word, Power Point).Ability to work independently and innovatively. Facilitation and presentation skills, problem solving and decision making skills.

**DUTIES** : Delegate, supervise and co-ordinate the provision of effective and efficient patient care through adequate nursing care. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive relationships with nursing and other stake holders (i.e. inter-personal, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation of nursing

guidelines, norms and standards. Manage effective utilization and supervision of human, financial and material resources. Co-ordination of provision of effective training and research. Maintain professional growth/ethical standards and self-development. Management of personnel performance and review thereof. (Contracting, quarterly review and final assessment)

**ENQUIRIES** : Ms D Ngidi Tel no: (011) 933 9779/0134  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808.

**CLOSING DATE** : 21 April 2017

**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/69** : **HEAD OF ACADEMIC DEPARTMENT–PND3: GENERAL NURSING SCIENCE**  
**REF NO: 000434**

Directorate: Nursing Education and Training

**SALARY** : R479 928 per annum (plus benefits)

**CENTRE** : Chris Hani Baragwanath Nursing College

**REQUIREMENTS** : Registration with the South African Nursing Council (SANC). Basic qualifications accredited with SANC in terms of Government Notice R425 i.e. Bachelor's Degree/Diploma in Nursing Education. Computer literacy in MS Office. Minimum of 9 years' appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years' of the period referred to above must be appropriate/recognizable experience in Nursing Education. Experience in clinical assessment practice. Knowledge of procedures and processes related to Basic and Post Basic Nursing Programmes. A thorough knowledge and application of the South African Nursing Council Code of Ethics, Nursing Standards of and Practice and Scope of Practice. Knowledge of Human Resources and Finance management. In depth knowledge of Public Service Prescripts; sound communication skills. Experience in planning, organising, leading and controlling. A valid Driver's licence.

**DUTIES** : The successful candidate will be responsible for, amongst others, the following specific tasks: Co-ordinate the provision of education and training of student nurses. Manage clinical learning exposure of students at clinical practice. Develop and monitor implementation of quality assurance programmes. Orientate, supervise and appraise staff members in the academic department .Participate in the presentation of academic programmes (theory and clinical practice). The incumbent will also be required to supervise the marking and moderation of theoretical and practical examinations. Provide academic support to students. Develop, review and evaluate the curriculum of academic programmes. Perform research work relevant to nursing education. Collaborate with other stakeholders and build a sound relationship within the Department. Ability to participate in daily management of the College and oversee the supervision of students.

**ENQUIRIES** : Ms. N.E Ntsele, Tel no: 011 983 3009 or Ms. P.C. Sithole Tel no: 011 983 3002

**APPLICATIONS** : Applications should be submitted at the Human Resource Department, Chris Hani Baragwanath Nursing College (inside the Chris Hani Baragwanath Academic Hospital premises), Chris Hani Road, Diepkloof, Soweto or posted to Private Bag X05, Bertsham, 2013 or apply online at [www.gautengonline.gov.za](http://www.gautengonline.gov.za).

**CLOSING DATE** : 25 April 2017

**NOTE** : All applications must be submitted with a Z83 form, a C.V and Certified copies. All competencies, training and knowledge of an applicant must be stated on the C.V. Certified stamp must not be more than three month on submission date. Drivers licence and smart card must be copied both sides. Employment history must reflect complete calendar date (e.g. 01 April 2017) on the C.V. The successful candidates will be subjected to positive results of the security clearance process (citizenship, criminal records and financial records) and the verification of educational qualifications certificates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to Pre-employment medical surveillance conducted by the Occupational Health Nurse Practitioner (OHNP). Incomplete applications or applications received after closing date will not be considered.

**POST 14/70** : **OPERATIONAL MANAGER: NURSING SPECIALITY IN OPHTHALMOLOGY UNIT (PN-B3) 2 POSTS REF NO: 000421**  
 Directorate: Nursing Services

**SALARY** : R465 939 per annum (all inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Ophthalmology Nursing Science. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

**DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

**ENQUIRIES** : Ms. D.F. Ngidi Tel no: (011) 933 9779/0134  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01, Pimville, 1808

**CLOSING DATE** : 21 April 2017  
**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/71** : **ASSISTANT MANAGER NURSING: PNA-7(INFECTION PREVENTION AND CONTROL) REF NO: 000431**  
 Directorate: Nursing Services  
 This is a re-advertisement previous applicants are encouraged to apply.

**SALARY** : R465 939 per annum (all inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Degree/diploma in Nursing Administration will be an added advantage. A minimum of eight (8) years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level in infection Prevention and Control Department. Current registration with South Africa Nursing Council. Knowledge and understanding of OHS regulations, policies and acts. Computer literacy i.e (Ms. Word, Power Point). Ability to work independently and in a multi – disciplinary team context. Analytic thinking, independent decision making and problem solving skills. Qualification in infection control will be an advantage.

**DUTIES** : Develop clinical quality improvement programmed, guidelines, indicators and procedures with regard to Infection Prevention and Control and risk management. Promote compliance and implement safety standards programmes. Effective communicable disease outbreak prevention, management, report and feedback. Support Quality Assurance and initiatives by means of monitoring the implementation and adherence to National and Provincial Infection Prevention

Control (IPC) policies and Core Standards. Monitor and evaluate operational practices, techniques and collate quarterly reports from department into comprehensive report. Monitor clinical quality through audits, surveillance and research. Analyze data, establish and manage trends. Plan and facilitate relevant in-service training in Infection Prevention and Control and Risk management. Facilitate, guide and support Infection Control Committee for effective functioning and liaise, advice and effectively communicate with the relevant internal and external stakeholders.

**ENQUIRIES** : Ms D Ngidi Tel no: (011) 933 9779/0134  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808.

**CLOSING DATE** : 21 April 2017  
**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/72** : **OPERATIONAL MANAGER: NURSING SPECIALITY IN TRAUMA/HIGH CARE UNIT (PN-B3) REF NO: 000442**  
 Directorate: Nursing Services

**SALARY** : R465 939 per annum (all inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)  
**REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Medical and Surgical Nursing: Critical Care Nursing Science (General) or Trauma & Emergency Nursing Science. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

**DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

**ENQUIRIES** : Ms. D.F. Ngidi Tel no: (011) 933 9779/0134  
**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808.

**CLOSING DATE** : 21 April 2017  
**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/73** : **OPERATIONAL MANAGER NURSING: PN-B3 (OPERATING THEATRE) REF NO: 000424**  
 Directorate: Nursing Services

**SALARY** : R465 939 per annum (all inclusive package)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)

<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Operating Theatre Nursing Science. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<b><u>DUTIES</u></b>	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.
<b><u>ENQUIRIES</u></b>	:	Ms DF Ngidi Tel no: (011) 933 9779/0134
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808.
<b><u>CLOSING DATE</u></b>	:	21 April 2017
<b><u>NOTE</u></b>	:	Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.
<b><u>POST 14/74</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING: PN-B3 (OBSTETRICS &amp; GYNAECOLOGY) 2 POSTS REF NO: 000443</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R465 939 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Midwifery and Neonatal Nursing Science. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<b><u>DUTIES</u></b>	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.
<b><u>ENQUIRIES</u></b>	:	Ms. D.F. Ngidi Tel no: (011) 933 9779/0134
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main

Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital:  
Recruitment and Selection Unit, Private Bag X01, Pimville, 1808

**CLOSING DATE** : 21 April 2017

**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/75** : **OPERATIONAL MANAGER: NURSING SPECIALITY OBSTETRICS & GYNAECOLOGY (PN-B3) REF NO: 000452**  
Directorate: Nursing Services

**SALARY** : R465 939 per annum (all inclusive package)

**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Midwifery and Neonatal Nursing Science or Child Nursing Science  
Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

**DUTIES** : Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.

**ENQUIRIES** : Ms. D.F. Ngidi Tel no: (011) 933 9779/0134

**APPLICATIONS** : Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital:  
Recruitment and Selection Unit, Private Bag X01, Pimville, 1808

**CLOSING DATE** : 21 April 2017

**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/76** : **OPERATIONAL MANAGER NURSING: PN-B3 (OBSTETRICS & GYNAECOLOGY OPERATING THEATRE) REF NO: 000425**  
Directorate: Nursing Services

**SALARY** : R465 939 per annum (all inclusive package)

**CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS** : Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Operating Theatre Nursing Science  
Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent



		decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<b><u>DUTIES</u></b>	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.
<b><u>ENQUIRIES</u></b>	:	Ms. D.F. Ngidi Tel no: (011) 933 9779/0134
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808.
<b><u>CLOSING DATE</u></b>	:	21 April 2017
<b><u>NOTE</u></b>	:	Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.
<b><u>POST 14/77</u></b>	:	<b><u>OPERATIONAL MANAGER: NURSING SPECIALITY IN PAEDIATRICS (PN-B3)</u></b> <b><u>REF NO: 000426</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R465 939 per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<b><u>DUTIES</u></b>	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.
<b><u>ENQUIRIES</u></b>	:	Ms. D.F. Ngidi Tel no: (011) 933 9779/0134
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808.
<b><u>CLOSING DATE</u></b>	:	21 April 2017
<b><u>NOTE</u></b>	:	Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.
<b><u>POST 14/78</u></b>	:	<b><u>OPERATIONAL MANAGER: NURSING SPECIALITY IN PAEDIATRICS (ONCOLOGY) (PN-B3) REF NO: 000427</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R465 939 per annum (all inclusive package)

<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post basic qualification in Nursing Administration will be an added advantage. Current registration with the South African Nursing Council. A minimum of nine (9) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post-basic qualification in Child Nursing Science and Oncology. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<b><u>DUTIES</u></b>	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.
<b><u>ENQUIRIES</u></b>	:	Ms. D.F. Ngidi Tel no: (011) 933 9779/0134
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01, Pimville, 1808
<b><u>CLOSING DATE</u></b>	:	21 April 2017
<b><u>NOTE</u></b>	:	Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/19.
<b><u>POST 14/79</u></b>	:	<b><u>OPERATIONAL MANAGER: NURSING GENERAL IN SURGERY (PNA-5) REF NO: 000422</u></b> Directorate: Nursing Services
<b><u>SALARY</u></b>	:	R367 815per annum (all inclusive package)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Current registration with the South African Nursing Council. A minimum of seven (7) years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. A post basic qualification in Nursing Administration will be an added advantage. Competencies: leadership, ward management/ward administration, planning, organizing, co-ordination and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.
<b><u>DUTIES</u></b>	:	Supervise and evaluate quality of nursing care as directed by Professional scope of practice and set Nursing standards within a professional /legal framework. Implement nursing legislation and related framework and ethical nursing practices. Manage resources effectively and efficiently in the unit. Compile and analyse reports to improve quality of patient care. Participate in training, research and self-development. Be allocated to work night shifts and relieve the supervisor when required. Perform as an Operational Manager in accordance with the Scope of Practice Demonstrate effective communication with patients, supervisors and other health professionals and junior colleagues. Implementation of National Core Standards.
<b><u>ENQUIRIES</u></b>	:	Ms. D.F. Ngidi Tel no: (011) 933 9779/0134
<b><u>APPLICATIONS</u></b>	:	Applications should be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, between 7am and 4pm at ground floor, Main

Admin Building. Or posted to Chris Hani Baragwanath Academic Hospital: Recruitment and Selection Unit, Private Bag X01 Pimville 1808.

**CLOSING DATE** : 21 April 2017

**NOTE** : Application without proof of necessary documents will be disqualified. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993.

**POST 14/80** : **OPERATIONAL MANAGER: GENERAL STREAM PNA-5 REF NO: 000454**  
Directorate: Nursing services

**SALARY** : R367 815 per annum (plus benefits)

**CENTRE** : Helen Joseph Hospital

**REQUIREMENTS** : Grade 10 or 12 Certificate. Registration with SANC as a Professional Nurse, Diploma or Degree in Nursing Science. Minimum of seven (7) years' experience as a professional Nurse. Willing to work shifts when need arises Ability to function in a multi-disciplinary setting. Ability to function under stressful situations.

**DUTIES** : Ensure effective communication within the health setting. Take charge of a ward/unit and ensure smooth running Develop policies and protocols for the Department, Supervision and control of all material resources and manage costs Strict control of equipment and budget of the department, Liaise with Hospital management regarding complex issues Maintain sound relations and team work within the department. Ensure optimal utilizations of personnel in the unit , Ability to deal with conflict and knowledge of DoH policies, Ensure and have knowledge of national core standards, Ensure training needs are met by staff, Quality patient care with prevention of serious adverse events , Programme of skilling staff through in-service and demonstration, Develop systems to ensure efficient running of the ward, Ensure health value to patients, Conduct PMDS of all staff in the department.

**ENQUIRIES** : Ms. TG Baloyi Tel no: (011)489 0896

**APPLICATIONS** : Applicants to attach all the necessary documents which are certified in your application including your valid identity document and relevant certificates, applications without proof of the necessary documents will be disqualified. forms must be delivered to HR Helen Joseph Hospital, No 14 Perth Road, Auckland Park, HR Department.

**CLOSING DATE** : 21 April 2017

**NOTE** : Please note successful candidate will be subject to OHS medical surveillance as required in the HBA regulations within the OHS Act 85 of 1993. NB: Please note that employment vetting is mandatory.

**POST 14/81** : **OPERATIONAL MANAGER: NURSING GRADE 1 GENERAL UNIT REF NO: HRM 19/2017**  
Directorate: Cardiology

**SALARY** : PN-A5 R367 817 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** : Applications must be submitted with a Z83 form, certified copies of ID and certificate of qualifications to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3

**CLOSING DATE** : 28 April 2017

**NOTE** : 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.

**POST 14/82** : **SENIOR CASE MANAGER (NON-OSD POST) REF-NO: 000432**  
Directorate: Nursing

**SALARY** : R311 784 per annum (plus benefits) (NON-OSD)

**CENTRE** : Mamelodi Hospital

**REQUIREMENTS** : Grade 12 or ABET Level 4. Basic R425 qualification (Diploma/Degree in Nursing) that allows registration with the South African Nursing Council as a Professional Nurse. Registration with SANC and proof of current registration. Have a minimum of 5 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Appropriate experience in liaison with medical aid (funders) and managed care organisations with regards to MHC policies, protocols, optimal fund utilization and updated clinical information. Ability to link patient diagnoses with procedure codes. Knowledge of UPFS, ICD 10 codes/diagnostic codes, medical Aid Act 131 of 1998(e.g. section on prescribed minimum benefits). Computer literacy, good verbal and written communication skills.

**DUTIES** : Coordinate the work flow processes between clinical and admin personnel by liaising, guiding and supporting the fees department and the relevant hospital staff with the identification of prescribed minimum benefits. Effective and efficient communicate and update clinical information for externally funder clients. Control the correctness of the hospital bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation and implementation of case management policies, protocols and procedures within the hospital. Provide quotations to privately funded and foreign patients.

**ENQUIRIES** : Ms S Mahlangu, Tel no: (012) 841 8490

**APPLICATIONS** : Applications to be sent to Mamelodi Hospital, Hand Post-delivery to 19472 Serapeng Street Tsamaya Road or Private Bag x 0032 Rethabile Mamelodi East 0122 or submit online at: [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**FOR ATTENTION** : Ms J Vilakazi Recruitment Section.

**CLOSING DATE** : 25 April 2017

**POST 14/83** : **DENTAL TECHNICIAN GRADE 1/2/3**  
Directorate: Dental Laboratory

**SALARY** : Grade 1 R262 020 per annum plus benefits  
Grade 2 R308 649 per annum plus benefits  
Grade 3 R363 582 per annum plus benefits

**CENTRE** : Medunsa Oral Health Centre

**REQUIREMENTS** : Registration with the South African Dental Technicians Council (SADTC). Minimum 8 years' experience since registration with SADTC/ similar. B-Tech degree in Dental Technology. Good interpersonal skills. Ability to work within a team. Experience in construction of Cobalt Chrome metal frameworks and fixed implant substructures will be an added advantage.

**DUTIES** : Construction of quality Removable prosthesis and Orthodontic appliances. Provide technical assistance to undergraduates as well as post graduate students.

**ENQUIRIES** : Ms Heleen Warington Tel no: (012) 521 5830

**APPLICATIONS** : Applications must be submitted on Z83 obtainable from any Public Service department, accompanied by a CV, certified copies of ID, qualifications and registration with the HPCSA. Applications can be hand delivered to Medunsa Oral Health Centre, Human Resource Department, Room S529 Fifth floor or posted to Medunsa Oral Health Centre, Private Bag x848, Pretoria, 0001

**FOR ATTENTION** : Ms. EM Shibambo

**CLOSING DATE** : 28 April 2017

**NOTE** : Interviews will be conducted in two stages, bench test to determine technical ability and structured interview.

**POST 14/84** : **ADMINISTRATIVE CLERKS 7 POSTS REF NO: 000439**  
 Directorate: Human Resources Management

**SALARY** : R142 461 per annum (plus benefits)  
**CENTRE** : Tshwane District Health Services  
**REQUIREMENTS** : Grade 12 Certificate. Knowledge of Workload Indicators of Staffing Need (WISN) methodology is essential. Must be able to collect WISN data utilizing and WISN data collection tools from various categories of staff in the clinical areas. Thorough knowledge of World Health Organization (WHO) WISN Software is imperative. Must have knowledge of the World Health Organization (WHO), WISN Manual, and the Primary Health Care (PHC) Normative Guides and Standards Government Gazette document. A valid driver's licence will be added as an advantage. Computer literacy.

**DUTIES** : The incumbent of the post will be responsible for Capturing WISN data on the WISN Software and interpret the data categories; i.e. identify gaps and errors and consult relevant source for correction where necessary. Compile, analyse, maintain and store large database & spreadsheets; i.e. WISN, Occupation Specific Dispensation (OSD), etc. Follow up on progress in WISN study implementation. Assist and guide trained managers to conduct WISN studies in their units and facilities. Assist in conducting WISN Software training to various staff categories in the various Districts and hospitals, and be able to assist with answers and resolve queries. Assist in HR activities such as Recruitment and Selection, appointments, retention, absorptions, probationary matters, terminations, allowance, leave including PILIR, MMS, OSD, SMS and other administrative related matters. Provide input for the improvement of HR administrative procedures, guideline and policies. Assist in the implementation of grade and pay progression. Assist in the monitoring and capturing of PMDS and Staff Satisfactory survey.

**ENQUIRIES** : Ms TM Manthosi or Ms TC Masumpa, Tel no: (012) 451 9035  
**APPLICATIONS** : Applications must be delivered to the Fields Building, 427 Hilda Street, Cnr Hilda and Burnett, Hatfield or post to P.O Box 9514, Pretoria,0001, or apply online at : [www.gautengonline.gov.za](http://www.gautengonline.gov.za)

**CLOSING DATE** : 21 April 2017

**POST 14/85** : **ADMINISTRATIVE CLERK 1 POST REF NO: TDH03/2017**  
 Directorate: ITC

**SALARY** : R142 461 per annum (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : Grade 12 and National Diploma in Office management and technology. Certificate and knowledge of DHIS. Breaking barriers to public service. Diploma or certificate In Health management information system.

**DUTIES** : Ensure that data quality is complete, accurate, available and consistent, monitor and evaluate quality of data routinely, collected from various departments. Capturing of daily and monthly raw data using webDHIS system and data validation. Compiling of monthly, quarterly reports and provide reports to mangers for decision making. Maintain a filing stem according to financial years. Daily monitoring and capturing of midnight census from various wards, correct errors listed on feedback report from district and provincial information officers. Preparation of internal auditor General. General administration related tasks in the office environment. Update of monthly input from for new and modified data.

**ENQUIRIES** : Mrs. Matube MW Tel no: (012) 354 7604  
**APPLICATIONS** : All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 or Candidates should apply directly to the Hospital in HR Department.

**CLOSING DATE** : 21 April 2017

**POST 14/86** : **ADMINISTRATIVE CLERK 1 POST REF NO: TDH04/2017**  
 Directorate: Human Resource Management

**SALARY** : R142 461 per annum (plus benefits)  
**CENTRE** : Tshwane District Hospital  
**REQUIREMENTS** : Grade 12 Certificate. Knowledge of Workload Indicators of Staffing Need (WISN) methodology is essential. Must be able to collect WISN data utilizing and WISN data collection tools from various categories of staff in the clinical areas. Thorough

knowledge of World Health Organization (WHO) WISN Software is imperative. Must have knowledge of the World Health Organization (WHO), WISN Manual, and the Primary Health Care (PHC) Normative Guides and Standards Government Gazette document. A valid driver's licence. Computer literacy.

**DUTIES**

: The incumbent of the post will be responsible for Capturing WISN data on the WISN Software and interpret the data categories; i.e. identify gaps and errors and consult relevant source for correction where necessary. Compile, analyse, maintain and store large database & spread sheets; i.e. WISN, Occupation Specific Dispensation (OSD), etc. Follow up on progress in WISN study implementation. Assist and guide trained managers to conduct WISN studies in their units and facilities. Assist in conducting WISN Software training to various staff categories in the various Districts and hospitals, and be able to assist with answers and resolve queries. Assist in HR activities such as Recruitment and Selection, appointments, retention, absorptions, probationary matters, terminations, allowance, leave, MMS, OSD, SMS and other administrative related matters. Provide input for the improvement of HR administrative procedures, guideline and policies. Implement grade and pay progression. Monitor and capturing of PMDS.

**ENQUIRIES**

: Mrs. Matube NW Tel no: (012) 354 7604

**APPLICATIONS**

: All applications received for the posts should be sent to: Tshwane District Hospital, Private Bag X179, Pretoria, 0001 or Candidates should apply directly to the Hospital in HR Department.

**CLOSING DATE**

: 21 April 2017

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

**APPLICATIONS** : The Human Resource Manager. Private Bag X6.32, Mandeni, 4490.or hand delivered to Msomuhle Road. Mandeni 4490

**FOR ATTENTION** : Mr VM Nxumalo

**CLOSING DATE** : 21 April 2017

**OTHER POST**

**POST 14/87** : **MEDICAL OFFICER GRADE 1 TO 3**

**SALARY** : Grade 1: R 686 322 per annum  
Grade 2: R 784 743 per annum  
Grade 3: R 910 716 per annum

**CENTRE** : Sundumbili Community Health Centre: Mandeni

**REQUIREMENTS** : Requires appropriate qualification (MBCHB or equivalent qualification) plus a valid registration with HPSCA as a Medical practitioner. One year relevant experience after registration as a Medical practitioner with a recognized foreign health professions council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa Experience: Grade 1: nil . Grade 2: Five (5) years appropriate experience after registration with HPCSA as a Medical Practitioner or 6 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified applicants of whom it is not required to perform Community Service as required in South Africa. Grade 3: Ten (10) years appropriate experience after registration with HPCSA as a Medical Practitioner or 11 years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council, in respect of foreign qualified applicants of whom it is not required to perform Community Service as required in South Africa.

**DUTIES** : Interview, examine, investigate, diagnose and oversee the treatment of patients, including chronic medical ailments/conditions, medical, surgical, obstetric and gynecological emergencies, HIV and TB patients, sick children, antenatal, intra-partum and postnatal patients, mental health care users. Provision of good quality, patient-centered and community-orientated care for all patients. Promote and ensure good continuity of care. Work as a consulting Doctor at the CHC and for the clinics as part of the PHC team, doctors, nurses, paramedical staff, pharmacy and allied health professionals. Participation in multidisciplinary teams and joint programme with all stakeholders including NGO's, other governmental departments. Flexibility in performing other clinical duties in other units in the CHC, as may be necessary including participating and supporting community outreach programme. Diagnosing and facilitating patient's referrals to higher levels of care, in line with established referral path ways. Participation in commuted overtime duties. Instill confidence in public service and also the medical profession through exemplary behavior. Support PHC clinics linked to the CHC that refer to the CHC .Provide medical support to the PHC clinical staff (all categories). Participation in patient satisfaction surveys and reducing waiting times. Maintain and continuously improve professional and ethical standards. Teaching, training and supervision of junior staff and collaboration with allied health professionals. Facilitation of staff training and ongoing medical education (CME/CPD activities) and training of junior staff/doctors, nurses and other relevant categories. Handle disability grant processing. Provide preventive health interventions and measures to promote health. Perform duties as delegated by the supervisor and / CEO of the CHC. Participation in male medical circumcision as a part of strategies for prevention and reduction of HIV/AIDS.

**ENQUIRIES** : Dr. R. Vishnupersad Tel no: (032) 454 7502

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

*Exciting opportunities for persons who want to make a difference. The WCG is guided by the principles of Employment Equity. Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.*

<b><u>APPLICATIONS</u></b>	:	To apply submit your application online via <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a>
<b><u>CLOSING DATE</u></b>	:	18 April 2017 @ 16:00
<b><u>NOTE</u></b>	:	In order to take the first step towards your dream career in the Western Cape Government, you need to submit your application online via <a href="http://www.westerncape.gov.za/jobs">www.westerncape.gov.za/jobs</a> Only applications submitted online will be accepted. 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.

**MANAGEMENT ECHELON**

<b><u>POST 14/88</u></b>	:	<b><u>DIRECTOR: COMMUNITY POLICE RELATIONS REF NO: CS 2017-10</u></b>
<b><u>SALARY</u></b>	:	All-inclusive salary package of R898 743 – R 1 058 691 per annum, Level 13. Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Department of Community Safety, Western Cape A 3-year degree on NQF 7 as recognised by the National Framework Authority; 5 years middle/ senior managerial experience; A Valid driver's license. Competencies: Knowledge: Government planning cycle. Community policing. Volunteerism. Skills: Advance Project Management. Communication. Computer Literacy. Report Writing. Attributes: Initiative and willingness. Innovation. Willingness to work diligently. Computer literacy. Coordination. Report Writing.
<b><u>DUTIES</u></b>	:	Strategic sub-programme leadership. Provision of input into the business and strategic plan of the Department. Efficient management of the sub-programme budget in order to achieve the objectives of the department. Project Management. Manage departmental initiated programmes so as to ensure stakeholder buy-in. Staff advisory support. Guide and develop staff members. Perform performance management and alignment of functions to the departments predetermined objectives. Provide management support on strategic matters. Provision of guidance to executive management in order to ensure proactive engagement on various matters at executive level and matters relating to the public.
<b><u>ENQUIRIES</u></b>	:	Adv. Y Pillay Tel no: (021) 483 3338

**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.*

<b><u>NOTE</u></b>	:	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.
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**OTHER POSTS**

<b><u>POST 14/89</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (SPECIALTY: OPERATING THEATRE) 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	R465 939 (PN-B3) per annum
<b><u>CENTRE</u></b>	:	Groote Schuur Hospital, Observatory



<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Basic R425 qualification (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least one year accredited with the SANC in Medical and Surgical Nursing Science: Operating Theatre Nursing. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: A minimum of 9 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the one year post basic qualification as mentioned above. Inherent requirements of the job: Willingness to work shifts and public holidays. After-hour/weekend cover for the nursing department and deputising for the Assistant Manager: Nursing. Competencies (knowledge/skills): Experience as a scrub nurse. Knowledge of all acts, regulations and policies relating to operating theatres. Computer literacy (MS word, Excel, PowerPoint). Communication and presentation skills. Human resource management, cost containment, procurement principle and labour relations. Ability to plan and organise theatre environment to ensure quality care, IPC principles. Knowledge and skills in the monitoring and the implementation of policies, programmes, regulations, practices, procedures and standards pertaining to nursing care. Note: No payment of any kind is required when applying for this post.
<b><u>DUTIES</u></b>	:	Key result areas/outputs: Provide guidance and leadership in operating theatre, planning and organising the theatre environment. Perform scrubbing duties. Implement and monitor policies, programmes, regulations, practices, procedures and standards. Attend meetings. Manage and utilise human and material resources in accordance with relevant directives and legislation. Maintain standards of care and meticulous documentation. Standby and overtime duties, participate in training, teaching and research. Render assistance with supporting theatre functions. Render support to the Assistant Manager Nursing.
<b><u>ENQUIRIES</u></b>	:	Mr A Mohamed, Tel no: (021) 404-2092
<b><u>APPLICATIONS</u></b>	:	The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935
<b><u>FOR ATTENTION</u></b>	:	Ms N Mbilini
<b><u>CLOSING DATE</u></b>	:	21 April 2017
<b><u>POST 14/90</u></b>	:	<b><u>CHIEF PHYSIOTHERAPIST GRADE 1</u></b> Chief Directorate: General Specialist and Emergency Services
<b><u>SALARY</u></b>	:	R385 899 per annum
<b><u>CENTRE</u></b>	:	Western Cape Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. Registration with a professional council: Registration with the HPCSA as a Physiotherapist. Experience: A minimum of 3 years appropriate experience in Physiotherapy after registration with the HPCSA as Physiotherapist. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work after-hours, weekends and public holidays as required. Competencies (knowledge/skills): Knowledge and competency in Physiotherapy including the Provision of Mobility assistive devices, Comprehensive Service Plan, Western Cape Health Care Plan 2030 and Western Cape Position Paper on Rehabilitation. Strong leadership, problem-solving, decision-making, negotiation and conflict-resolution skills. Competency in Public Sector People Management, including Recruitment and selection, Performance management and Labour relations. Good presentation and public speaking skills. Strong computer literacy skills (i.e. Excel, PowerPoint, Word, Outlook). Note: No payment of any kind is required when applying for this post.
<b><u>DUTIES</u></b>	:	Key result areas/outputs: Comprehensive and operational management and leadership of an Inter-disciplinary team. Financial and asset management within resources and according to the prescripts of the Western Cape DoH. Comprehensive people Management and Development of staff in relevant and delegated section. Information management to promote service delivery policy development and implementation at WCRC. Liaise with internal (DOH) stakeholders (Metro East,-West and Rural) to improve continuity of care. Liaise with external stakeholders in respect of training, research and innovation in the field.

**ENQUIRIES** : Ms JY White, Tel no: (021) 370-2317  
**APPLICATIONS** : The Chief Director: General Specialist and Emergency Services, Private Bag X15, Parow, 7500.  
**FOR ATTENTION** : Ms B Beukes  
**CLOSING DATE** : 21 April 2017

**POST 14/91** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**  
 Chief Directorate: Metro District Health Services

**SALARY** : Grade 1: R317 271 (PN B1) per annum,  
 Grade 2: R390 216 (PN B2) per annum

**CENTRE** : Mitchell's Plain District Hospital

**REQUIREMENTS** : Minimum educational qualifications: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Occupational Health Nursing Science. Experience: Grade 1: Minimum of 4 years appropriate/recognisable experience in nursing after registration as a Professional nurse with the SANC in General nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional nurse with the SANC in General nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Occupational Health and Safety Nursing Science after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Willingness to work after hours, overtime and weekends as required. Willingness to assist with after-hour hospital cover. Valid (Code B/EB) drivers licence. Competencies (knowledge/skills): Knowledge and understanding of Occupational Health and Safety Act; regulations and policies. Excellent communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Knowledge and skills in conducting research/surveys and compiling comprehensive reports. Ability to facilitate and promote training. Computer literacy and data capturing (MS word, Outlook and PowerPoint). Ability to work independently and in a multi – disciplinary team context. Analytical thinking, independent decision making and problem solving skills. Notes: 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 without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "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)".

**DUTIES** : Key result areas/outputs: Develop OHS and Risk management programmes, guidelines, indicators, policies, procedures and improvement plans. Promote compliance, monitor and evaluate operational practices and techniques regarding clinical quality and Safety standards through conducting audits, surveillance and research, analyse data and manage established trends. Manage Staff health clinic and refer to appropriate level of care. Support quality assurance programmes: monitor adherence to OHS; IPC and Risk Management. National and Provincial policies and Core Standards. Assist with effective communicable disease outbreak prevention, management, report and feedback. Develop a training plan: facilitate relevant in-service training, induction and orientation with regard to OHS and Risk management. Support OHS committee for effective functioning. Plan and coordinate OHS meetings.

**ENQUIRIES** : Ms A Brown, Tel no: (021) 371-4410  
**APPLICATIONS** : The Chief Executive Officer: Mitchell's Plain District Hospital, AZ Berman Drive, Lenteguur or Private Bag X9, Mitchell's Plain, 7789.

**FOR ATTENTION** : Ms C Johnson  
**CLOSING DATE** : 21 April 2017

**POST 14/92** : **ARTISAN FOREMAN GRADE A**

**SALARY** : R249 540 per annum  
**CENTRE** : Directorate: Engineering and Technical Support, (Bellville Mobile Workshop, Electrical Workshop)

**REQUIREMENTS** : Minimum educational qualification: An appropriate Trade Test Certificate. Experience: Five years post qualification experience working predominately in a medical build environment. Experience in management of a workshop or a team of technically staff. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel long distances. Willingness to work away from home for extended periods. A Valid Wireman's licence. Competencies (knowledge/skills): Good verbal and written communication skills. Conversant with the requirements of the Machinery and Occupational Health and Safety Act. Conversant with the requirements of the SANS 10142 and SANS 10400 where applicable. Basic computer literacy in Excel, Word, and Internet Explorer (Internet). Basic knowledge of procurement and supply chain function principles and regulations (PFMA). Note: No payment of any kind is required when applying for this post.

**DUTIES** : (Key result areas/outputs): Day to day planning, delegation and management of job cards for the workshop including workload management, tracking and logging of jobs, planning and procurement of materials and equipment and quality control of completed works. Carry out technical investigations, provide technical support to clients, write specifications or work plans and repair, service and maintain equipment, plant and buildings in accordance with the relevant standards. Provide input to the operational plan of the workshop, assist with the administration of work including reporting and assist personnel with completion of administrative documents. Continuous self-development and development of staff to keep abreast with new technologies and procedures.

**ENQUIRIES** : Mr LS Semono, Tel no: (021) 918 1382  
**APPLICATIONS** : The Director: People Practices and Administration, Department of Health, PO Box 2060, Cape Town, 8000.

**FOR ATTENTION** : Ms C Dawood  
**CLOSING DATE** : 21 April 2017

**POST 14/93** : **ADMINISTRATION CLERK: SUPPORT (MEDICO LEGAL SERVICES)**

**SALARY** : R142 461 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Grade 12/Senior Certificate. Experience: Appropriate computer and typing experience (substantial proof must be attached). Appropriate office administration experience or secretarial experience. Appropriate experience in client care. Competencies (knowledge/skills): Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Good planning, organisational and typing skills. Good interpersonal and communication skills. Ability to meet deadlines. Ability to take minutes and write reports. Computer literacy in (MS Word, Excel and Outlook). A legal background will be an added advantage. Note: Shortlisted candidates will be subjected to a practical test. No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Deliver an effective and efficient administrative support and reception service. Effectively provide typing and computer service. Office management and liaise with external and internal clients. Create register, database management and electronic management of records. Request patient folders. Prepare documents for completion by medical staff. Follow up on the progress of client requests. Ensure timeous submission of statistical data, as well as collate and compile monthly report and statistical data.

**ENQUIRIES** : Ms R Kühn, Tel no: (021) 404 6488  
**APPLICATIONS** : The Chief Executive Officer: Groote Schuur Hospital, Private Bag X4, Observatory, 7935

**FOR ATTENTION** : Ms N Mbilini  
**CLOSING DATE** : 28 April 2017

**POST 14/94** : **FOOD SERVICE SUPERVISOR 3 POSTS**

**SALARY** : R119 154 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum educational qualification: General education and Training Certificate (GETC) Grade 9 (Std 7). Experience: Appropriate experience in food service environment. Appropriate supervisory experience. Inherent requirement of the job: Ability to do physical tasks. Willingness to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Literacy with sound numerical skills. Ability to work according to the rules or standards and to meet deadlines. Sound interpersonal communication skills in at least two of the three official languages of the Western Cape. Knowledge and ability to handle industrial equipment. Knowledge of applicable legislation and policies or nutrition and different diets or large scale food preparation according to standard recipes. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (Key result areas/outputs): Support the principal food services supervisors and food service manager or senior in the execution of their tasks. Supervise and administer physical resources. Assist with meal bookings, meal cards and coding. Supervise food hygiene guidelines. Allocate tasks and co-ordinate work schedules. Maintain security of kitchen unit and all physical resources and supplies. Supervise and administer activities regarding the meal plan (patients and private patients).

**ENQUIRIES** : Ms R Keyser, Tel no: (021) 938 4135  
**APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospital, Private Bag X3, Tygerberg, 7505.  
**FOR ATTENTION** : Mr R McKenzie  
**CLOSING DATE** : 28 April 2017

**POST 14/95** : **FOOD SERVICE AID**

**SALARY** : R84 096 per annum  
**CENTRE** : Tygerberg Hospital, Parow Valley  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Experience in a large scale Industrial Food Service Unit. Inherent requirements of the job: Ability to work shifts, weekends and public holidays. Ability to work in large scale freezers and cold rooms. Must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): Ability to function in a group and to work under pressure. Ability to prepare food according to standardised recipes. Knowledge of National Food Service Guidelines. Knowledge of basic cleaning and maintenance of equipment. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

**DUTIES** : (Key result areas/outputs): Prepare, dish up and serve food for normal and special diets. Assist with the receipt, storage and stock control of food supplies. Follow and maintain hygiene and safety directives including the use of apparatus and equipment, washing of crockery and cooking utensils. Assist with the informal in-service training of new employees. Attend prescribed training courses.

**ENQUIRIES** : Ms R Keyser, Tel no: (021) 938 4135  
**APPLICATIONS** : The Chief Executive Officer: Tygerberg Hospitals, Private Bag X3, Tygerberg, 7505  
**FOR ATTENTION** : Mr R Mckenzie  
**CLOSING DATE** : 28 April 2017

**POST 14/96** : **HOUSEHOLD AID 6 POSTS**  
Chief Directorate: Metro District Health Services

**SALARY** : R84 096 per annum  
**CENTRE** : Karl Bremer Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Experience in ensuring a safe and hygienic clean environment in a hospital environment. Inherent requirements of the job: Willingness to work shifts, including weekends, public holidays and night duty. Ability to do physical work and handle machines/apparatus. Willingness to relieve in other departments, change shifts (day and night duty), to work overtime as and when required. Competencies (knowledge/skills): Ability to read, speak and write in at least two of the three official

languages of the Western Cape. Ability to accept accountability, responsibility and work independently. Undergo formal and informal identified in-service training programmes. Good interpersonal relations with supervisor, colleagues, public and patients. Ability to operate machines/equipment in a cost effective manner. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Cost effective utilisation of consumables/resources. Cleaning of wards. Ensure correct methods of handling and disposal of refuse/waste products. Assist with the serving of meals and beverages to patients. Assist with the routine stock control of linen and non-surgical equipment at ward level as required. Daily counting of used linen and counting clean linen in the absence of Housekeeper.

**ENQUIRIES** : Ms I Adams, Tel no: (021) 918 1386  
**APPLICATIONS** : The Senior Medical Superintendent: Karl Bremer Hospital, Private Bag X1, Bellville, 7535.

**FOR ATTENTION** : Ms A Dyers  
**CLOSING DATE** : 28 April 2017

**POST 14/97** : **LINEN STORES ASSISTANT (LINEN BANK) 2 POSTS**  
 Chief Directorate: Metro District Health Services

**SALARY** : R84 096 per annum  
**CENTRE** : Karl Bremer Hospital  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate hospital linen store experience. Inherent requirements of the job: Ability to do physically hard work. Ability to stand for long hours. Competencies (knowledge/skills): Basic understanding of maintaining a safe and hygienically clean environment. Good interpersonal relations with supervisor, colleagues and the public. Ability to function in a group. Ability to read, speak and write in at least two of the three official languages of the Western Cape. Ability to do physically hard work. Ability to stand for long hours. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Cleaning (i.e. mop, sweep, wash and scrub) of surfaces in the counting area and immediate environment as stated in the daily cleaning programme. Collect soiled linen from wards. Assist with sorting and counting of soiled linen. Conveying dirty and clean linen from Linen Bank to wards and from wards to counting area. Pack linen and stack in bags. Report defects and render a support service to supervisor. Use equipment/consumables and other in a cost effective manner.

**ENQUIRIES** : Ms Z Ndevu, Tel no: (021) 918 1335  
**APPLICATIONS** : The Manager: Medical Services, Karl Bremer Hospital, Private Bag XX1, Bellville, 7535

**FOR ATTENTION** : Ms A Dyers  
**CLOSING DATE** : 28 April 2017

**POST 14/98** : **CLEANER**  
 Chief Directorate: Metro District Health Services

**SALARY** : R78 066 per annum  
**CENTRE** : Michael Mapongwana Community Health Centre  
**REQUIREMENTS** : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner in a Health Facility. Experience with the use of cleaning equipment, materials and detergents. Infection control and occupational health and safety experience. Inherent requirement of the job: Willingness to work flexible hours. Competencies (knowledge/skills): Fluency in at least two of the three official languages of the Western Cape. Note: No payment of any kind is required when applying for this post.

**DUTIES** : Key result areas/outputs: Provide a clean and hygienic environment in and outside the health care facility to prevent the spread of infection. Plan and organise cleaning of facility with available resources. General cleaning and maintenance (i.e. dust, sweep, polish, scrub, mop, clean windows and walls). Ensure that cleaning equipment, e.g. polisher and scrubbing machines, mops, brooms and buckets are clean after usage and securely stored. Actively involved in infection control and occupational health and safety activities.

**ENQUIRIES** : Ms K Jacobs, Tel no: (021) 363-1080

**APPLICATIONS** : The Director: Khayelitsha/Eastern Sub-structure, Khayelitsha District Hospital,  
Corner of Steve Biko and Walter Sisulu Drive, Khayelitsha, 7784.  
**FOR ATTENTION** : Ms Z Willie  
**CLOSING DATE** : 21 April 2017

**DEPARTMENT OF LOCAL GOVERNMENT**

**APPLICATIONS** : To apply submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs)  
**CLOSING DATE** : 18 April 2017 @ 16:00  
**NOTE** : In order to take the first step towards your dream career in the Western Cape Government, you need to submit your application online via [www.westerncape.gov.za/jobs](http://www.westerncape.gov.za/jobs) Only applications submitted online will be accepted. 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.

**MANAGEMENT ECHELON**

**POST 14/99** : **DIRECTOR: MUNICIPAL SUPPORT AND CAPACITY BUILDING REF NO: LG 4-2017**

**SALARY** : All-inclusive salary package of R898 743 – R 1 058 691 per annum, Level 13. Note: The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs.

**CENTRE REQUIREMENTS** : Department of Local Government, Western Cape  
: Appropriate qualification as recognised by SAQA on NQF 7; 5 years' managerial experience. Recommendation: Post graduate qualification in Public Administration; Competencies: Knowledge of Municipal policies, legislation, guidelines, standards, procedures and best practices; Knowledge of Public Service procedures; Excellent interpretation of legislation skills; Excellent Organising and Coordinating skills; and Interpersonal skills.

**DUTIES** : Provide coordinated support to strengthen the capacity of Municipalities in the Western Cape; Provide support to Municipalities in the Western Cape with the implementation and compliance of Municipal Property Rates Act 6 of 2006; Provide municipal training initiatives to Municipalities in the Western Cape; Strategic Management; Human Resource Management; and Financial Management.

**ENQUIRIES** : Ms E Barnard Tel no: (021) 483 4647